

CLIFTON PILOT GIG CLUB

CLUB CONSTITUTION

1. NAME

The Club shall be known as Clifton Pilot Gig Club hereinafter referred to as THE CLUB.

2. OBJECTIVES

This constitution supersedes any previous constitution of Clifton Pilot Gig Club and incorporates the constitutional framework agreed by the Club members in May 2024.

- a. The purposes of the Club are to provide facilities for, promote, and participation in, the amateur sport of Cornish Pilot Gig Rowing in Clifton and local (radius 2 miles) surrounding area for the benefit and involvement of the local community.
- b. To ensure a friendly, welcoming environment for members of the Club that capitalises on the health and social benefits of Gig rowing.
- c. To ensure a duty of care for the safety of all members of the Club.
- d. To raise funds to enable the building, support and continued future operation of a Cornish Pilot Gig to be based in Clifton.
- e. To fulfil this purpose, the Club seeks to encourage participation in the sport of gig rowing for all levels of ability and age groups.
- f. To establish and enhance the identity of Clifton and area by its involvement in the sport of Cornish Pilot Gig Rowing thereby building and developing strong sporting and social links through contact and competition with the many existing and future planned Gig Clubs throughout the Southwest of England and further afield.
- g. To regularly take part and compete in the existing Gig Rowing Regattas and to establish an annual regatta in the Bristol area.
- h. To pursue the construction or acquisition of further Pilot Gigs to allow even greater hands-on involvement in the sport for the community.
- i. To respect other Clubs facilities and not to encroach on their water save as agreed between Clubs.
- j. To ensure the Club vision and values are displayed by all members, to provide a sense of purpose and direction both on and off the water. A vision and values policy will be published by the Committee.

3. MEMBERSHIP

a. Classes of Membership

Single Adult Member
Family Membership
Youth/Student Membership
Junior Membership (under 16)

Social/Supporter Membership

- i. Membership fees shall be decided annually by the Clubs Committee and all members notified accordingly.
- ii. All subscriptions will be due annually on February 1st, payable annually in advance. If any member fails to pay their annual subscription within 7 days, they are not entitled to take part in any of the Club's activities until the full amount of the annual subscription is paid in full.
- iii. New members joining the Club part way through the year will pay a fee on a pro rata basis. Such a reduction only applies to new members.
- iv. The Club will not issue any refunds of membership fees paid.

b. Election of Membership

- i. Membership of the Club shall be open to anyone interested in the sport of gig rowing on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- ii. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- iii. Applicants for membership and members renewing their membership will abide by the Rules and Regulations of the Club and the Cornish Pilot Gig Association.
- iv. 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 the Committee's decision will be final.
- v. The Club has recognised the work put in by the founding members of the Club and these members are granted a lifetime membership of the Club without the need to pay annual subscriptions. These members are Deborah Barnes, Terrey Maufe and Stephen Burnside and they will be considered as fully paid members of the Club.

c. Restriction

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

4. 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, marital status, creed, social class, ethnicity, age or sexual orientation. The Club adopts the equity policy of the Cornish Pilot Gig Association.

5. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection as set out by the Cornish Pilot Gig Association and requires all members to accept them as a condition of membership.

6. CESSATION OF MEMBERSHIP

- a. Any member may resign giving one month's clear notice to the Secretary in writing.
- 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. The Committee's decision will be final.
- c. A member shall be deemed to have resigned, with immediate effect, from the Club if, after due notice in writing, he or she has not paid within 7 days of the annual subscription which became due on February 1st annually. They may, however, rejoin at any time, subject to the provision of **3b** above.

