



BRISTOL GIG CLUB

CONSTITUTION

Original document written at start of club in 2007.

Revised and adapted on 30 the November 2011 at an Emergency General Meeting.

Updated and edited March 2015 – not adopted

Amended and adopted at AGM 24th November 2016

1. NAME

The Club is to be known as “Bristol Gig Club” hereinafter called “the Club”.

2. PURPOSE

The purpose of the Club is to promote the amateur sport of gig rowing and sailing in and around Bristol City and surrounding areas and to encourage community participation in the same.

3. CLUB EVENTS

Where attending regattas and races held under the rules of the Cornish Pilot Gig Association (CPGA), the Club will uphold these regulations. On occasions where events do not run under CPGA rules, the appropriate health and safety measures must be in place when taking part in such events. Where non-members, clubs, teams or individuals participate they will do so under the appropriate enforceable rules.

4. THE COMMITTEE

4a. Composition

4a.i.The management of the Club shall be vested in a Club Committee comprising

of the following roles (descriptions of the roles can be found on the club website):

- Chair
- Rowing Captain
- Secretary
- Treasurer
- Bosun
- Health and Safety Officer
- Fundraising and Sponsorship Officer
- Membership Secretary
- Social Secretary
- Welfare Officer
- Communications Officer

Subject to these rules, the Club Committee shall have responsibility for the management of the Club, its funds, property and affairs. All positions are voluntary and no remuneration will be paid.

4a.ii. All decisions shall be made by simple majority of those voting.

4a.iii. The day-to-day running of the club will be undertaken by the Rowing Committee, comprising of the Rowing Captain, Bosun, and Crew Coordinators for each crew (Men's, Ladies, Open, Juniors and Veterans).

4a.iv. Where a Committee post becomes vacant prior to an Annual General Meeting (AGM), the Committee may co-opt a Club member to serve until the next AGM.

4a.v Any Committee officer or member may be re-elected or re-co-opted without limit.

4a.vi. A Committee officer or member ceases to be such if they cease to be a member of the Club, resigns by written notice, or is removed by Club members at an AGM or Extraordinary General Meeting (EGM).

4b. Property

4b.i. The property and funds of the Club cannot be used for the direct or indirect private benefit of ordinary members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the Club.

4b.ii. The Club may sell and supply food, drink and related sports clothing and equipment.

4b.iii. The Club may employ members (though not for rowing) and remunerate them for providing goods and services, on fair terms set by the Club Committee.

4b.iv. The Club may provide sporting and related social facilities, sporting equipment, coaching, training courses and insurance cover.

5. MEMBERSHIP

5a. Classes

5a.i There shall be six classes of membership:

- Adult (able to represent the club in competitions)
- Adult Concession (including Student - full time further or higher education)
- Youth (16 years and under) – age category will be consistent with definition set, from time to time, by the Cornish Pilot Gig Association.
- Family
- Coxing only (a member who does not row, but offers to coxswain)
- Parent (non-rowing but covered by insurance for assisting with lifting of boats)

5b. General

5b.i. Membership fees shall be decided annually at the Club's AGM and all

members notified accordingly. The Club Committee will have the discretion to offer easy payment terms or in extreme hardship, discounts, to reduce instances where membership fees will pose a significant obstacle to people participating.

5b.ii Membership of the Club shall be open to the whole community without discrimination and to anyone interested in the sport on application regardless of gender, age, disability, ethnicity, nationality, sexual orientation, class, religion or other beliefs.

However, limitation on membership according to available facilities is allowable on a non-discriminatory basis. In addition membership may also be restricted due to reasonable access to equipment and facilities.

5b.iii. All applications for membership must be considered and approved by the Membership Officer who will raise any issues of contention with the Club Committee. The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Club Committee in writing.

5b.iv. All prospective new rowing members must enter the Club via the new rowers process.

5b.v. Membership shall run from 1 February to 31 January each year.

5b.vi. All current members must pay their membership fees by 1 st March of the current membership year. Any new members joining after the 30 th June shall pay pro-rata for the rest of the rowing year, the amount being agreed with the Treasurer.

5b.vii. Any member or prospective member who fails to pay their membership fee on time shall be deemed to have forfeited their membership of the Club. The joining

fee will be payable to re-join.

5b.viii. All rowing members who are unable to swim should ensure that they are fully conversant with the use of lifejackets and ensure that one is available to them whilst rowing.

5b.ix. All members under the age of 16 years or in year 11 at school (or who qualify as a Junior member under the CPGA definition) must wear a lifejacket whilst on the water.

5b.x. The coxswain of any crew member who qualifies as a Junior (currently under the age of 16 years) must wear a lifejacket whilst on the water. A coxswain must be at least 18 years of age before taking charge of any crew on the water and be deemed competent by the rowing committee.

