



QUINTIN BOAT CLUB

Rules

And Bye-Laws

(as approved by general meeting on 9 January 2005
and amended by general meetings on
26 September 2010, 22 September 2013,
14 September 2014, 6 September 2015
& 18 September 2016)

RULES

Name, Objects and Colours

1. The Club shall be called the Quintin Boat Club and is constituted for the purpose of taking part in and encouraging amateur rowing and sculling. The colours of the Club shall be dark blue with two diagonal white stripes.

Adherence to British Rowing

2. The Club shall observe the rules of British Rowing. A person who has been expelled from or refused membership of British Rowing shall not be eligible for membership.

Classes of Member

3. The Club shall consist of the following classes of Members:
 - (a) **Full Members.**
 - (b) **Honorary Members.** The Committee shall have the power to elect such members. If the President or any Vice-President is not a Full Member, they shall automatically be an Honorary Member.
 - (c) **Social Members,** who shall be entitled to use the facilities of the Club except the boating and training facilities.
 - (d) **Junior Members,** who must be under 19 years of age on the date that the subscription is due.
4. All Members shall be entitled to take part in any general meeting of the Club. Full Members shall be entitled to vote at any general meeting of the Club or to be nominated for any office or to serve on any committee of the Club. Members other than Full Members shall not be allowed to vote at any general meeting or to be nominated for any office or to serve on any committee of the Club except that:
 - (a) The President shall be entitled to vote at general meetings even if not a Full Member.
 - (b) A person may be nominated for President or Vice-President even if not at that time a Full Member.

Application for membership

5. Candidates for election to membership shall apply in writing to the Honorary Secretary in writing on the form provided for the purpose. The power of election shall rest with the Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing. A candidate shall not be elected to membership until at least two days have elapsed since receipt of their application by the Honorary Secretary.

Subscriptions

6. **Full Members:** The annual subscription of Full Members, the eligibility for payment by instalments, and the amounts and due dates of such instalments shall be decided from time to time at a general meeting. A Full Member who joins the Club after the start of the year may, at the discretion of the Committee, pay a reduced subscription for that year, the amount to be decided by the Committee. A Full Member who is in full-time education shall pay a reduced subscription, the amount to be decided by the Committee. In exceptional circumstances, the Committee may allow a Full Member who would otherwise be liable for the full subscription to pay a reduced subscription.
7. **Social and Junior Members:** The subscriptions of Social and Junior Members shall be at the discretion of the Committee.
8. The annual subscription of Members not paying by instalments shall be payable on 1st September in each year.

Defaulters

9. (a) Members whose liabilities are in arrear on 1st November and Members who are paying by instalments and whose instalments are in arrear shall be debarred from the privileges of the Club until such payment is made.
- (b) On 1st November and on any other dates on which subscription instalments become overdue the names of Members whose subscriptions or other liabilities to the Club are in arrear at that date shall be posted on the notice board. Such Members may be removed from the register but shall nevertheless remain liable to pay to the Club such arrears of subscriptions or other liabilities as are due.
- (c) Any Member whose subscription is in arrear for 12 months shall be deemed to have resigned by default from their membership of the Club, without prejudice to the right of the Club to recover arrears of subscriptions or other moneys due and outstanding on their account, and the Committee shall dispose of any effects found on the Club premises, belonging to such a Member, as they may decide.

Expulsion or suspension of Members

10. (a) The Committee may, for any cause that seems to them sufficient, by notice in writing addressed to the Member in question, request any Member to resign their membership or suspend any Member from their membership for such period as they may direct.
- (b) If a Member so required to resign fails to comply with the request within fourteen days, an extraordinary general meeting of the Club may be convened, of which fourteen days' notice shall be given, stating that the object of the meeting is to consider the request of the Committee for the resignation of that Member, and it shall be lawful for the extraordinary general meeting so convened to resolve, by a majority of votes not below the ratio of two to one, to expel the Member from the Club. Any Member so expelled shall not be eligible for re-election and shall forfeit all rights to or claims upon the Club property or funds.
- (c) The Committee shall forthwith after resolving to suspend a Member under the provisions of this Rule cause a notice stating the cause and period of such suspension to be given or to be sent by registered post to such Member and to be posted on the Club notice board. At the termination of the period of suspension the Committee shall notify the Member that they have been reinstated. A Member shall not be entitled to any refund or rebate of their subscription during the period of suspension.
- (d) No Member shall introduce into the Club premises any Member who is a defaulter or who has been expelled or (during the period of their suspension) any Member who has been suspended from their membership.

