

CONSTITUTION OF Thames Barbarians Pilot Gig Club



Terms:

- in this document 'Club' refers to 'Thames Barbarians Pilot Gig Club' which is registered in Gravesend, Kent
- 'the Sport' refers to coastal rowing, gig rowing and all associated activities
- 'the Committee' refers to the executive committee of the Club
- CPGA refers to the Cornish Pilot Gig Association.
- 'Rules' refers to the rules governing the operation and administration of the Club
- CPGA Policies can be viewed at <https://www.cpga.co.uk/about/policies/>

1. NAME

The club shall be known as 'Thames Barbarians Pilot Gig Club' (hereinafter referred to as 'the Club')

2. OBJECTIVES

The objectives of the Club are:

- a. To provide a coastal rowing environment for people from London and its environs to participate in all forms of gig rowing and racing and other forms of associated coastal rowing activities whilst being self-financing and governing in respect to the sport of coastal rowing and Cornish Pilot Gig Rowing and Racing.
- b. To aid the promotion and development of Cornish Pilot Gig Rowing for its members.
- c. The Club is formed to provide facilities and administration for the participation of rowing by its members and any other sport which may be conveniently combined with it. This includes rowing events organised by the Cornish Pilot Gig Association (the CPGA) plus social and friendly regattas organised by other clubs.

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- d. To ensure that all present and future club members receive fair and equal treatment.
- e. To raise funds to support the continued operation of a competitive Cornish Pilot Gig Club based in South London.
- f. To manage our finances in such a way that the club can regularly renew its assets to remain a viable club.

2a. PERMITTED MEANS OF ADVANCING THE OBJECTIVES

The Committee has the power to:

- a. Acquire and provide facilities, equipment, coaching, training and rowing facilities, clubhouse, transport, medical and related facilities;
- b. Take out any insurance for club, employees, contractors, rowers' guests and third parties.
- c. Raise funds by appeals, subscriptions, loans and charges;
- d. Borrow money and give security for the same and open bank accounts;
- e. Buy, lease or licence property and sell, let or otherwise dispose of the same;
- f. Make grants and loans and give guarantees and provide other benefits;
- g. Set aside funds for special purpose or as reserves;
- h. Invest funds in any lawful manner;
- i. Employ and engage staff and others and provide services;
- j. Cooperate with, or affiliate to firstly any bodies regulating or organising the sport and secondly any Club or Body involved with it and thirdly with Government and related Agencies;
- k. Do all other administration reasonably necessary to advance the purposes of Cornish Gig, and coastal rowing;
- l. Unless otherwise stated in this constitution the rules and regulations of The Cornish Pilot Gig Association (CPGA) shall apply.

None of the above powers may be used other than to advance the objectives consistently with the Rules of the Club and the General Law.

3. MEMBERSHIP

A. Classes of Membership (Clause 2(f) 'Objectives' will apply to all classes of membership)

- a. Adult Members - over the age of 18.



- b. Social Members - over the age of 18 years of age and shall pay an annual subscription.
- c. Seniors (over 70 years old) and Unemployed Members.
- d. Honorary Life Member - over the age of 18 years of age. This membership class is awarded by the committee following the agreement of the Annual General Meeting and no subscription is payable.
- e. Discretionary Members – The Committee may from time to time, and at their discretion, permit some part-time or restricted membership.
- f. Family membership – up to two adults and any number of under 18s living at the same address.
- g. Junior members under the age of 18

B. Membership

Membership of the Club shall be open to anyone interested in the sport of Cornish Pilot Gig and coastal rowing on application, in accordance with the Equal Opportunities Policy (paragraph 4). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- a. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- b. Applicants for membership and members renewing their membership will abide by the Rules and Code of Conduct of the Club and the sport of Cornish Pilot Gig rowing.
- c. If it is considered by the Club committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of Cornish Pilot Gig rowing into disrepute or for some other similar good cause, the Club committee shall be entitled to refuse or withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the member.

C. Restrictions

A person who has been expelled from, or refused membership of, the Cornish Pilot Gig Association, or British Rowing shall not be eligible for membership.



4. EQUAL OPPORTUNITIES POLICY

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member or volunteer receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

5. CHILD PROTECTION PROCEDURES

The Club accepts the following policies and procedures – ‘The Safeguarding and Protection of Children and Adults at Risk’, as set out by British Rowing and the ‘Policy for Safeguarding and Protecting Children’ as set out by the Cornish Pilot Gig Association - and requires all members to accept them as a condition of membership.

6. JOINING FEES

Each applicant for membership shall, if his/her application be accepted, pay a joining fee, the amount of which shall be determined by the members in a General meeting.

7. SUBSCRIPTION

The rates of subscription shall be determined by the members in a General meeting. All annual subscriptions shall become due from 1st January each year. Any new member joining the Club after 1st January, will pay pro-rata subscriptions for their first year.

8. CESSATION OF MEMBERSHIP

- a. Any member may resign giving one month's clear notice in writing to the Club Secretary.
- b. Any member violating any of the Rules or Regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal as a matter of course to an independent Hearings Panel. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.
- c. Any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and the CPGA.
- d. A member shall be deemed to have resigned from the Club if, after due notice in writing, they



have not paid by 2 calendar months the annual subscription which became due after a calendar year of their last payment of subscription fees. They may, however, re-join at any time, subject to the provision of 3.B.c or 3.C above.

