

**RULES
of the
ONSLOW COLLEGE
ROWING CLUB**

22 October 2019

Revision 4.0

Version	Change	Meeting	Date
3.0	Adoption of rules	AGM	19/10/16
3.1	Amend rule 2.2 and insert a new rule at 2.3 and 2.4, renumbering the 2. <i>n</i> subsequent rules	SGM	23/03/17
4.0	Minor editing updates, clarification of voting rights (3.1), option of additional ordinary committee member (8.1), documents are available on the website rather than handed to members (3.1, 5.2), Financial year end changed from December to August (18.7), use of assets to be approved by a representative of the committee (19.4), update police vetting of coaches requirements (21.2)	AGM	22/10/19
5.0	Change to rule 8.1 (e) to increase the number of additional Committee Members from a maximum of three to a maximum of five.	AGM	27/10/2021

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RULES
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1 NAME

- 1.1 The name of the Club is “Onslow College Rowing Club” (“the Club”) and the Club’s operational title shall be “OCRC”.
- 1.2 The Club is constituted by resolution dated 22nd September 2015.

2 ENDORSEMENT AND SCHOOL REPRESENTATION

- 2.1 The College supports and endorses these rules in relation to all aspects of the governance and management of rowing within Onslow College.
- 2.2 The College recognises the Onslow College Rowing Club (“OCRC”) as the sole provider of College level representative rowing within the Onslow College community
- 2.3 Students must be members of OCRC from the beginning of the current rowing season, or be subject to rule 2.4, to be eligible to represent the college at regattas. No student rowing for another club may represent the college at regattas
- 2.4 New Students transferring to Onslow College after the start of the season or current students wishing to commence rowing after the start of the season, may apply to the Executive Committee for membership. The Executive Committee may, at its discretion, admit new members after the start of the season on a case by case basis
- 2.5 All students rowing for Onslow College at regattas must comply with the rules of the College and with the Rules and Community Expectations of OCRC.
- 2.6 If a student member’s enrolment at the College ceases that student can no longer represent OCRC at any school sport regatta.

3 DEFINITIONS

- 3.1 In these Rules, unless the context otherwise requires:

“Assets” means any item that is purchased by, or gifted to, the Club for the purposes of delivering the objectives of the Club.

These would include but not be limited to; rowing skiffs, oars, boats, trailers, ergometers, cox boxes, weights, mats, tents, BBQs and kitchen equipment.

“Coach”	means a current coach of an OCRC crew, including assistant and or student coaches.
“College”	means Onslow College and includes the Principal and Director of Sport.
“College Representative”	means a representative of the College nominated by the Principal in consultation with the Executive Committee.
“Community Expectations”	means the OCRC Community Expectations set out in the ‘Onslow College Rowing Club Community Expectations’, including Codes of Conduct for Rowers, Coaches, Caregivers and Supporters and the OCRC Complaints Process.
“Executive Committee”	means the Executive of the Club as defined in Rule 8.
“Honorary Member”	means a member honoured for meritorious services to the Club and appointed by the Executive Committee for a term of one year. Honorary Members may be appointed for successive terms provided their membership is renewed annually. There shall be a maximum of five (5) Honorary Members at any one time. Honorary Members shall not be entitled to vote or serve on the Executive Committee
“OCRC Lead Coach”	means a Member appointed by the Executive Committee to lead and represent the Coaches.
“Life Member”	means a Member elected at the Annual General Meeting for significant services to OCRC over a substantial period of time. Life Members shall be non-voting members of the Executive Committee.
“Member”	means: <ul style="list-style-type: none">a) a Rower (non voting);b) a parent(s) or legal guardian of a current Rower (one vote per rower);c) an OCRC Alumni Member (non voting);d) a Life Member (non voting);e) a current coach (one vote);f) an Honorary Member (non voting);g) the Patron (non voting);