General meetings

11. (a) An Annual General Meeting shall be held in September of each year on a day to be arranged by the Committee, of which a notice shall be posted on the Club notice board twenty-one days beforehand. The meeting shall consider the report by the Captain, shall elect the Vice-Captain, Honorary Secretary, Honorary Treasurer and Committee members for the ensuing year, all to have full powers from that day, shall consider the accounts for the preceding year ending 31st August, shall appoint a suitably qualified person to review the accounts and to report to the Committee within six weeks on any significant issues arising, and shall be competent to deal with all other matters brought before it. The person appointed to review the accounts may be a Member of the Club.
- (b) An extraordinary general meeting to elect the next Captain shall be held in July of each year on a day to be arranged by the Committee, of which a notice shall be posted on the Club notice board twenty-one days beforehand. The Captain-elect shall immediately become a member of the Committee and be entitled to vote at Committee meetings but shall not take office as Captain until the Annual General Meeting. If only one nomination is received by the Honorary Secretary before the deadline prescribed in Rule 18 the Honorary Secretary shall declare the candidate elected and shall cancel the extraordinary

general meeting. If the extraordinary general meeting be inquorate the Captain shall be elected at the Annual General Meeting.

- (c) A general meeting to be called an extraordinary general meeting shall be convened by the Honorary Secretary either at such time as the Committee shall resolve or upon receipt by the Honorary Secretary of a request in writing to that effect specifying the business for which purpose the meeting is to be called and signed by not less than ten Full Members. Such extraordinary general meeting shall be competent to deal with all matters for which notice has been given.
- (d) At least eight days' notice shall be given for extraordinary general meetings, except for meetings called under Rules 10(b) or 11(b).
- (e) At all general meetings the quorum shall be the lesser of one-quarter of the number of Members qualified to vote and 25 such Members.
- (f) If after half an hour from the time appointed for a general meeting a quorum is not present, the meeting, if called at the request of the Members, shall be dissolved. In any other case, the meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the Members present shall be a quorum.

Casting vote

- 12. The Chairman at any general or Committee meeting (if qualified to vote on the motion before it) shall have a second or casting vote.

Officers

- 13. (a) The Officers of the Club shall consist of a President, Vice-Presidents, Captain, Vice-Captain, Honorary Secretary and Honorary Treasurer.
- (b) Unless they resign or unless a motion removing them from office is passed at a general meeting, the Vice-Presidents shall keep their posts for life and the President shall keep his post until the fifth Annual General Meeting after the general meeting at which he was elected. The President shall be eligible for re-election at the end of each term of office.
- (c) The Captain shall be elected as required by Rule 11(b).
- (d) The Vice-Captain, Honorary Secretary and Honorary Treasurer shall be elected at the Annual General Meeting in each year.
- (e) Any of the posts of Captain, Vice-Captain, Honorary Secretary or Honorary Treasurer may be held jointly by two Members.
- (f) If the Captain, Vice-Captain, Honorary Secretary or Honorary Treasurer ceases to be a Full Member of the Club, they shall ipso facto vacate their office.

Committee

- 14. The general management of the Club shall be entrusted to and vested in a Committee comprising the Officers (other than the President and Vice-Presidents) and other members who shall be elected at the Annual General Meeting and who shall bring the total number of Committee members to no more than nine. The Committee shall have power to fill any casual vacancy in the Officers (except for the posts of Captain and Honorary Treasurer) or other members of the Committee.
- 15. The Committee shall have the power to co-opt no more than three further members but such co-opted members shall not be entitled to vote at Committee meetings. At the discretion of the Committee, the President and Vice-Presidents shall be entitled to attend Committee meetings but shall not be entitled to vote. At Committee meetings six members who are entitled to vote shall form a quorum.
- 16. At the first Committee meeting after each year's Annual General Meeting, the Committee shall elect one of its members to be its Chairman. The Chairman of the Committee shall preside over all Committee and general meetings up to and including the next Annual General Meeting.

