



Queen's Park High School Rowing Club
Queen's Park High School
Chester
CH4 7AE

Constitution

1. Name

The club is known as Queen's Park High School Rowing Club (hereinafter known as "the club").

2. Administration

Subject to the matters set out below, the club shall be ministered and managed in accordance with this constitution, by members of the Executive Committee, constituted by clause 10 of this document.

3. Objectives

The objectives of the club are to assist in the provision of facilities and provide the organisation that will enable and encourage students of Queen's Park High School to row and/or scull.

4. Powers

In furtherance of the objects but not otherwise, the Executive Committee may exercise the following powers having due regard to the financial regulation of Queen's Park High School.

- (i) Power to raise funds and invite and receive contributions
- (ii) Power to buy, take on lease or exchange property necessary for the achievement of the objects and to maintain and equip it for use.
- (iii) Power subject to any consent required by Queen's Park High School to sell or dispose of any part of the property of the rowing club.
- (iv) Power to appoint and constitute such advisory committees as the Executive Committee may think fit.
- (v) If the committee of Queen's Park High School Rowing Club decide that it is advisable to dissolve the club, they shall call a meeting of all members of the club of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the club committee will have the power to realise any assets held by or on behalf of the club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other rowing club having objectives similar to Queen's Park High School Rowing Club as the members of the club may determine.

5. Membership

- (i) (a) Any registered student of Queen's Park High School, Chester is eligible for membership.
- (b) In exceptional circumstances where it would benefit existing members of the club, any registered student within The Learning Trust with the appropriate rowing ability may be invited to become a member at the discretion of the committee.
- (c) QPH Students that are members of other clubs requesting to join is at the discretion of the executive committee.
- (d) All members should become British rowing members and are responsible in maintaining membership throughout their time at the club.



- (ii) Coaches, who must be:
 - (a) Registered with Queen's Park High School
 - (b) Registered on the British Rowing (BR) child protection list and be familiar with the BR child protection policy.
 - (c) Covered by personal insurance, which may be achieved by being a member of the BR.
 - (d) Qualified to at least UKCC level 2 award session coach or UKCC level 2 certificate club coach.
- (iii) Helpers, who are known to the Executive committee.
- (iv) Every member, coach and helper has one vote.
- (v) The Executive Committee may unanimously terminate the membership of any one individual, provided the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a parent or guardian, in the case of a student, before a final decision is made.
- (vi) Any disciplinary and grievance instances will follow British Rowing Policies and procedures.

6. Child Protection Procedures.

The club accepts the policy and procedures relating to Child Protection, as set out by British Rowing and requires all new members to accept them as a condition of membership.

7. Parental Consent

All students must provide a completed parental consent form before joining the club.

8. Subscription and Event Fees

- (i) The rates of subscription shall be determined by the members in General meeting and shall be due for new members within 4 weeks of their first outing with the club.
- (ii) Thereafter, the subscription shall be due on or before the end of the first week of each school term.
- (iii) The subscription should either be paid as an annual sum or monthly standing order. If any parent is having financial difficulties, they should contact the Club's Treasurer.
- (iv) There will be a fee for any rower who enters an organised racing event. Notification of the fees will be sent within 2 weeks post the event and must be paid within a month of this notification.

9. Honorary Officers

At the annual general meeting (AGM) of the club, the members shall elect from amongst themselves a chairperson, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

10. Executive Committee

- (i) The Executive Committee shall consist of the honorary officers specified in the preceding clause.
- (ii) All members of the Executive Committee shall retire from office together at the end of the next AGM, after the date on which they came into office but they may be re-elected or re-appointed.
- (iii) The proceedings of the Executive Committee shall not be invalidated by any vacancy among its members or by any failure to appoint or any



- defect in the appointment or qualification of a member.
- (iv) Executive committee members must be aged 18 or over.

11. Receipts and Expenditure

- (i) The funds of the club, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the club at such bank as the Executive Committee shall from time to time decide. All withdrawals on the account must be authorised by at least one member of the Executive Committee. In addition or as an alternative, the funds of the club shall be paid into an account operated by Queen's Park High School.
- (ii) The funds belonging to the club shall be applied only in furthering the objects.

12. Accounts

The executive committee shall:

- (i) Keep accounting records for the club and arrange for their annual audit.
- (ii) Prepare annual statements of accounts for the club.
- (iii) Provide annual statements to Queen's Park High School.

13. Annual General Meeting

- (i) There shall be an AGM of the club, which shall be held in the month of May or as soon as practicable thereafter.
- (ii) All members of the club shall be entitled to attend and vote at the meeting.
- (iii) If the chairperson is not present, before any business is transacted, the persons present must appoint a chairperson for the meeting.
- (iv) The Executive Committee shall present to each AGM the report and accounts of the club for the preceding year.

14. Special General Meetings

The Executive Committee may call a special general meeting of the club at any time. If at least 10 members request a meeting in writing stating the business to be considered, the secretary shall call such a meeting stating the business to be discussed.

15. Procedure at General Meetings

- (i) The secretary or other person appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the club.
- (ii) The minimum number of committee members required to form a quorum at all meetings is three. That can be made up of all coaches, welfare officer and approved helpers with a minimum of two members of the executive committee.
- (iii) All conflicts of interest must be declared at the start of general meetings and the interested parties excluded from the relevant part of the meeting.
- (iv) In all decision making, the majority vote of eligible committee members will be taken.

16. Equal Opportunities Policy

The club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements, which cannot be shown to be relevant to performance.



17. Alterations to the Constitution

The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting.

Declaration:

Queen's Park High School Rowing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Date: **04.10.21**

Signed: *Richard Cox*

Position: Chair

Signed: *Michele Dunkerly*

Position: Treasurer

Signed: *Karen Hawkins*

Position: Secretary