

ANA ROWING CLUB
CONSTITUTION

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ANA ROWING CLUB
CONSTITUTION

1. **NAME**

The name of the club shall be the 'ANA Rowing Club Inc.'

2. **OBJECT**

The object of the Club shall be to promote and encourage Amateur Rowing and Sculling.

3. **CLUB COLOURS AND UNIFORMS**

- (a) The colours of the Club shall be white and black.
- (b) The uniform of the Club shall be white singlet with vertical black stripes with black shorts.
- (c) The Club blazer shall be black (blazer or reefer) with club badge on top left hand pocket. Applications for the wearing of Club blazer shall be submitted to the Committee who may approve or reject applications. Both Racing and Recreational Club members must firstly qualify by winning one (1) Pennant Race, or by recommendation from the Committee.
- (d) Any member entitled to wear the Club blazer, and who wins an open Australian Championship for W.A. or an event in the King's and Queen's Cups Interstate Regatta for W.A. or an open W.A. State Championship, may have embroidered on the pocket a design approved by the Committee.

4. **FINANCIAL YEAR**

The financial year of the Club shall be from January 1st to December 31st following.

5. **MEMBERS**

Members may be classed as (a) Life, (b) Racing, (c) Recreational, (d) Student - Tertiary, (e) Student - Primary/Secondary, (f) Honorary, (g) Social, (h) Associate and Adult Associate, and (i) Temporary.

- (a) "Life Members" Any member who has, in the opinion of the members, rendered the Club such services as to entitle them to the honour, may be elected as a "Life Member" at a General or Special General Meeting. A "Life Member" shall have all the rights and privileges of a Racing Member.
- (b) "Racing Members" shall have all the rights and privileges of the Club and shall be eligible for any office or seat on the Committee.
- (c) "Recreational Members" shall have all the privileges of the Club, be eligible for any office or seat on the committee but will be subject to restriction over boats they are allowed to use to exclude certain classes of racing boats. The membership fees, set at a lower rate than Racing Members, and boats available to this category of member will be determined by the Committee.
- (d) "Student - Tertiary Members" Any person in full time further education, shall have all the privileges of the Club, be eligible for any office or seat on the committee but will be subject to restriction over the use of racing or practice

boats. The membership fees, set at a lower rate than Recreational Members, and boats available to this category of member will be determined by the Committee.

- (e) "Student - Primary/Secondary Members" Any person in full time primary/secondary education, shall have all the privileges of the Club but with the following conditions:
- (1) Such members will be subject to restriction over the use of racing or practice boats;
 - (2) Not be eligible to hold any office or seat on the Committee; and
 - (3) Individuals who have not reached the age of 15 years will not have voting rights.

The membership fees, set at a lower rate than Recreational Members, and boats available to this category of member will be determined by the Committee.

- (f) "Honorary Members" may be elected by the Committee for a period not exceeding one month, and they shall, during the period, have full use of the Clubhouse and boats, but shall not vote at any meeting or be eligible to hold any office or seat on the Committee. They shall not be permitted to represent the Club in any Status Race, but may row in any Club Regatta.
- (g) "Social Members" shall have all the privileges of the Club excepting the use of boating equipment. They shall not vote at any meeting of the Members and are not eligible to hold any office or seat on the Committee.
- (h) "Associate Member" and "Adult Associate Member"
1. The Executive of the club may designate any Secondary School as an Affiliated Body upon the application of its Headmaster.
 2. An Affiliated Body may in each calendar year nominate a number of its students together with a reasonable number of adults (being of its staff, rowing coaches or others interested in its rowing activities), as members of the Club.
 3. Students so nominated are referred to as "Associate Members" and adults so nominated are referred to as "Adult Associate Members".
 4. An "Associate Member" shall be entitled to all the privileges of the Club except that they shall not have the use of the Club's boats or gear without the permission of the Executive or the Captain, and shall not be eligible for any office or entitled to vote at any meeting. They shall abide by the Club Rules and in that respect shall be subject to the directions of the Captain. They shall in other respects, be under the discipline and direction of the Affiliated Body.
 5. An "Adult Associate Member" may attend and vote at any meeting of the Club but shall not be eligible for any office.
 6. The provisions in these Rules relating to election of members shall not apply to "Associate Members" or "Adult Associate Members" but shall be nominated by the Affiliated Body and at the time of nomination, a list of their names shall be furnished to the Executive. Upon such nomination they will become and be members until the end of the financial year of which the nomination is made.