17. The Officers (other than the President and Vice-Presidents) and the members of the Committee shall retire annually at the Annual General Meeting but shall be eligible for re-election.
18. Nominations for election as an Officer or other member of the Committee shall be sent to the Honorary Secretary in writing or by email so as to be received no later than seven days before the scheduled start of the general meeting at which the election is due to be held and shall include the candidate's consent to the nomination and the names of the proposer and seconder. As soon thereafter as is practicable, the Honorary Secretary shall post on the Club notice board a list of the candidates and their proposers and seconders and shall send the list by email to all Full Members who have notified the Honorary Secretary of their email address. At the general meeting the Chairman shall accept further nominations for any Officer or Committee positions where the number of nominations received before the seven day deadline was smaller than the number of vacancies.

Duties of Honorary Secretary

19. The Honorary Secretary shall:
 - (a) act on all occasions under the direction of the Committee;
 - (b) conduct the correspondence of the Club;
 - (c) keep full and correct minutes of the proceedings of the Committee and of all general meetings;
 - (d) keep all records of the Club including wins at open regattas;
 - (e) maintain the register of Members.On retirement from office the Honorary Secretary shall transfer to their successor all books, papers and records etc. appertaining to that office.

Duties of Honorary Treasurer

20. The funds of the Club shall be kept in a bank approved by the Committee. No financial liabilities shall be incurred or payments made except under the authorisation of the Committee. The Honorary Treasurer shall:
 - (a) receive all moneys payable to the Club, for which proper receipts shall be issued;
 - (b) pay all liabilities of the Club as directed by the Committee;
 - (c) keep a credit and debit account and prepare the annual financial statement of the Club immediately after 31st August in each year.
 - (d) present to the Committee each month a report showing major items of income and expenditure with current bank and cash balances and each quarter the statements for all Club bank accounts.
 - (e) report to Committee meetings on the profitability of the Club bar.On retirement from office the Honorary Treasurer shall transfer to their successor all books after being duly reviewed, cash, papers and records etc. appertaining to that office.

Control of rowing

21. (a) The Captain, or in their absence, the Vice-Captain, shall have entire control over the composition and management of any crew which rows in a Club boat, over all Club races and subject to any resolution of the Committee over any other matter affecting the rowing of the Club. In the absence of the Captain and the Vice-Captain, any member of the Committee authorised by the Captain or Vice-Captain may act in their place.
- (b) All entries at regattas or other events shall be made on the authority of the Captain or Vice-Captain only.
- (c) No Member shall enter for any regatta or other event under the name of the Club without the sanction of the Captain or Vice-Captain.

Control of the bar

22. The purchase for the Club and the supply by the Club of alcohol (so far as not managed by the Club in general meetings) shall be managed by the Committee.

Duties of the Honorary Stewards

23. The Committee may appoint, from time to time, Honorary Stewards to deal with particular activities of the Club for which they shall be responsible to the Committee.

Safety

24. The Committee shall appoint a Member to act as Safety Adviser, whose duty it will be to understand the requirements of British Rowing's Row Safe guide to good practice and advise on their prominent display, their observation and their implementation at all times.

Equal opportunities

25. The Club shall ensure that the talents and resources of all members are used to the full and that no member receives less favourable treatment because of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

Child protection

26. The Club shall accept the policy and procedures relating to child protection, as set out by British Rowing, and shall require all members to accept them as a condition of membership.

Submission of Members to Rules and Bye-Laws

27. All Members shall submit to the Rules and Bye-laws of the Club for the time being in force and shall accept as final the Committee's interpretation thereof and the Committee's or Club's decisions thereon.

