

ABU DHABI ROWING CLUB (ADRC)

CONSTITUTION

1.0 Title

The Abu Dhabi Rowing Club is a Sub-Section of The Club, Abu Dhabi (TCAD) and shall be known as the "Abu Dhabi Rowing Club" (ADRC). It shall be governed by the constitution and bye-laws of The Club, Abu Dhabi in addition to this Constitution.

2.0 Objectives

To promote the interests of rowing and paddling at the Club and to compete in UAE Rowing Federation Regattas held each year.

3.0 Officers of ADRC

The ADRC Committee shall consist of Officers as follows,

- Chairman
- Captain
- Secretary
- Treasurer
- Membership Secretary

The responsibilities of the Officers shall be as set out below in Sub-Section 8.2.

4.0 Co-opted Members of the Committee

The members of the Committee may co-opt a further member to assist them, or co-opt a member to replace any member who resigns.

5.0 Members

All members of the ADRC must be a Full, Junior, Temporary or Life Members of The Club, Abu Dhabi.

6.0 Membership and Subscriptions

6.1 Membership.

There shall be two classes of membership as follows:

1. Full Member (aged 18 or over at the commencement of the calendar year);
2. Junior Member (aged between 12-17 years at the commencement of the calendar year.

6.2 Cessation of Membership

1. Unless prior arrangement has been made, memberships that remain unpaid 14 days after the annual renewal date or 14 days from the date of the offer of membership will be considered cancelled/void.
2. Membership of ADRC is subject to the individual member maintaining high ethical and sporting standards.

3. ADRC Committee reserves the right to terminate a membership if it is demonstrated that such standards have not been maintained.

6.3 Subscriptions

1. The annual subscription for members shall be fixed at the Annual General Meeting and shall be due on election and, thereafter, to be paid in advance as determined by the Annual General Meeting. The ADRC will keep subscriptions at levels that will not pose a significant obstacle to people participating.
2. Subscriptions are not refundable.

7.0 General Meetings

- 7.1 The Annual General Meeting (AGM) shall be held early in February in each year at which the Committee shall be elected. Nominations for election to the Committee shall be submitted in writing to the Secretary not less than 14 days before the AGM and shall be signed by a proposer and the nominee in acceptance. Proposers and nominees must be Full Members of the ADRC. The previous Committee shall be eligible for re-election.
- 7.2 A Special General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than five Full members entitled to vote.
- 7.3 The date, time, location and purpose of a General Meeting shall be posted on the ADRC Facebook page at least 14 days prior to the meeting. Ten members at such a meeting forming a quorum.
- 7.4 In the case of an AGM the notice shall include copies of the un-ratified minutes of the previous AGM/earlier EGM. The Secretary's annual report and the most recent Treasurer's report.
- 7.5 Full and Junior Members over 16 at the time may vote at a General Meeting. All other members may attend and make known their views in general debate at these meetings but are not eligible to vote.
- 7.6 Members eligible to vote at a General Meeting who are unable to attend the meeting in person for good reason may appoint another member to vote on their behalf. The appointment must be notified to the Secretary in writing before the meeting stating the reason that the member is unable to vote in person. The appointed member must be eligible to vote in their own right. No member may act on behalf of more than one other member.
- 7.7 Motions for discussion at an Annual General Meeting not of origin from within the Committee, must be lodged with the Secretary at least 21 days preceding the AGM, and be signed by 3 members entitled to vote.
- 7.8 Absences of Quorum: If after half an hour from the time appointed for the 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.

8.0 Committee

8.1 The management of ADRC shall be vested in the Chairman, Captain, Secretary, Treasurer and Membership Secretary, none of whom shall be under 18 years of age who shall together form the Committee, two of whom together with the Chairman or Secretary, shall be a quorum.

8.2 The officers will have the following duties:

Chairman: The Chairman 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 ADRC Chairman will be responsible for liaising, on policy matters, with the Main Committee of TCAD through its Sports Member. He will also be responsible for liaising, on operational matters, with TCAD through its Director of Recreation.

Captain: The Captain will be responsible for training, coaching, representation of the ADRC in competitions, maintaining ADRC's equipment, making recommendations to the Committee for equipment purchases and liaising with external bodies on rowing matters.

Secretary: The Secretary will be responsible for the organisation of meetings of the Committee and of ADRC, and the recording of minutes relating to such meetings and all correspondence relating to the general business of ADRC. The Secretary will manage the booking of boats on Friday and Saturday mornings and issue the Weekly Booking Schedule on Thursday each week.

Treasurer: The Treasurer's term of office will be from 1 March to 28 February. The Treasurer will be responsible for the collection, disbursement and reconciliation of all monies belonging to ADRC and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM an audited balance sheet and income and expenditure account showing ADRC'S financial position and the results of its transactions for the year ending 31 January. The transactions of ADRC will be conducted through Club and will require the signatures of any 2 of 4 members of the Committee who have been designated for the purpose. The AGM may set a limit below which transactions can be authorised by a single signatory.

Membership Secretary: The Membership Secretary will respond to all new member enquiries and maintain the membership register to ensure annual subscriptions are paid when due. The Committee shall be elected at the Annual General Meeting. The retiring members shall be eligible for re-election.

8.3 Only those persons eligible to vote and who have been members continuously during the preceding twelve months shall stand for election to the Committee.

8.4 Any member elected to serve on the Committee should attend at least half of the Committee Meetings.

8.5 The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

- 8.6 Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.
- 8.7 The Committee and individual committee members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.

9.0 Financial statement

- 9.1 ADRC accounts shall be audited annually by the Financial Controller of The Club Abu Dhabi (TCAD) and presented by the Treasurer to members at the AGM.

10.0 Safety

- 10.1 ADRC Committee will devise, publicise and enforce a Safety, Rules and Policies that all ADRC members are required to follow.
- 10.2 It is the responsibility of all ADRC members to ensure that the code is observed.
- 10.3 All ADRC members must sign a declaration that they have read and will abide by the Safety, Rules and Policies of ADRC. The Chairman, Captain, or Secretary may stop any activity by Club members that they consider unsafe.

11.0 Child Protection Policy

- 11.1 All engagement with Junior members will be governed by and compliant with TCAD's Child Protection Policy. See annexe 1

12.0 Outreach/community programmes

- 12.1 ADRC will on occasions, and with the approval of TCAD engage in outreach/community programmes to allow non-members of TCAD supervised access the ADRC facilities.
- 12.2 Such programmes will be focused entirely on rowing and will not allow non members of TCAD access to any other facilities on The Club site.
- 12.3 Students and staff of NYU Abu Dhabi are permitted to row at ADRC as part of the reciprocal arrangement between TCAD and NYU Abu Dhabi.

13.0 Alteration of Constitution

- 13.1 This Constitution shall not be altered without the consent of two thirds of the members present and voting at a General Meeting called for that purpose. Proposed changes to this Constitution must be displayed for a minimum of 10 days before the General Meeting at which they are to be discussed.

14.0 Termination of ADRC

- 14.1 ADRC shall not be dissolved without the consent of two thirds of the members present and voting at a Special General Meeting convened for the purpose or by the Committee of TCAD.

Annexe 1 – The Club Child Protection Policy