7. COMMITTEE and OFFICERS

- a. The management of the Club shall be vested in a Committee comprising the following posts: -
 - i. Rowing Captain
 - ii. Secretary
 - iii. Treasurer
 - iv. Membership Secretary
 - v. Safety
 - vi. Operations
- b. Officers will be appointed by the Committee from the membership to support the Committee to fulfil roles as the Committee deem appropriate. Officers will attend (and vote where appropriate) at relevant Committee meetings where agenda items relate directly to their role/ responsibilities within the Club.
- c. The Committee shall have the power to co-opt further members or Officers but co-opted members shall have no right to vote at Committee Meetings except as described in Clause 9.
- d. Nominations for vacant positions of Rowing Captain, Secretary, Treasurer Membership Secretary, Safety, Operations and other any other vacant positions shall be put forward by any Committee member at a Committee Meeting or by a resolution of the Club Members at a General Meeting.
- e. Changes to Committee members will be voted on by the Committee on a show of hands, all committee members having equal votes.
- f. The term of office shall be determined by the Club Committee, however, it shall be for a minimum of one year.

8. DUTIES OF COMMITTEE

a. Chairman

The Chairman (or Chair) will be appointed only for the specific role of chairing either Committee or General meetings as set out in Clause 9 and 10. These individuals will be responsible for discharging their duties solely at the appointed meetings. There will be no role or office of Chairman outside of this.

b. Rowing Captain

The Rowing Captain will be responsible for training, coaching and representation of the Club in competitions and ensuring that the Club Vision and Values are promoted and are reflected in all of the activities of the Club.

c. 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. The Secretary shall represent or arrange for the representation of the Club at Cornish Pilot Gig Association level and at meetings of any other relevant organisations.

d. 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 of the AGM an 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 authorisation of any two of the authorised members of the Committee who have been designated for the purpose.

e. Safety

Responsible for health and safety matters and for risk management including risk assessments and the welfare of Club members. The Safety Lead shall be guided by British Rowing's RowSafe advice.

f. Membership Secretary

The Membership Secretary will maintain an up-to-date and accurate membership database including personal details, contact information and membership status. This will include tracking new membership applications and renewals, ensuring all necessary forms, fees, and documentation are received. The Membership Secretary shall notify members of important updates including changes to Club policies and upcoming events.

g. Operations

The Operations Lead will be responsible for ensuring the availability and condition of the Clubs boats and associated equipment, facilitating training on correct equipment use and maintenance of the club asset register.

9. CLUB COMMITTEE

- a. The Committee is responsible for the general conduct of the Club's business and activities.

- b. The Committee shall ideally be composed of not more than 6 and not less than 4 Club members. As per the constitutional framework agreed by the members of the Club in May 2024 and taking into account recent resignations from the Committee, the initial Committee members will be; Stephen Burnside, Deborah Barnes, Sean Franks and Stuart Livingstone.
- c. The Committee shall meet at regular intervals during the year, ideally every 2 months, or as required by the business to be transacted.
- d. The Committee members will take it in turns to perform the role of Chairman (or Chair) at all meetings of the Committee and shall be responsible for guiding the meeting in accordance with the Clubs general policy as expressed in its constitution.
- e. Special meetings of the Committee shall be called by the Secretary or not less than four committee members.
- f. A quorum shall consist of not less than four members.
- g. 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. Committee members can hold more than one role.
- h. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.
- i. In order for the Committee to make a decision:
 - i. In relation to a matter where an Officer is entitled to Vote, the Committee must pass a resolution with at least 5 Committee Members voting in favour.
 - ii. In relation to matters where no Officer is entitled to Vote, the Committee must pass a resolution with at least 4 Committee Members voting in favour.
 - iii. In relation to a nomination made by an AGM of an individual to fill a vacant post on the Committee, the Committee must pass a resolution with at least 4 Committee Members voting in favour.
 - iv. To remove a Committee Member, the Committee must pass a resolution with at least 5 Committee Members voting in favour. Only Committee Members (excluding any Co-opted Committee members) may vote on proposals to remove a Committee Member. The Committee Member who's removal has been proposed may Vote on any proposal for their removal.
- j. The Committee shall have the sole power to make decisions about the future structure of the club and to implement any such changes, including governance and amendments to the Club Constitution or structure, whilst acting in the best interest of the club for the long term. Any such amendments will be at the sole discretion of the Committee. No notice to members is required for any such amendments other than to publish the new Constitution to members.

