

**WELLINGTON ROWING CLUB**  
**(INCORPORATED)**  
**Bylaws**

18 July 2018

# WELLINGTON ROWING CLUB INCORPORATED

## By-Laws

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## 1. Definitions

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**Club Captain** means the Club Captain whose responsibilities are defined in the Club By-Laws;

**Committee** means the General Committee of the Club;

**Board** means the Board of Directors of WRC as described in the Club Rules, Rule 18;

**President** means the President of WRC whose responsibilities are defined in the Club By-Laws;

**Rules** means the rules (Constitution) and "Rule" shall have a corresponding meaning;

**Secretary** means the Club Secretary whose responsibilities are defined in the Club By-Laws;

**Treasurer** means the Club Treasurer whose responsibilities are defined in the Club By-Laws;

**Vice-Captain** means the Vice-Captain whose responsibilities are defined in the Club By-Laws;

**Vice-President** means the Vice President whose responsibilities are defined in the Club By-Laws;

**WRC** means Wellington Rowing Club Incorporated

## 2. Introduction

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2.1 The Bylaws are intended to assist members with the running of the Wellington Rowing Club. If there is any dispute about the bylaws then the Constitution takes precedence.

## 3. General

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3.1 These Bylaws may be repealed, altered, revised, amended or added to by the Board at any time.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 Board sees fit.

3.2 A notice of motion detailing any change to these by-laws must be received in writing by the Club Secretary five 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 Board members by the Secretary in the notice advising the meeting.

3.3 In any case not provided for in these by-laws, or any question arising as to their interpretation, the matter shall be decided by the Board

3.4 The Board shall have the ability to develop policies that will guide the implementation of these Bylaws as it sees fit e.g. code of conduct, these policies will generally be made available to any Club member.

3.5 The Board shall have the ability to set subscriptions (including the activities whose costs are met from subscriptions as well as capital acquisitions such as rowing related plant). The committee will ensure that the operations of the club meet standards and expectations as set by the Board.

3.6 The Committee is responsible for the Club trophies, photos and other Club memorabilia and may appoint a person to be responsible for the same.

- 3.7 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.
- 3.8 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 Board from time to time.
- 3.9 Any member who causes wilful damage to any Club property may be held responsible and may be liable for any cost of repair and this may result in suspension or removal from the Club.

#### **4. President/Chairperson**

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- 4.1 The President/chairperson provides leadership to the committee and board, ensuring their processes and actions are consistent with its policies. As appropriate, the president/chairperson represents the board and the organisation to outside parties. The president/chairperson is expected to promote a culture of stewardship, collaboration and cooperation, modelling and promulgating behaviours that define sound board membership.
- (a) The chairperson will chair board meetings ensuring that:
- i. meeting discussion content is confined to governance matters as defined in the board policies;
  - ii. all board members are treated even-handedly and fairly; and
  - iii. all board members are encouraged and enabled to make a contribution to the board's deliberations.
- (b) The chairperson has no authority to unilaterally change any aspect of board policy.
- (c) The chairperson will ensure that board meetings are properly planned including the development and timely distribution of board papers and that the minutes are accurate.
- (d) With the agreement of the board, the chairperson may establish a regular communication arrangement with the club captain to exchange information. The club captain may also use such sessions as a sounding board for proposed actions or to check interpretations of board policy. However, the chairperson will:
- i. a. recognise that such sessions are not to be used to 'personally' supervise or direct the club captain;
  - ii. maintain an appropriate professional distance from the club captain to ensure objectivity and attention to governance matters and concerns; and
  - iii. not inhibit the free flow of information to the board necessary for sound governance. Therefore the chairperson will never come between the board and its formal links with the club captain.
- (e) The chairperson may delegate aspects of the authority accompanying the position but remains accountable for the overall role.
- 4.2 The Vice president shall deputise for the president in his/her absence.

## **5. Secretary and Membership**

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- 5.1 The secretary is responsible for dealing with how the membership of the club as agreed in the constitution, is to be managed.
- (a) Applying for membership (obligation to provide and keep up to date information including contact details and emergency contact details)
  - (b) Responsibility of the Secretary to manage the membership listing – providing information to the Treasurer for invoicing purposes, suspending or removing members, etc.
  - (c) Obligations of membership
  - (d) Process for resigning membership (not accepted until account is settled) and potential refund of subs paid
  - (e) Processes for membership to be granted, suspended and revoked, including appeal and review.
  - (f) Ensuring that data bases are maintained for departing members so that they can continue to be aware of the club and its activities or decide to retain a closer interest such as but not limited to, taking up an Alumni membership.
- 5.2 The secretary is responsible for taking minutes and keeping proper records of account at all meetings.