9. GRIEVANCE AND DISCIPLINARY PROCEDURES

Any individual or member with a complaint about treatment by the Club or a member of the Club should set out their grievance, in the first instance, to the Club Chair. The Club will seek to deal with complaints and disciplinary matters in a fair and timely manner, with reference to CPGA Guidelines on Grievance and Disciplinary Procedures.

10. DISQUALIFICATION FROM HOLDING OFFICE

Only members entitled to vote are eligible to hold office, subject to conditions of the Club as laid out in the Rules.

11. COMMITTEE

a. The Committee shall conduct the affairs of the Club as a whole and shall consist as a minimum of Chairman, Secretary, Treasurer, Safety Officer and Welfare/Safeguarding Officer with other Officers as deemed necessary. The Committee shall have the power to co-opt further members but co-opted members shall have no right to vote at Committee meetings.

b. There will be a minimum of 4 meetings a year.

c. Nominations for the position of Chair, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Section 14.d of this constitution.

d. The initial term of office shall be a maximum of three years for the Chairman, Secretary and Treasurer. Other officers shall be eligible for re-election after one year.

12. DUTIES OF COMMITTEE

a. **Chair:** The Chair will preside at all General meetings of the Club and at all meetings of the Committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The Chair shall represent or arrange for the representation of the Club at the Cornish Pilot Gig Association, and other relevant organisations. The Chairman shall ex-officio be a member of any other committee of the Club.

b. **Secretary:** The Secretary will be responsible for the organisation of meetings of the



Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

c. **Treasurer:** The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the year. The transactions of the Club will be conducted through a bank account and will require the signatures of any two of the authorised members of the Committee who have been designated for the purpose.

13. CLUB COMMITTEE

- a. The Committee is responsible for the general conduct of the Club's business and activities.
- b. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- c. Special meetings of the Committee shall be called by the Secretary, on instruction from the Chairman or not less than three committee members.
- d. In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.
- e. A quorum of the committee shall consist of not less than two-thirds of the committee members.
- f. The committee and individual members will act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

14. GENERAL MEETINGS

- a. Annual General Meetings. An AGM shall be held in the winter of every year. There shall be laid before the AGM an examined statement of accounts made up to the 31st day of the month of December immediately preceding.
- b. An Extraordinary General Meeting can be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than half of the members of the Club entitled to vote.



- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of a General Meeting.
- d. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by two members entitled to vote.
- e. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- f. At all General Meetings the Chairman will preside or, in his/her absence, the Secretary. If neither is available a Chair for the meeting will be elected by the voting members present.
- g. Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

15. LIABILITY

The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committees and members.

16. VOTING

Members aged 18 and over, excluding social members and discretionary members, are entitled to vote at all meetings.

17. ALTERATION OF CONSTITUTION

- a. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- b. A resolution to give effect to a change must be passed by at least 75 per cent of the members present at the General Meeting unless the procedure set out in section '20. Dissolution', is being carried out.

18. AUDITOR

Every Annual General Meeting shall appoint an Auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the

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income and expenditure accounts and balance sheet that are presented to the next AGM.

19. NON-DISTRIBUTION TO MEMBERS

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

20. DISSOLUTION OF THE 'Thames Barbarians Pilot Gig Club'

- a. The members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. to another Club with similar sports purposes which is a registered charity and/or
 - ii. to the CPGA Sport's governing body for use by them for related community sports.

21. PRIORITY

Where there is a conflict between any of these rules ('key rules') and any other rule or rules, these key rule(s) will take priority. Interpretation of all the rules must be consistent with the statutory requirements of the CPGA Governing body.

22. POWER OF DECISION

Any matter not provided for in this constitution, or any questions over the interpretation of it, shall be dealt with by the Committee, whose decision shall be final.

22. SAFETY OFFICER

- A. The club activities will comply with the RowSafe BR2017 policy. This policy is available at the Cornish Pilot Gig Association web site.
- B. The Committee shall appoint a member to act as Safety Officer whose duty it will be to understand the requirements of and to ensure that the Club fully adopts the CPGA safety policies and any practices/requirements associated with it.



23. WELFARE

The committee must appoint a Club Welfare Officer (CWO) to ensure that CPGA safeguarding policies are followed and Junior members who take part in gig rowing have the right to do so in a safe and enjoyable environment, free from judgment and abuse. The Club Welfare Officer will complete the necessary safeguarding training, hold a current and valid DBS certificate and ensure that any adults working with Juniors at the Club have the necessary training and DBS checks in place.

24. DECLARATION

Each member upon joining shall sign a declaration stating that they agree to:


- a) Abide by the Club's Rules and Code of Conduct.
- b) Provide any accurate medical information, in a timely manner, which may alter their ability to row

25. ACCEPTANCE OF CONSTITUTION

Thames Barbarians Pilot Gig Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

This version adopted at the General Meeting held in October 2019. Amended at a General Meeting of Club members held Tuesday 11th February 2020.

Signed  (Rachel Hedley / Chair)

Signed  (Mark Smith / Treasurer)

Final version - October 2019, amended Feb 2020