h)	College Representative (one vote).
“OCRC Alumni”	means a past Rower and or supporter who wishes to continue their association with the Club. The OCRC Alumni is entitled to attend and speak at any meeting of the Club but shall not be entitled to vote or serve on the Executive Committee.
“OCRC Patron”	the Principal of Onslow College shall be the patron of the Club. The Patron is entitled to attend and speak at any meeting of the Club or any committee but shall not be entitled to vote.
“Rower”	a student of Onslow College who has actively participated in the OCRC rowing program for the current school year and shall not be entitled to vote. (The member parent or legal guardian can vote on behalf of the rower.)
“Rowers Representative”	means a Member elected by the Rowers to represent the Rowers who has been a Rower for the College for 2 or more years. The Rowers Representative will provide a conduit for feedback (positive, negative and suggestive) to and from the Executive Committee. The Rower Representative is entitled to attend and speak at any meeting of the Club or any Executive Committee meeting (at the President's discretion).
“Subscriptions, regatta, & camp fees”	means the sum or sums payable in each year by a Rower.
“Voting Rights”	means the rights as defined in Clause 17.

4 OBJECTIVES

4.1 The Objectives of the OCRC are as follows:

- a) To promote the sport of rowing to students of the College and to develop, encourage and enhance leadership skills, self-discipline, camaraderie & sportsmanship, teamwork, physical fitness, academic achievement and life skills of rowers, coxswains & coaches.
- b) To encourage its rowing members to strive and achieve their personal best at the highest level.
- c) To contribute to the wider rowing community in New Zealand by establishing within OCRC a strong, enviable, successful and sustainable rowing

programme that consistently produces rowers who are admirable individuals, both at College level and beyond.

- d) To recognise and acknowledge success for all members.
- e) To provide a safe environment for all students at all times and to ensure that all Health & Safety requirements are met.
- f) To seek a reasonable and sustainable balance between rowing activities and other College activities, particularly through a close liaison with the College's Principal and the College.
- g) To promote and encourage the good reputation and public esteem of the College and to acknowledge, endorse and uphold the College's Charter and Rules, recognising also that the activities of the Club are the College's undertakings and will be perceived as such.
- h) To provide plant, equipment and associated facilities for rowing and to raise and hold funds for either the general purposes, or for a specific purpose, as the Executive Committee may from time to time determine, including, without limitation, capital expenditure and operational costs.
- i) To provide and maintain the OCRC Community Expectations and such other rules, processes, procedures and all other matters as may be required, including guidelines on health and safety, the general operation of the Club and the rowing programme and such other matters as are included in the OCRC website.

5 MEMBERSHIP

5.1 Membership of the Club:

- a) Any person referred to in the definition of "Member" in Rule 3 and supporting the Objectives of the Club, shall be eligible for membership of the Club.
- b) Applicants for Rower membership and OCRC Alumni membership will complete the Club membership application form and their membership will be valid for the current rowing season.
- c) Parents or legal guardians of a current Rower in the current school year are automatically members of the Club for the duration of their child's Rower membership.
- d) All coaches appointed for the current season are automatically members of the Club upon completion of the Volunteer Agreement form.
- e) Life members, Honorary Members, the Patron and the College Rowing Representative are automatically members of the Club while they hold these positions.

5.2 The Executive Committee shall consider such application and on approval shall provide the applicant with confirmation of membership and supply the new member with the policies of the Club. All Members agree to abide by the Rules of the Club,

the OCRC Community Expectations policy which will be available to all new Members and any Bylaws and or Regulations that may exist from time to time.

6 TERMINATION OF MEMBERSHIP

6.1 Membership may be terminated in any of the following ways:

- a) By the Member giving written notice of resignation to the Secretary.
- b) If any Member who is required to pay any charges associated with their membership and fails to pay such charges, within three months of the due dates, the Executive Committee may, without notice to the member, cancel such Member's membership.
- c) If any Member is guilty of any infringement of the Community Expectations and, after due application of the Complaints Process set out in the Community Expectations, the Executive Committee considers such infringement or action warrants termination, the majority of 75% of the Executive Committee may, after due consultation with the infringing member, cancel such Member's membership.
- d) Their term expires.

