



**Gisborne Rowing Club Inc.**

**Constitution**

**DRAFT**

**CONSTITUTION OF  
THE GISBORNE ROWING CLUB Inc.  
(Founded 1874)**

**THE RULES AND BY-LAWS**

Passed at a Special General Meeting on April 14th, 1910. Amended at a Special General Meeting, 1920. Amended at the Special Meeting to amalgamate Poverty Bay Rowing Club and Gisborne Rowing Club, December, 1956. Amended at the Annual General Meeting, August 31st, 1958. Amended at an Annual General Meeting, September 17th, 1995. Amended at a Special General Meeting February 8th, 2007, Amended at the 2007 Annual General Meeting, August 28th. Amended at the 2009 Annual General Meeting, August 11th 2009. Further amended at the Annual General Meeting 2011, held 11<sup>th</sup> September 2011.

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**This Document consists of 20 pages**

# **RULES OF THE GISBORNE ROWING CLUB**

(All Previous Rules Rescinded)

## **Section One**

Name, Uniform, Registered Office, Seal

### **Rule One: Name**

1. The Club shall be called the Gisborne Rowing Club Inc., its objectives be the promotion of Rowing for the recreation of members.
2. The income and property of the Club, from what so-ever source derived, shall be applied solely towards the promotion of the Club, and no portion of the funds shall be paid or transferred directly or indirectly by way of a dividend, bonus, or otherwise to any member of the Club.

### **Rule Two: Uniform**

1. The uniform shall consist of a white singlet, T-shirt or row suit with a Black brace from the left shoulder to the right hip and right shoulder to left hip on the front and back of the garment; and black rowing shorts. All members of a crew shall be uniformly dressed in either T-shirts or singlets.
2. The blazer shall be Black in colour with the approved monogram on the top left hand pocket.
3. These colours shall be worn at all times by crews representing the club at regattas; or such other colours as the N.Z.R.A shall from time to time allot the club.

### **Rule Three: Registered Office**

1. The Registered Office of the Club shall be the Rowing Shed, situated in Anzac Park in the City of Gisborne, or such other place as the Committee may from time to time appoint. Due notice of every change of office shall be given to the Registrar of Incorporated Societies hereinafter referred to as the Registrar.

### **Rule Four: Seal**

1. The seal of the club shall be kept in the custody of the Secretary and shall be affixed to documents only when authorized by resolution of the committee, and must be so affixed in the presence of two or more officers appointed by the committee.

## **Section Two**

### Election, Objection, Resignation

#### **Rule One: Election**

1. All new members of the club shall be elected at a Special General or Committee meeting of the Club. The applicant must complete an annual Application of Membership Form and which is validated by the Secretary and Treasurer.
2. Before new members have the use of Club equipment on the water the Coaching Coordinator needs to ensure that the club member's coach has spent time with the member to ensure she/he is ready for going in the boats on the water and the waiver on the club membership form must have been signed by the club member and (if under 18 years of age, the club member's parent or legal guardian).

#### **Rule Two: Objection**

1. Any financial member may object to the election of any applicant
2. All such applications, together with all such objections, if any, shall be considered at the first Annual General or Committee meeting held after the applicant has applied to become a member.
3. Should any financial member at an Annual General or Special meeting, or any Committee member at any Committee meeting, demand that any applicant be balloted for, a ballot shall be held, and at any such ballot the decision shall be passed or upheld by the majority vote in all instances.
4. Should the application for membership of any person be rejected, such person shall not be proposed again during the same season.
5. The Secretary shall send each newly elected member notice of their election and a copy of the Club's Consent to Join.

#### **Rule Three: Resignation**

1. Any member who wishes to resign shall give notice thereof to the Secretary and shall pay any arrears that are due.
2. If any of the Executive Officers wishes to resign notice shall be given to the Secretary no later than 14 days prior to the next Committee meeting. At the following Committee meeting the resignation shall be made public to the Committee and the Committee shall elect an acting officer to fill the vacancy until the next Annual General Meeting is held.

