

WELLINGTON ROWING CLUB INCORPORATED  
Bylaws

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(INCORPORATED)**

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**1. General**

- 1.1. These Bylaws may be repealed, altered, revised, amended or added to by the Committee at any time. Any such change will operate immediately but shall be ratified at the next General Meeting following the change. Any change will be notified to members by posting on the notice board and such other mechanisms as the Committee sees fit.
- 1.2. A notice of motion detailing any change to these bylaws must be received in writing by the secretary 5 days before the date of the Meeting at which the amendment(s) are to be moved. The remit and an explanation of the change is to be sent out to other Committee members by the Secretary in the notice advising the meeting.
- 1.3. In any case not provided for in these Bylaws, or any question arising as to their interpretation, the matter shall be decided by the Committee.
- 1.4. The Committee shall have the ability to develop policies that will guide the implementation of these Bylaws as it sees fit e.g. code of conduct, setting of subscriptions (including the activities whose costs are met from those subscriptions), review of plant and purchase of priority items in any year, selection of crews, etc. These policies will generally be made available to any Club member.
- 1.5. The Committee is responsible for the Club trophies, photos and other Club memorabilia and may appoint a person to be responsible for the same.
- 1.6. A notice board shall be fixed in a prominent place in the Club House, and all notices posted there on, duly signed by a Committee member, shall be considered as official notices, and must be attended to accordingly.
- 1.7. All Club members are expected to behave to a reasonable standard at all times during all activities associated with the Club and abide by any Code of Conduct that may be developed by the Committee from time to time. The Club Captain's word on conduct matters is final.
- 1.8. Any member who causes damage to any Club property shall be held responsible and may be liable for any cost of repair.

**2. Finance**

- 2.1. The Treasurer shall oversee the club's finances. The Committee may appoint a finance sub-committee and/or develop Financial Policies to assist with this role.

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- 2.2. The Treasurer (or the finance sub-committee where one is appointed) shall be responsible to the Committee for the financial planning of the Club, the drafting of the budget, control of purchasing and the recommendation of the Subscription rates and fund-raising targets, and shall oversee fundraising.
- 2.3. On preparing the budget and subscription rate recommendation the Treasurer or finance sub-committee shall prepare a document outlining the basis on which the budget and subscription recommendations are made. The subscriptions rate recommendation is to include recommended subscriptions for all classes of members, a statement on what each class of subscription covers (regatta entries (including eligible regattas and number of events for any rower at regatta), camps, etc), timing of payments, etc.
- 2.4. The budget and subscriptions rate recommendations are to be approved by the Committee before the General Meeting where subscriptions are to be dealt with.
- 2.5. On acceptance by the Committee the subscription document shall be tabled for adoption at a General meeting as per clause 3.2 of the Constitution (this in normal circumstances shall be the Annual General Meeting). Following the adoption of a subscription at the General Meeting the Treasurer and the Secretary shall draw up the subscription invoices and ensure these are received by members.
- 2.6. No purchases shall be made by any club member for or on behalf of the Club without prior approval from the Committee. The Committee may delegate authority to certain members to make purchases without prior approval for fuel, repairs and maintenance up to a set monetary amount.
- 2.7. Any item purchased without approval may be considered a private purchase.
- 2.8. No item shall be approved for purchase if it has not been covered within the budget calculations, unless special circumstances exist. Generally such purchases would require a corresponding reduction in expenditure in other areas.
- 2.9. The Treasurer shall present a monthly set of accounts at each Committee meeting. This will report against the annual budget for both revenue and costs.
- 2.10. Any shortfall between the Subscription and other income shall be raised by fund-raising.
- 2.11. Fund raising may also be used for capital expenditure or to help offset costs for attending specific events.

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- 2.12. The Treasurer or the Committee may appoint fund raising organisers or sub-committees to organise specific fund-raising events. Such organiser or sub-committee will report to the Treasurer who shall also monitor progress.
- 2.13. The Committee has the ability to authorise the Treasurer or other delegated agent to use other methods of payment (including internet banking) rather than by cheque, but such authorisation must be given annually and may be revoked at any time.

### **3. Operations and Safety**

- 3.1. These by-laws are to be read in conjunction with the Rowing NZ water safety rules and the Wellington Regional Council Navigation and Safety Bylaws, as updated from time to time.
- 3.2. The Committee may appoint a rowing sub-committee and/or develop Operational Policies to assist the Club Captain with the overseeing of the operations of the Club. Such sub-committee, if appointed, shall consist of the Club Captain and the Vice Captain and coaches and other committee members as the Committee sees fit. Where no rowing sub-committee is appointed the Club Captain and Vice Captain will work closely together to manage the operations of the Club
- 3.3. The responsibilities of the Club Captain, or rowing sub-committee where appointed, shall include (but not be limited to):
  - classifying rowers according to the Rowing NZ classification system;
  - selecting crews;
  - appointing coaches;
  - setting training timetables;
  - deciding on the number, timing and location of training camps;
  - determining what regattas to attend, and what events to enter;
  - making regatta entries;
  - classifying plant as racing or training plant;
  - setting priorities for plant purchases; and
  - administering these bylaws.
- 3.4. Operational Policies will include (but not be limited to) :
  - the allocation of club plant for training and racing;
  - the permissible times of day for water training;
  - guidelines on deciding suitable water conditions for training;
  - guidelines on the use of coaching boats; and
  - other safety considerations

### **4. Shed and Plant**

- 4.1. The Committee may appoint a "shed manager" or a shed sub-committee to oversee the management of the shed and plant. The Club Captain shall assume this role if there is no specific appointment made.
- 4.2. The shed manager shall be responsible to the Committee for the upkeep and maintenance of the shed, rowing plant and equipment, coaching boats, vehicles and entrusted equipment.

- 4.3. The shed manager will coordinate building maintenance with the function centre manager. At a minimum such maintenance shall be in accordance with the conditions of the club's lease with Wellington Waterfront Ltd.
- 4.4. Schools and tertiary education institutes affiliated with the Club may, subject to the prior written agreement from the Committee purchase their own boats or plant and store these on the Club's premises.
- 4.5. Prior to approving the purchase of any such boat or plant the Committee shall
  - 4.5.1. ensure that the purchase aligns with the Club's overall priority for plant purchases; and
  - 4.5.2. agree with the school or tertiary education institute concerned the usage, maintenance and storage conditions for that boat or plant item, with such agreement to be in writing. The general premise for these agreements is to establish a priority of use for the purchaser in any allocation but to also provide that the boat or plant can be used by other parts of the Club as the Club Captain directs taking into account the size and quality of the boat along with the skill levels of other rowers.

## **5. Function Centre Management**

- 5.1. The Committee may appoint a function centre manager to manage the hiring of the function centre. Such manager shall take on the duties as agreed with the Committee.