Alteration to Rules and Bye-Laws

28. (a) No Rule or Bye-Law shall be altered, suspended or rescinded except by a majority of votes not below the ratio of two to one at a general meeting where the proposed alteration, suspension or rescission has been specified in the notice convening the meeting.
- (b) The Committee shall have power to make new Bye-Laws and alter or suspend the operation of any Bye-Laws, such addition or alteration to remain in force until a general meeting is convened.
- (c) The notice of such addition or alteration shall be posted on the Club notice board by the Honorary Secretary pending the general meeting.

Use of the name of the Club

29. No Member shall claim to speak on behalf of the Club without the previous authorisation of the Committee.

Relationship with University of Westminster

30. All Members shall abide by the rules and regulations for the time being in force of the University of Westminster and the trustees of the Quintin Hogg Memorial Fund.

Loss, damage or injury

31. All Members and their visitors using the Club premises and boats do so at their own risk and no responsibility can be accepted by the Club for any loss, damage or injury sustained.

Indemnity from Members

32. The Officers and Members of the Committee shall be entitled to an indemnity in respect of all acts reasonably and properly carried on by any or all of them in good faith for or in connection with the administration of the Club, such acts by way of example including and not limited to any liability pursuant to the lease of premises at the Club dated 9th October 2003. The said indemnity shall be paid:
- (a) firstly, from the Club's assets
 - (b) secondly, in the event of an insufficiency of such assets, pro rata from each Full Member, save that the liability of each Full Member shall be limited to an amount equivalent to one year's full subscription from time to time.

Distribution of profit

33. The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Club..

BYE-LAWS

- I. The Bye-Laws shall have the same force as the Rules of the Club.

Dress

- II. Members taking part in Club races or representing the Club at regattas or other events shall wear a dark blue top with two white diagonal stripes.
- III. All Full Members shall be entitled to wear the Club blazer, which shall be dark blue with Club buttons and Club tie. All other Members shall be entitled to wear the Club tie only.

Rowing

- IV. **Club boats** - No boat or other equipment which is the property of the Club shall be used without the permission of the Captain.
- V. **Captain of Club crews** - The Member rowing stroke in any Club boat shall be captain of such boat for such outing and accountable to the Club for any damage or injury during such outing. The stroke shall also be responsible for the collection from that crew of the entrance fees for any regatta or other event and the expense, as determined by the Committee, of conveying the boat to and from such event.

Damage to boats

- VI. Details of any damage or injury to a boat or other equipment or to any person in which a Club boat or Member is involved shall forthwith be reported to the Captain and entered in the incident book by the stroke of the boat concerned. The Committee shall have the power to charge any Member for any such damage or injury.

Ability to swim

- VII. No Member shall use any boat housed in the Club premises unless they are able to swim 100 metres in rowing kit. The Committee may require any member to confirm their swimming ability in writing.

Private boats

- VIII. (a) The Club will not be responsible for loss or damage caused to private boats which may be housed at the boathouse, and such boats can only be left at the owner's risk.
- (b) The charge for the use of racks shall be decided from time to time at a general meeting.
- IX. Notice must be given to the Honorary Secretary of the date of leaving a private boat or removing it from the boathouse.
- X. If moneys are due from a Member to the Club on any account whatsoever, the Club shall have a first and paramount lien and charge for all such moneys on any boat owned by the Member and kept at the boathouse. For the purpose of enforcing this lien the Committee may sell or otherwise dispose of such boat as they may think fit. The net proceeds of any such sale shall be applied in or towards the satisfaction of the amount due, and the residue, if any, shall be paid to the Member. This Bye-law shall also apply to all boats and equipment of any former Member that has been left at the boathouse.

Licensed hours

- XI. The bar shall be open for the sale of alcohol only during the hours permitted under the Licensing Acts from time to time.

Visitors

- XII. Any Member introducing a visitor into Club premises shall be responsible for their conduct and for any damage caused by them to the property of the Club.

Exhibition of notices: removal of articles

XIII. No paper or placard shall be exhibited in the Club without the sanction of the Committee. In no circumstances shall any Member remove, injure or destroy any pamphlet, book or other article belonging to or housed in the Club.

Damage to property

XIV. Any Member who damages any property of the Club or any property held in trust by the Club shall immediately have the damage repaired at their own expense.

Complaints

XV. Any complaint about the conduct of any Member shall be made in writing to the Committee.