## **Section Three**

### Subscriptions, Levels of Membership, Defaulter List, Remission of Subscriptions

#### **Rule One: Subscriptions**

1. The Annual Subscription for Financial members shall be set at each Annual General Meeting.
  
2. The Club's subscription year terminates on the 30th day of September each year. The Club's subscription shall be payable on or before the last day of October each year or before any member travels with the club whichever comes first. All new members subscription shall be payable within one month of election as a member.

#### **Rule Two: Levels of Membership**

##### **Life Member**

The Club may by resolution, at any Annual General Meeting, elect any member to be a Life member of the Club without subscription. The Committee may recommend or appoint a life member subject to the ratification at the next Annual General Meeting. A Life Member of the Club is someone who has contributed greatly in some way or another to the Club. This person has all the rights of a racing member of the club but does not pay an annual subscription.

##### **Honorary Member**

Persons who are not members and are willing to provide their services to the club in the form of being an Auditor or as a Coach can be voted into the Club as Hon. members at the Annual General Meeting.

##### **Financial Members**

###### **Recreational Member**

Recreational members of the Club are members that have full entitlement to use the Club's plant, apart from racing plant. Recreational Members may be appointed onto the Committee at an Annual General Meeting, but do not row for the purpose of entering into regattas.

###### **Associate Members**

Associate Members are members of the Club that do not have entitlement to use the Club's plant but pay an annual subscription for the purpose of, for example being on the Committee.

###### **Racing Members**

Racing Members are members of the Club that have full entitlement to use any of the Club's plant at the discretion of the Captain and have the right to be appointed onto the Committee.

**Rule Three: Defaulters List**

1. The Committee shall have the power to instruct the Treasurer to post on the Club's notice board, a "Defaulters List", showing the names of all active members whose subscriptions and other dues are unpaid by the 31st of January in each year. All members whose names are shown on such Defaulters List shall, until the said subscription or other dues are paid, be suspended from all rights of membership.

**Rule Four: Remission of Subscription**

2. The Committee shall have the power to remit or refund the whole or any portion of a subscription or other dues, in the case of illness, or for any other good cause.

## **Section Four**

### Executives, Management Committee, Powers of the Committee, Enquires, Executive Officers

#### **Rule One: Executives**

1. The Officers of the Club shall be the Patron, President, Vice-Presidents (not exceeding ten), Club Captain, Captain, Vice Captain, Secretary and Treasurer.
2. Where there are not enough persons willing to put themselves forward as officers of the Club the Club may be run by a Special Management Committee of at least three persons.

#### **Rule Two: Management Committee**

1. The Management Committee (hereinafter referred to as the Committee) shall consist of the President, Captain, Vice-Captain, Treasurer, Secretary (who shall be ex-officio members of the Committee) and up to eight members. Committee members shall be elected annually at the Annual General Meeting and appointed to Executive Officer positions at the first Committee meeting after the Annual General Meeting. At any meeting of the Committee five shall form a quorum.
2. As in Rule 1.2 the Club may be run by a Special Management Committee of at least three persons. At any such Special Management Committee meeting three shall form a quorum. Minutes are required to be taken by such a Committee.

#### **Rule Three: Powers of the Committee**

1. The Committee shall look after the whole internal economy; exercise a general supervision over the properties and members; make all purchase of boats or plant of any kind required and order such repairs as shall be deemed necessary, provided that no one expenditure exceeding \$500 shall be incurred without the sanction of a Committee Meeting.
2. The Committee shall have full control over the funds of the Club
3. The Committee shall have power to make By-Laws for the carrying out and enforcing of the rules, so long as they are not repugnant to the Act or the Rules, and from time to time alter or repeal such By-Laws; but no such By-Laws shall remain in force after the next Annual General Meeting unless ratified thereat.
4. All By-Laws which may from time to time be made under this rule shall be forthwith posted in the Boat-house.
5. The Committee shall have the power to impose or remit fines under such By-Laws.
6. Any member of the Committee, who shall be absent from three consecutive Committee meetings shall, at the discretion of the Committee, cease to hold office, and the vacancy filled by the Committee.