6.2 If an Executive Committee Member is absent from three consecutive committee meetings without leave of absence, then the President may declare that person's position to be vacant.

6.3 If a person ceases to be an Executive Committee Member they must, within one month, return all documents and property in their possession.

7 SUBSCRIPTIONS

7.1 All Rower Members are deemed to be financial Members and are required to pay an annual subscription(s). Subscriptions shall be in respect of each financial year.

7.2 The subscription will be determined in respect of each current year by the Executive Committee or representative(s) and notified at the Annual General Meeting.

7.3 The amount payable for regatta and camp fees will be decided on prior to each event by the Executive Committee or representative(s).

8 EXECUTIVE COMMITTEE

8.1 The Club shall be managed by an Executive Committee comprising:

- a) a President;
- b) a Secretary;

- c) a Treasurer;
 - d) the College Representative;
 - e) a minimum of two and a maximum of five additional Committee Members;
 - f) the Elected Rower Representative;
 - g) the appointed OCRC Lead Coach;
 - h) up to two Life Members.
- 8.2 The President or such member of the Executive Committee as elected by that Committee shall represent the Club at any meetings of the Wellington Rowing Club. At meetings of the New Zealand Secondary School Rowing Association that representative may not speak or vote on behalf of Onslow College unless approved by the Principal.

9 SPOKESPERSON

- 9.1 The President, Principal of the College or such other person nominated by the Executive Committee shall be the official spokesperson of the Club.

10 ROLE OF THE EXECUTIVE COMMITTEE

- 10.1 To ensure the Objectives of the Club are met the role of the Executive Committee shall:
- a) Administer, manage and control the Club;
 - b) Carry out the Objectives of the Club and use money and other assets to do that;
 - c) Manage the Club's financial affairs in association with the College and including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
 - d) Facilitate the logistics to enable the OCRC rowing programme to operate;
 - e) Engage with the Rower Representative as and when necessary;
 - f) Delegate responsibility to Members where necessary;
 - g) Ensure that all members meet their obligations of Membership;
 - h) Accept or decline applications to join the Club;
 - i) Decide the times and dates for meetings, and set the agenda for meetings;
 - j) Set Rower subscriptions and other charges;
 - k) Set levies, regatta fees and camp fees and other event charges;
 - l) Maintain the Policies and Procedures of the Club.
- 10.2 The Executive Committee has all of the powers of the Club unless the Executive

Committee's power is limited by these Rules or by a majority vote of the Club.

10.3 Decisions of the Executive Committee bind the Club unless the Executive Committee's power is limited by these Rules or by a majority vote of the Club.

10.4 The Executive Committee shall have the power to co-opt persons to the Executive Committee to assist in the management of the affairs of the Club. Co-opted persons will not have voting rights on the Executive Committee.

11 SUB-COMMITTEES

11.1 The Executive Committee shall when necessary appoint and may at any time appoint such sub-committees as it may consider necessary and shall prescribe the duties of such sub-committees, and from time to time dissolve such sub-committees and appoint others in their stead or alter the personnel of such sub-committees as the Executive Committee may determine.

- a) In the appointment of any sub-committee the Executive Committee shall not be restricted to choosing from its own Members;
- b) Each sub-committee shall have the power to recommend regulations (not inconsistent with the Rules);
- c) The Executive Committee shall have the right to veto any decision of a sub-committee and dissolve the same at any time;
- d) The President shall be ex officio member of every sub-committee and shall Chair each meeting. If the President is not available to Chair the meeting, then the Chair may nominate a Committee Member or another OCRC Member to Chair the meeting.