10. GENERAL MEETINGS

- a. An Annual General Meeting (AGM) shall be held by the end of February each year. A statement of accounts shall be laid before the meeting.

- b. An Extraordinary General Meeting (EGM) 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 the General Meeting.
- d. Motions for discussion at an Extraordinary General Meeting or an Annual General Meeting not of origin from within the Committee shall be lodged with the Secretary at least 30 days preceding the EGM or AGM and be signed by two members entitled to vote.
- e. The day the notice is issued (sent) is not counted in the notice period and the day of the EGM or AGM is also not counted in the notice period.
- f. 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. Nominations for vacant positions on the Committee or as an Officer shall be put to the vote of the meeting and must be carried by a majority of the members entitled to vote attending the meeting, in which case the Committee will meet immediately following the General Meeting to vote on the proposed nominees.
- g. The Chairman (or Chair) will be appointed by the Committee ahead of any General meeting of the Club and shall preside at these meetings. and shall be responsible for guiding the meeting in accordance with the Clubs general policy as expressed in its constitution.
- h. Any accidental omission to give notice of a meeting to a member, or the non-receipt of notice of a meeting by any member, shall not invalidate the proceedings of the meeting.

11. LIABILITY

- a. Club members, their guests and visitors may use the Club facilities and equipment solely at their own risk.
- b. The Club and each and every member shall not accept any liability for damage or loss of property suffered by members, their guests or visitors to the Club arising out of the use of the Club's facilities or out of any race or out of any other matter of any kind in relation to the Club, whether or not such damage or loss may be attributed in whole or in part to the act or omission whether wilful, reckless or negligent of any of the officers of the Club, members of the Committee, servants of the Club, any person acting as a coach or cox or any member.
- c. The Club and each and every member shall not accept any liability for personal injury to members, their guests or visitors to the Club arising out of the use of Club facilities or out of any race or out of any other matter of any kind whatsoever in relation to the Club, whether or not such injury may be attributed in whole or in part to the act or omission whether wilful, reckless or negligent of any of the officers of the Club, members of the Committee, servants of the Club, any person acting as a coach or cox or any other member.
- d. Parents and guardians of minor members, guests and visitors have full responsibility for their wards and children and accept that the Club and each and every member cannot exercise supervision or control.

12. VOTING

Only fully paid members are entitled to vote at all meetings.

13. SAFETY

The Club activities will comply with the Water Safety Code contained in the rules of the Cornish Pilot Gig Association and the Water Safety Guidance Notes as published by the Amateur Rowing Association.

14. DECLARATION

Upon joining the Club each adult member, and the parent/guardian of a junior member, shall sign a declaration stating that they agree to:

- I. Abide by the Club's Code of Conduct, Vision and Values.
- II. Provide any accurate and known medical information which may affect their ability to row.

15. ALTERATION OF CONSTITUTION

This Constitution shall not be altered save as described in **9j** or unless the procedure set out in **Rule 18** Dissolution of the Club, is being carried out.

16. ACCOUNTS REVIEW

Every Annual General Meeting shall instruct an Accounts Review which shall at the conclusion of the next financial year examine the accounting records of the Club and report to the members on the income and expenditure accounts that are presented to the next AGM.

17. NON-DISTRIBUTION TO MEMBERS

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

18. DISSOLUTION OF THE CLUB

- a. The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose. Should the Committee deem a dissolution of the Club inappropriate no Special General Meeting will be held.
- 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 (including any obligation to repay any unspent grant), any remaining assets shall be given or transferred to another CASC, a registered Charity or British Rowing (formerly the Amateur Rowing Association) for use by them in community related sports.

19. POWER OF DECISION

Any matter not provided by this Constitution, or any question over the interpretation of it, shall be dealt with by the Committee, whose decision shall be final.

20. ACCEPTANCE OF CONSTITUTION

Clifton Pilot Gig Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

SIGNED: 

DATE: 29th January 2025

NAME: Deb Barnes

POSITION: Club Secretary, for and on behalf of The Committee