7. The Committee shall have the power to appoint all officers, or members of the Committee to any vacancies which may occur; such appointment to hold good only until an Annual General Meeting when all such vacancies shall be filled.
8. The Committee shall have the power to appoint a Selection Committee to select crews to represent the Club in races at regattas

#### **Rule Four: Enquiries**

1. The Committee shall have the power and the authority to hold enquires into all matters, questions and disputes in connection with the Club and such enquires shall be conducted in such a manner as it may think proper and may be held:
  - (a) In its absolute discretion and of its own motion
  - (b) At the written request of any financial member of the Club; such to be accompanied by a fee of up to \$50.00 to be retained if the grounds of the request prove, in the opinion of the Committee, to be frivolous.
2. The decision of the Committee on all such enquires shall be final and conclusive except by appeal to a Special General meeting.

#### **Rule Five: Executive Officers**

##### **President**

The President will be the public figure head of the club and will chair any meeting of the Club. The President shall have full control over the clubs general activities, always provided that such control is not in opposition to the Committee. The President shall act on behalf of the Club at community meetings. The President shall answer to the Committee in all instances.

##### **Club Captain**

The Club Captain is charged with the responsibility of the distribution of the club's plant and shall ensure that it is in good repair especially during the regatta season. The Club Captain shall have control over the clubs coaches, crews and plant, and shall have the power to reserve boats for crews or individual members and shall be the referee of the club. His/her actions will be guided by the clubs constitutional rules and by-laws, Code of Conduct plus any special directions of the committee. The Captain shall answer to the committee in all instances and will provide the Committee with priorities and proposals in regard to new purchases and grant applications for new plant. The Captain may at any time appoint a Coach Coordinator to whom he/she could delegate some of the Club Captain's responsibilities.

**Vice-Captain**

Where in the Club Rules or By-Laws any powers or authorities are vested in the Captain, such powers or authorities shall, in the absence of the Captain, be exercised by the Vice-Captain

**The Treasurer**

The Treasurer shall apply for, and when due, collect and account for the dues, fines and funds, and disburse all monies of the Club; submit a duly audited Statement of Accounts to the Annual General Meeting in each year, and fulfil all duties of his/her office. He/she shall hold the Club cheque book and will be responsible for furnishing the cheques of the club, but does not necessarily have the authority to sign cheques. No monies shall be paid except by cheque or transacted by two authorized signatories, and authorized by a minute of the Committee if the total exceeds \$500. He/she shall furnish the Registrar annually with the returns required by Section 23 of the Incorporated Societies Act, 1908.

**Secretary**

The Secretary in person or by his/her deputy appointed by the Committee, shall attend each meeting of the club or the Committee, keep the minutes of the proceeding, read and file all communications and other papers, issue notices of the meeting when directed, conduct the correspondence, and fulfil all the duties of his/her office. He/she has the authority to be the second signatory of the Club's cheques. He/she shall keep a register of the members in terms of Section 22 of the Incorporated Societies Act.

**ECRA Representative**

Club Representatives on the ECRA shall be elected, by ballot if necessary, at the first Committee meeting after the Annual General Meeting in each year, and shall hold office until their successors are elected. They shall attend Committee meetings and convey the opinions of the Club to ECRA meetings and shall at all times act in the best interest of the Club. If any expenses are incurred by representatives while representing the Club at the ECRA they shall be reimbursed in full, if not funded by ECRA. The Committee shall have the power to appoint ECRA Representatives should there be any vacancies between Annual General Meetings; such appointments to hold office only until the next Annual General Meeting.

## **Section Five**

Expulsion of members, Damage to Plant, Notice Board, Visitors

### **Rule One: Expulsion of Members**

1. Any member having refused to comply with the Rules or By-Laws or having, in the opinion of the Committee, been guilty of misconduct may be called upon by the Committee to resign.
2. In the event of his/her refusing to resign, the Committee shall have the power to expel him/her and notice of such expulsion shall be sent immediately by registered letter.
3. Any member expelled by the Committee shall have the right to appeal to a Special General Meeting of the Club, provided notice of intention to appeal is lodged with the Secretary within 14 days from the postal date of the notice of expulsion.
4. Any member resigning or being expelled under this rule shall be liable for the subscription if unpaid and forfeit the same if paid.

### **Rule Two: Damage to Plant**

1. Any member who causes any damage to a boat or oars or other property of the Club, which in the opinion of the Committee was caused by carelessness, may be directed by the Committee to pay for the damage.