12 INDEMNITY AND LIABILITY FOR MEMBERS

12.1 The liability of a Member shall be limited to the subscription fees, regatta & camp fees payable by the member.

13 EXECUTIVE COMMITTEE RESPONSIBILITIES

13.1 The President is responsible for:

- a) Convening Committee meetings and establishing whether or not a quorum is present;
- b) Chairing Committee meetings, deciding who may speak and when;
- c) Chairing other meetings of the Club, as required;
- d) Overseeing the operation of the Club;
- e) Providing a report on the operations of the Club at each Annual General

Meeting.

13.2 The Secretary is responsible for:

- a) Recording the minutes of meetings and circulating as appropriate;
- b) Keeping the Register of Members;
- c) Holding the Club's records, documents and books except those required for the Treasurer's function;
- d) Receiving and replying to correspondence and all communications as required by the Executive Committee.

13.3 The Treasurer is responsible for managing the Club's financial affairs in association with the College's Business Manager which will include:

- a) Keeping proper accounting records of the Club's financial transactions to allow the Club's financial position to be readily ascertained;
- b) Preparing annual financial statements for presentation at each Annual General Meeting;
- c) Providing financial information to the Executive Committee as the Committee determines;
- d) Ensuring a register of all assets owned and used by the Club is maintained.

13.4 The Executive Committee is responsible for:

- a) All aspects of the management and administration of OCRC in order to deliver the Objectives of the Club outlined in Rule 4, including:
- b) Developing, implementing and maintaining policies and procedures for the OCRC which will include but are not limited to, the Rules of the Onslow College Rowing Club, the OCRC Community Expectations, EOTC requirements, Health and Safety requirements, , the OCRC website, , the Maadi Selection Procedure, the Coach Reimbursement Guidelines, the Rower Rep Roles and Responsibilities, and any other matters as required;
- c) Facilitating the OCRC rowing programme which will include but is not limited to all aspects of the delivery of camps and regattas, assigning squad managers, appointing and managing coaches, maintaining and purchasing of plant, fundraising and any other functions as required. This will include the appointment of sub-committees and or Members to deliver any aspect of the rowing programme as it is not expected that the Executive Committee will be solely responsible for operational delivery of the rowing programme, which is the responsibility of the entire OCRC Community.

14 ELECTION OF EXECUTIVE COMMITTEE

- 14.1 With the exception of Life Members and the College Representative, the Executive Committee will be elected for a term of twelve (12) months at each Annual General Meeting. Elections shall take effect at the conclusion of the AGM.
- 14.2 Nominations for election are to be lodged in writing with the Secretary on or before 30 September each year. Only Members are eligible to be nominated for these positions. If there are fewer nominations than available positions then, but not otherwise, the Chairperson of the Annual General Meeting shall call for further nominations at the Annual General Meeting. If an election is necessary, it shall be by secret ballot at the Annual General Meeting. Any retiring Executive Committee member shall be eligible for re-election. The executive committee members covered by this rule shall have the power to fill any casual vacancy of their number through co-option or other means at their discretion. Such appointee shall hold office until the next Annual General Meeting when he or she must retire but may be eligible for re-election. The Annual General Meeting shall be held before the end of October.
- 14.3 The Rowers Representative shall be a current Rower who has been a Rower for the College for two or more years. The Rowers Representative will be appointed by majority vote of the Rowers in October of each year for the ensuing season in accordance with the procedures established for such appointment by the Executive Committee for that year.
- 14.4 The OCRC Lead Coach shall be appointed to represent the Coaches by the Executive Committee (does not need to be a current coach but must have experience either coaching or delivering a rowing programme) by majority vote in October of each year for the ensuing season in accordance with the procedures established for such appointment by the Executive Committee for that year.