## **6. Treasurer and Finance**

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- 6.1 The Treasurer shall oversee the club's finances. The Board may appoint a finance sub-committee and/or develop Financial Policies to assist with this role.
- 6.2 The Treasurer (or the finance sub-committee where one is appointed) shall be responsible to the Board for the financial planning of the Club, the drafting of the budget, control of procurement and the recommendation of the Subscription rates and fund-raising targets, and shall oversee fundraising.
- 6.3 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.
- 6.4 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.
- 6.5 Any item purchased without approval may be considered a private purchase.
- 6.6 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.

- 6.7 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.
- 6.8 Any shortfall between the Subscription and other income budgeted in any financial year may be met by fund-raising or a reduction in budgeted expenditure.
- 6.9 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.
- 6.10 The Board has the ability to authorise the Treasurer or other delegated agent to use other methods of payment (including internet banking and purchase card)

## **7. Operations and Safety**

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- 7.1 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.
- 7.2 The Committee will appoint a safety officer.
- (a) It is the desire of the club and the responsibility of all club members to ensure all activities associated with rowing are carried out in a manner that will avoid incidents/accidents;
- (b) The Safety Officer in conjunction with the Club Captain will develop a set of policies that shall apply to all members and their guests when involved with Wellington Rowing Club. The safety polices will include (but not be limited to);
- i. The permissible times of day for water training;
- ii. Guidelines for deciding suitable water conditions for training
- iii. The reporting and corrective action for any incidents and/or accidents, and
- iv. Other safety considerations.
- 7.3 The Committee may appoint a rowing sub-committee and/or a specific Operations Manager and/or develop Operational Policies to assist the Club Captain with the overseeing of the operations of the Club.
- 7.4 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.
- 7.5 Such Operations Manager, if appointed, shall report to the Club Captain and will be required to liaise closely with Club Captain, Vice-Captain and coaches including schools, Tertiary Institutions, and other committee members so as to achieve smooth operations of the Club
- 7.6 Where no rowing sub-committee or Operations Manager is appointed the Club Captain and Vice-Captain will work closely together to manage the operations of the Club
- 7.7 The responsibilities of the Club Captain, or Operations Manager or rowing sub-committee where appointed, shall include (but not be limited to):
- (a) classifying rowers according to the Rowing NZ classification system;
- (b) appointing coaches;
- (c) setting training timetables;
- i. allocating training slots, plant and coach boats to each squad;

- ii. deciding on the number, timing and location of training camps;
  - (d) determining what regattas to attend, and what events to enter;
  - (e) making regatta entries;
    - i. allocating plant to crews for regattas;
  - (f) classifying plant as racing or training plant;
  - (g) setting priorities for plant purchases; and
  - (h) administering these bylaws.
- 7.8 The Vice-Captains responsibilities include aiding the Club Captain in their duties, standing in to act as Club Captain when the Club Captain is unavailable, acting as the schools and tertiary members' liaison.
- 7.9 Operational Policies will include (but not be limited to):
- (a) the allocation of club plant for training and racing;

## **8. Shed and Plant**

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- 8.1 The Committee may appoint a "shed manager" or a shed subcommittee to oversee the management of the shed and plant. The Club Captain shall assume this role if there is no specific appointment made.
- 8.2 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.
- 8.3 The shed manager will coordinate building maintenance with the Club Captain. If there is any maintenance issues identified then any feedback should be given to the Club Captain or Board. At a minimum such maintenance shall be in accordance with the conditions of the club's lease with Wellington City Council.
- 8.4 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. Storage on the club premises will be coordinated with the Club Captain or the Operations Manager if one appointed. The Club Captain is the final arbiter with respect to allocation of space for boat storage on Club premises.
- 8.5 Prior to approving the purchase of any such boat or plant the Club Captain shall;
- (a) ensure that the purchase aligns with the Club's overall priority for plant purchases; and
  - (b) 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 may be able to be used other parts of the Club as the Club Captain (or the Operations Manager, if one appointed) directs and in agreement with the school, or tertiary institute taking into account the size and quality of the boat along with the skill levels of other rowers.

## **9. Function Centre Management**

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- 9.1 The Board may appoint a manager to coordinate and manage the hiring of the function centre. Such manager shall take on the duties as agreed with the Committee.
- 9.2 The Board may enter into agreement with a 3<sup>rd</sup> party to manage the function centre. Such agreement will include all matters that may pertain to the successful operation of the function centre. The committee shall ensure appropriate access for WRC activities through good faith negotiations with the agreed 3<sup>rd</sup> party.

## **10. Conduct of officer Holders**

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- 10.1 If a club member feels the President, Club Captain, Secretary, Treasurer, Vice-Captain or Vice President are acting in a manner contrary to the constitution, bylaws or not in the interests of the Wellington Rowing Club they may refer their concerns to the Board to determine the suitability of the appointee and continuation in that role.