### **Rule Three: Fines**

1. All fines imposed under these Rules and By-Laws must be paid within 14 days after the demand has been made.

### **Rule Four: Notice Board**

1. A Notice Board shall be fixed in a conspicuous place in the Boat-house. All notices posted thereon duly signed by the officer giving the same, shall be official notices and must be attended to accordingly. A list of the members and a copy of the Rules and By-Laws shall be posted on the Notice Board at the beginning of each season.

### **Rule Five: Visitors**

1. No one has the right to use club equipment or facilities on a regular basis unless they are registered and financial members of the Gisborne Rowing Club. Visitors from other clubs will be accorded access at the Club Captain's discretion.

## **Section Six**

Annual General Meetings, Special Meetings, Committee Meetings Notice, Chairperson of the Meetings, Dissolution, Alteration of the Rules, General Powers of the Committee

### **Rule One: Annual General Meeting**

1. The Annual General Meeting of the Club should be held not later than the 30th day of September in each year, at which time the Committee shall furnish a report on the affairs of the Club.
2. The Clubs financial year shall terminate on the 30th day of June in each year, after such time the Club's accounts shall go to Audit. They shall be presented and accepted by the Club's Committee at the Annual General Meeting in each year.
3. General business will not be discussed at Annual General Meetings.
4. An Auditor shall be appointed to examine the true and correctness of the Club's accounts.
5. All those wishing to be nominated to positions with the committee do need to be financial members of the Club from the 1<sup>st</sup> October of the current financial year for their nominations to be valid.

### **Rule Two: Special Meetings**

1. A Special General Meeting shall be called by the Committee should they receive a requisition from not less than ten financial members of the club. Such requisition must state fully the object of the meeting and at any meeting called under this rule no business other than that stated in the requisition shall to dealt with.
2. A Special General Meeting may be called by the Committee for the transaction of business at any time they may think fit.
3. Seven members shall form a quorum at the Special General meetings of the Club.

### **Rule Three: Notice**

1. Not less than seven days notice of all Annual, and Special meetings shall be given by notice posted on the Club's Notice Board and by advertisement. Should the Committee think necessary, such notice shall also be posted to each member.

### **Rule Four: Chairperson of the Meetings**

1. The President or one of the Vice-Presidents, the Captain or Vice-Captain, shall preside at all meetings, or in their absence the meeting shall elect a chairperson.
2. Seven members shall form a quorum at any Annual General Meeting of the Club.
3. The Chairperson has the right to vote on all matters of the Club. In the event of a tie the Chairperson shall also have the deciding vote.

4. The mode of voting at all Meetings of the club shall be open, but a ballot may be demanded by seven financial members. A majority vote must be reached to pass or decline a motion. Voting by proxy shall not be allowed in any case.

#### **Rule Five: Dissolution**

1. A majority of the members present and voting at a Special General Meeting convened for the purpose of which not less than ten (10) days notice has been given to all members in accordance with Rule Six hereof, may, provided that all debts and liabilities of the Club have been discharged or provided the cash funds of the Club in hand exceed the debts and liabilities of the Club, resolve that the Club be dissolved as from the date to be named in such resolution and the surplus fund and property of the Club shall be handed over to such civic, patriotic, sporting, philanthropic or such other organization as the members present shall decide. Any resolution as aforesaid shall be confirmed at a subsequent Annual General Meeting of the Club called for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed is passed. On the dissolution or winding up of the Club, all its assets shall be realized in a manner to be decided at the Special General Meeting herein before mentioned and there shall be paid from the proceeds thereof all the debts and liabilities owing by the Club.

#### **Rule Six: Alteration of the Rules**

1. No Alteration, amendment or addition to these rules shall be made unless passed at an Annual General Meeting of the Club, provided that not less than 10 days notice in writing stating the alterations and amendments shall have been given to the Secretary, and notice of the same shall have been posted on the Club's Notice Board for seven days prior to the meeting; and unless duly confirmed at a subsequent Committee Meeting held not less than seven days after passing of the same. Provided also that no such alterations, amendments or additions shall be valid until approved by the Registrar.
2. Such alterations to the rules will be put to ballot if needed with a motion to adopt the alterations and a two thirds majority of the Committee must agree.
3. No addition to or alteration shall be approved if it affects the objects, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document

#### **Rule Seven: General Power of the Committee**

1. The Club's Committee shall meet at least once a month unless there is not enough of an agenda to warrant having one. In such a case notice shall be given to Committee members not less than 7 days prior.
2. Any case not provided for in these Rules or the By-Laws and any question as to the interpretation thereof shall be dealt with and decided by the Committee in such manner as it shall think just; and it may (if it think fit to do so) report the same with its decision to an Annual General Meeting of the Club for confirmation of direction.