15 MEETINGS

- 15.1 The Annual General Meeting of the Club shall be held on a date no later than 31 October to be fixed by the Executive Committee.
- 15.2 The Annual General Meeting will be convened for the purpose of receiving the Annual Report and Financial Statements, electing the Executive Committee and committees for the ensuring season, fixing subscriptions and transacting any other business that may be brought forward. Fourteen (14) days' notice in writing of the Annual General Meeting shall be given to each member.
- 15.3 Special General Meetings may be convened at any time by the Executive Committee and shall be convened by the Secretary upon a requisition being lodged with him or her stating the proposed business with sufficient detail to enable Members to vote on the proposal and signed by not less than 10 members of the Club. Meetings so convened shall be held at a date no later than one month from the receipt of such requisition. Fourteen (14) days' notice of such meeting shall be given to each Member.
- 15.4 The Executive Committee shall meet at such times and in such manner as it shall deem necessary for the transaction of business of the Club.

- 15.5 The President when present shall preside at all general meetings of the Club and in his or her absence another member of the Executive Committee may preside. The President shall have a casting vote and his or her decision on all points of order shall be final.

16 QUORUMS

- 16.1 Fifteen (15) members present in person or by proxy shall constitute a quorum at General Meetings.
- 16.2 75% of the total number of Executive Committee members with voting rights shall constitute a quorum at Executive Committee meetings.
- 16.3 If within thirty (30) minutes from the time appointed for any meeting a quorum is not present, the meeting may stand adjourned to the same day in the next week and members present in person or by proxy at such adjourned meeting may transact the business for which the meeting was called if a quorum is still not present.

17 VOTING AT GENERAL MEETINGS

- 17.1 The voting at all General Meetings shall be by show of hands unless a ballot has been demanded by at least five (5) members present at the meeting.
- 17.2 A Member who is entitled to vote at General Meetings shall be entitled to vote either personally or by proxy. A notice appointing a proxy must be received by the Secretary (or other person designated to receive proxies in the notice of meeting) no later than twenty four (24) hours before the time appointed in the notice for a meeting. Only a Member can be appointed as a proxy.
- 17.3 The parent or guardian Member vote will be limited to one vote per Rower. That vote may only be exercised by either their parent or guardian. Current College students are not entitled to vote at General Meetings.
- 17.4 All motions are carried by a majority of votes unless otherwise required in these Rules.

18 FINANCE

- 18.1 All the Club funds shall be transacted through Onslow College. The transactions will be accounted for and recorded utilising an accounting system that is acceptable to Onslow College. The Club's financial operations will be recorded in a way that allows reporting of the Club's transactions in detail, as agreed between the Club's Executive Committee and Onslow College. All transactions will be available for the Club's Executive Committee to review. All funds earmarked for the Club will be applied for Club purposes and will not be used by Onslow College for any other purpose. Any funds accumulated to be carried over to future periods will be clearly identified and reported to the Club and only be used for Club purposes.

- 18.2 The Club will comply with Onslow College's financial controls. The Executive Committee will ensure appropriate controls, and delegated authorities, exist over the management of Club funds.
- 18.3 All regatta or event budgets shall be submitted to and approved by the Executive Committee or its representative before each regatta, camp or event. Any expenditure included within the budget is therefore deemed approved by the Executive Committee.
- 18.4 All other proposed expenditure shall be submitted to and approved by the Executive Committee. The Executive Committee may delegate financial authority to the Treasurer for items up to \$500.
- 18.5 Grants to assist Rower Members based on hardship must be considered by the Executive Committee or its delegates. To protect rower privacy the name must be withheld. The President may elect to hold a closed meeting with the School Representative and Treasurer to consider the grant.
- 18.6 All invoices and reimbursements must be authorised in a manner approved by the Executive Committee and in accordance with Onslow College financial controls
- 18.7 The financial year of the Club shall end on the 31st day of August each year, or other such date requested by the College.
- 18.8 Financial accounts will be prepared by the College and presented to and approved at the Annual General Meeting.
- 18.9 Financial documents relating to the Club will be available to the Executive Committee at all times, and will be kept confidential within the standard operating procedures of Onslow Colleges accounting system.
- 18.10 The Treasurer will report the financial position of the Club to each Executive Committee meeting.
- 18.11 The income and property of the Club however and wherever derived shall be applied solely towards the promotion of the objects of the Club provided that nothing herein shall prevent the payment of reasonable and proper reimbursement to any officers or employees of the Club or to any member in return for services rendered to the Club or of interest on money lent or rent on premises let by any member of the Club.