5b.xi. All members must be conversant with and abide by the Club's Code of Conduct, breaches of which may be subject to the club's Disciplinary Procedure (both available on club website).

5b.xii. All members must be conversant with and abide by the Club's Rowing Rules (Member's Handbook and New Rowers Guide available on club website)

5b.xiii. The Club Committee reserves the right to invoke the Disciplinary Procedure (available on club website) against any member of the Club who is found not to be acting in the best interests or the good name of the Club, (including contravening the Code of Conduct and Rowing Rules)

5b.xiv. Anyone applying to be a member of the Club who has been banned from another club, will not necessarily be refused entry into Bristol Pilot Gig Club. The committee will consider each case individually.

5b.xiv. Any member who hands or posts to the Secretary his resignation in writing shall be deemed to have resigned from membership of the Club forthwith. There will be no refund of the membership fee unless there are special circumstances and

these must be put in writing to the club committee for consideration.

6. GENERAL MEETINGS

6a. Annual General Meetings (AGM)

6a.i. The Annual General Meeting of the Club shall be held not later than the thirtieth day of November each year. At this meeting, the Committee shall be elected to serve for the following year.

6a.ii. Notice of the date of the Annual General Meeting shall be sent in writing (electronic is acceptable) to every member of the Club at least twenty-eight days in advance. This will include the business to be conducted.

6a.iii. Notice of motions to be considered must be communicated to the Club Secretary at least fourteen days prior to the meeting. Notice of motions must be in writing with the signatures of at least ten club members.

6a.iv. Each member of the Club shall have one vote. A member can vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) by being in attendance at the meeting, by proxy or by email. Votes are decided through a simple majority

6a.v. In the event of a tied vote the Chair of the Annual General Meeting shall have the casting vote only and not be able to take part in the main vote.

6b. Extraordinary General Meetings (EGM)

6b.i. An EGM may be called additionally at any time by the Club Committee to decide upon matters of urgency or upon receipt of written and signed requests by fifteen individual members all supporting the same proposal.

6b.ii. Notice of the date of an EGM shall be sent out by the Club Secretary at least fourteen days in advance of the said meeting.

6b.iii. With such notice shall be sent a statement of the business to be transacted at the EGM.

6b.iv. Each member of the Club shall have one vote. A member can only vote at an EGM by being in attendance at the EGM or by proxy or by email. Votes are decided through a simple majority of those present and eligible to vote.

6b.v. In the event of a tied vote the Chair of the EGM shall have the casting vote only and not be able to take part in the main vote.

7. FINANCES

7a. Accounts

7a.i. The financial year shall commence on the first day of March.

7a.ii. Annual accounts shall be presented at the Annual General Meeting.

7b Payments

7b.i. All outgoing expenses above £100 must be authorised by the Club Committee in advance.

7b.ii. Cheques drawn on the Club's bank account shall be signed by a minimum of two signatories. Those authorised to sign cheques are the Chair, Treasurer and Secretary.

7c Profits

7c.i. Under no circumstances can any profit be distributed to Club members.

7c.ii. Any profits earned shall be used in furthering the Purpose of the Club.

8. DAMAGE TO GIGS, EQUIPMENT OR PROPERTY

The Club Committee is responsible for proving that a member of the club has been negligent or reckless resulting in any damage to gigs, equipment or property if it wishes to recover the cost of the damage from the member

9. EQUAL OPPORTUNITIES POLICY

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

10. SAFEGUARDING AND CHILD PROTECTION

All Club members shall observe and adhere to the Cornish Pilot Gig Association's Safeguarding and Child Protection Guidance Policy. Criminal record checks (DBS) will be undertaken for all those working with children as required by legislation.

11. WATER SAFETY

All Club members shall observe both the Bristol Harbour and the Cornish Pilot Gig Association's Water Safety Guidelines (available on the club website).

12. AMENDMENTS OF RULES

12a Any proposed alteration to the Constitution and Rules must be made in accordance with this constitution.

12b This Constitution may be amended at a General Meeting by two thirds of the votes cast but not (if relevant) so as to jeopardise the Club's attainment of /or

status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its Purpose (unless the procedure set out in 12c has been followed) or Dissolution Clause.

12c The Club Purpose may be changed to include another eligible sport if the Committee unanimously agree and the members also agree the change by a 75% majority of votes cast.

13. DISSOLUTION CLAUSE

13a If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

13b If, at that Special General Meeting, the resolution is carried by at least two thirds of the fully paid up members present at the meeting, the Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realize the assets of the Club and discharge all debts and liabilities of the Club.

13c After discharging all debts and liabilities of the Club, the remaining assets shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to one or more of the following:

- To another club with similar sports purposes which is a registered charity or
- To another club with similar sports purposes which is a registered Community Amateur Sports Club or
- To the Club's governing body for use by them for related community sports.

This is the Constitution of the Bristol Pilot Gig Club as adopted at an Annual

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