3. The Committee shall have the power to deal with all matters not specially provided for in this Constitution.

## **BY-LAWS OF THE GISBORNE ROWING CLUB**

(All Previous By-Laws Rescinded)

Amended and approved at the Annual General Meeting, August 1995

### **Section One**

#### General

1. All of the following General By-Laws are subject to the Committee's over-sight.
2. All Members must wear the uniform of the Club when rowing in races at all regattas.
3. All boats and oars shall immediately after use, be thoroughly washed before returning to their proper places. All boats shall be placed bottom upwards on the trestles or racks, unless otherwise directed by their coach, Club Captain or Club President. Every member of a crew that has landed a boat shall assist in the cleaning and housing of that boat and any other equipment that has been used. In doing so they shall follow the directions of the stroke of the boat unless otherwise directed by their coach, Club Captain or Club President. Boats shall be racked immediately after they have been washed after use.
4. The Coach or in his absence the most senior member of the crew shall have the full charge of the boat and the crew shall obey any instructions given by him. If the crew has no distinct senior member then the stroke shall assume this rule.
5. Any damage done to any Club equipment shall be forthwith reported to a member of the Committee by the Coach of the crew that caused the damage, giving the name of the person that caused the damage, and whether in his/her opinion the cause of the damage was purely accidental or the result of carelessness.
6. No member shall take a resident of Gisborne other than a member (coxes and coaches excepted) in any of the Club's boats without the approval of the Captain.
7. The Committee may post in the Club House a list of the equipment not to be used without the permission of the Club Captain or President. Any member using such equipment without permission shall be fined not exceeding \$50.00.

8. Members or Member Schools of the Club may, with the permission of the Committee previously obtained, keep private boats on the Club premises so long as, in the opinion of the Committee, they do not interfere with the club property and are kept out of the way. Charges may apply at the discretion of the Committee.
9. The Committee may post a roster for the use of the equipment when there is a demand on that equipment by a number of members or crews.
10. No member without permission from the Club Captain shall use a boat which is not appropriate to the class in which they row.
11. No Oars shall be taken out in any boat except such as belong to the boat or except with the permission of the Club Captain.
12. Any complaint on the part of the crew must be made by their coach as early as possible to the Club Captain or if unavailable the Vice Captain or Club Secretary, verbally and in writing.
13. Members must not land from boats at any other place other than the landing at the Boat House in Anzac Park or otherwise as directed by a coach.
14. The last member on the Club premise shall see that the doors are properly secured and the lights are all turned off.
15. All trophies won by crews, as a result of winning a race(s) at a regatta shall be the responsibility of the Club
16. No member shall take or wear another member's apparel or property without permission of the owner.
17. No member shall deface any notice posted on the Notice Board. Permission of the Secretary must be obtained before posting any private notices. Such notices must be posted where he/she directs.
18. No member or coach shall make use of obscene language or misconduct themselves in or about the club house or on the water.
19. No boat shall be taken beyond the entrance of the river without a coach and he/she shall first ascertain that the conditions beyond the entrance are such that the boat or crew will not be endangered. The coach shall be held responsible.
20. No alcoholic liquor is to be brought into or kept in the Club House without full Committee approval. Any member doing so may at the discretion of the Committee, be expelled.