19 ASSETS

- 19.1 The Club will keep an asset register which will record all worthy assets as determined by the Executive Committee purchased by or gifted to the Club and it is acknowledged that whilst the ownership of these assets sits with the College they are for the use of the members of the Club.
- 19.2 For the purposes of insurance, the register will identify which items are insured by Onslow College and those insured by Wellington Rowing Club.
- 19.3 The Club will take all reasonable steps to ensure that the rowing equipment is

- a) stored securely
 - b) and is maintained to a reasonable standard.
- 19.4 Any use of Club assets for anything other than Club activities requires the advance permission of a representative of the Executive Committee. Where the assets of the Club is utilised by other College activities it is acknowledged that these activities have no claim on these assets ahead of the Club.

20 AFFILIATIONS

- 20.1 The Club will have an affiliation and close working relationship with Onslow College in order to achieve the Objectives set out in Rule 4.
- 20.2 The uniform of the Club shall incorporate the current College logo and the colours of the College.
- 20.3 The Club will have an affiliation with Wellington Rowing Club Incorporated to allow the Rowers to row at the Wellington Rowing Club Incorporated which is a full member of the New Zealand Amateur Rowing Association. This enables the Club to participate in regattas and other competitive or non-competitive events that may be organised by or under the auspices of the New Zealand Amateur Rowing Association (NZARA) and any other rowing organisation that is a member of, or affiliated to, the New Zealand Rowing Association Incorporated (Rowing New Zealand).
- 20.4 The Club is to be a financial member of the New Zealand Secondary Schools Rowing Association.

21 COACHES

- 21.1 The Executive Committee shall be solely responsible for the appointment of coaches. Such appointment shall be made each year or as and when such an appointment shall be necessary.
- 21.2 All coaches will be police vetted in accordance with school and WRC requirements and must be aware of and comply with all relevant Health & Safety requirements. This will be done through the College Sport's Office and Director of Sport who has delegated authority to witness proof of identity.
- 21.3 The coach or coaches shall be accountable only to the Executive Committee for his/her/their actions or decisions unless concerns about student welfare are raised by the college, in which case the formal complaints procedure set out in the OCRC Community Expectations will apply.
- 21.4 The coach or coaches shall be solely responsible for all crew selections.

22 NOTICES

- 22.1 Any notice required under these Rules or by any Bylaws and or Regulations of the Club may be given by email, post or by hand.
- 22.2 A notice posted to the last known postal address of the Member is deemed to be effective 3 days from the date of posting.
- 22.3 A notice emailed to the last known email address of the Member is deemed to be effective on the email leaving the senders email system and no notice of error or non-delivery being received.
- 22.4 A notice given by hand to a Member is deemed to be effective once handed to that Member.

23 AMENDMENTS

- 23.1 These Rules may be altered, added to or rescinded by a 75% majority of those voting at a general meeting the notice of which stated the proposed alteration, addition or rescission.

24 WINDING UP

- 24.1 The Club may be wound up voluntarily if the Club, at a general meeting of its members, passes a resolution by a 75% majority requiring the Club to be wound up and the resolution is confirmed at a subsequent general meeting called together for that purpose and held not earlier than thirty days after the date on which the resolution to be confirmed was passed.
- 24.2 If upon the winding up or dissolution of the Club there remains, after the satisfaction or all costs and its debts and liabilities, any property or assets whatsoever, the same shall not be paid to, or distributed among the members of the Club but shall be given or transferred to Onslow College for the benefit of rowing.