21. Any person using their own vehicle to transport rowers to and from regattas shall be paid on a per head basis set out by the Hon. Treasurer according to the regatta budget.
22. Club policy, agreed to by all members of the Committee is that top racing craft in the shed are not for general training but will be available prior to regattas for race preparation and boat tuning. Application can be made to the Committee for the review of this policy in special circumstances.
23. Issues relating to shed or plant should be brought before the committee. Where conflict or misunderstanding occurs, this must never be debated in the shed. We require members to have the maturity to step back, calm down and use the committee as their platform for debate rather than have conflict escalate.
24. As a rowing club member you are required to respect all of your fellow club members no matter what level they may be at, junior rower to Club President, or Parent supporter. If we are to be successful as a club we need to work together and must be able to work in a harmonious relationship and environment with each other. This is to be fostered at all costs.
25. Using any plant is a privilege extended to financial members, not a right. All rowers need to be aware that mistreatment of equipment including failure to CLEAN properly at the end of each session can result in the privilege being removed
26. Any Code of Conduct which is put in place by the Committee shall also apply in whichever area of the Club the Code represents. Such a Code shall only apply until the next Annual General Meeting, and then it shall be at the discretion of the Club's Committee whether or not to make that code a permanent fixture of the Club's Constitution.



## **Section Two**

### Rowing, Sculling shells

1. All of the following Rowing and Sculling shell By-Laws are subject to the Committee's over-sight.
2. Rowing boats and sculls shall be carried out by the full crew, who shall walk into the water and place the boat in at least 30 centimetres of water, upstream and downstream.
3. On no account are boats to be shoved end first into the water
4. No boat shall be taken further up the Waimata River than the island, and no further down the Turanganui River further than the entrance, except under Section 1 Rule 19 of the Club By-Laws, no boat shall be taken further up the Taruheru River than the Stanley Road bridge unless prior permission has been approved, but certainly no further than Campion College.

### **Section Three**

#### Coaches

1. All of the following Coaching By-Laws are subject to the Committee's over-sight.
2. A coach shall be deemed to be any person who assists in the training of members.
3. The Committee has the power to veto all coaches and may appoint coaches to crews.
4. No coaches shall use any Club facilities or equipment without prior approval of the Committee and may not use Club Plant without the prior approval of the Club Captain. (refer Constitution p9. Club Captain, and Bylaws p 15 and 16, Section One No's 7, 10, 11).
5. A coach does not have to be a member, and may be elected as an Hon. member at the Annual General Meeting.
6. Those person's deemed to be coaches by the Committee shall be eligible to negotiate a refund of committee approved regatta expenses. If such a coach is travelling in their own vehicle a petrol reimbursement shall be paid. In the event that passengers are carried their monies will be calculated as part of the cost reimbursement.
7. Coaches are required to attend regular meetings called by the Club Captain.

**Section Four**  
Administration

1. All of the following Administrative By-Laws are subject to the Committee's oversight.
2. The Committee as a whole or their appointee shall be the sole executors of the Club's By-Laws and breaches of such may, at their discretion, result in a fine, admonishment or expulsion, depending on the seriousness of the offence.
3. Such fines that may be imposed shall be payable immediately on the imposition of the fine. The membership of the person or persons, concerned shall be suspended until such fine or fines be paid.
4. Each new intending member shall ensure that they are aware of the Club Rules and By-Laws to read, before they are accepted as a member.

## **Section Five**

### Regattas

1. While participating at any regatta for the Gisborne Rowing Club the Club's Travelling Code of Conduct shall be followed without fail. Breach of this Code shall result in a stand down or expulsion from any Club activities and property depending on the severity of the offence.
2. When the Club travels to regattas it is essential that a male and female chaperone be appointed, particularly where High School students are involved. These person's regatta costs will be met as outlined in section Three – 6 p19. (re Club coaches). These person's will be charged with the responsibility of shopping for regatta food (set out by an approved regatta shopping list) and preparing meals for the team and assisting the coaches where necessary with the help of any extra adults/rowers available. These persons will have the responsibility of the Club's catering equipment. It will be the decision of the Committee as to how many chaperones will travel with the subsidy of the Club
3. The Club's executives are responsible for making any arrangements in regards to regattas attended by the club, with the exception of agreements made with the ECRA in terms of Interprovincial and Regional regattas.
4. When the Club attends School Regattas both the Club's Constitution, Bylaws, Code of Conduct and the individual's school rules shall apply and be enforced by the approved chaperones.

Accepted and adopted by the Gisborne Rowing Club at the 2011 Annual General Meeting on September 11<sup>th</sup> 2011.