7. The provision in these Rules relating to the subscription, nomination fee, and other fees shall not apply to an "Associate Member" or an "Adult Associate Member" but the subscription and fees payable by such member shall be determined, from time to time, by agreement between the Executive of the Club and the Affiliated Body.
8. The Affiliated Body may house such boats and gear on the Club premises and conduct such rowing activities there from as shall be reasonably required by it for the purpose of engaging in Inter-School and other Rowing. The Club shall not use the boats or gear of the Affiliated Body without the permission of the Body.

(i) "Temporary Member". A person who on any day is visiting the Club as a member or an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on that day or at the invitation of a member to engage in that sport on that day, may be taken to be a person who is afforded temporary membership on that day for the purposes of the Liquor Control Act 1988 and shall comply with the regulations of the Club. A temporary member shall not vote at any meeting and shall not be eligible to hold any office or seat on the Committee.

6. ELECTION OF MEMBERS

- (a) The full name and address of each candidate shall be handed to the Secretary on the specified form at the time of nomination, and shall be posted up in the Club House by the Secretary, at least seven days prior to the Committee Meeting at which such nomination is to be considered, provided also that an interval of not less than two weeks shall elapse between nomination and election. All new members other than life and temporary members must be nominated and seconded by an existing member who is not in arrears with their subscription.
- (b) All members shall be elected by the Committee unless otherwise specified in these Rules, provided however, that such application for membership shall be passed by at least three-fourths of the members present at the meeting which such application for membership is presented.
- (c) The Committee may in its absolute discretion, accept or reject any nomination.

7. GENERAL MEETINGS

The Annual General Meeting of the Members of the club shall be held in between seasons of each year on a date to be fixed by the Committee at which all or any of the following may be transacted:-

- (a) To confirm or otherwise, the minutes of the previous General and Special General Meetings. Such minutes shall be first temporarily confirmed at the first Committee Meeting following the General or Special General Meeting.
- (b) To receive and adopt the Secretary's Report and the Treasurer's Balance Sheet and Statements (having been duly subject to verification procedures undertaken by the Independent Financial Reviewers).
- (c) To elect the following officers for the ensuing year and until such time as their successors are appointed:-

President, Vice President, Captain, Vice Captain (House), Vice Captain (Maintenance), Vice Captain (Registrations), Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Treasurer and two Independent Financial Reviewers. All officers shall be elected from the members of the Club. The Independent Financial Reviewers shall not be eligible to hold any other office or seat on the Committee.

- (d) To elect up to three ordinary eligible members to the Committee.
- (e) To elect a Senior Coach and other Coach or Coaches.
- (f) To transact any other business, notice of which has been posted in the Club House, at least seven days previous to the meeting.
- (g) To elect Life Members.

In the event of the number of candidates for any office or seat on the Committee being in excess of the number required, the requisite number shall be elected by ballot. Two-fifths of the current financial members who hold voting rights must be present at the meeting to constitute a Quorum. If a quorum is not present within half an hour after the appointed time of a meeting, the meeting is adjourned to a time and place determined by the Committee. If there is no such determination, the meeting is adjourned for one week. If there is no quorum at the adjourned meeting, ten members who hold voting rights constitute a quorum. If there are less than ten members who hold voting rights present then the meeting is dissolved.

8. SPECIAL GENERAL MEETING

Special General Meetings of the Club shall be called:-

- (a) When the Committee deems advisable.
- (b) On receipt of a requisition signed by 10% of the current financial members who hold voting rights (rounded down to the nearest whole number) stating the business proposed to be dealt with. Such meetings shall be called for at a date no later than fourteen days from the receipt of such requisition.
- (c) On request of any member expelled by the Committee under Rule 25.
- (d) At the request of the President.
- (e) At the request of the Captain.

A quorum for a Special General Meeting shall be the same as that required by an Ordinary General Meeting.

9. NOTICES

Notices for all General or Special General Meetings of the Club shall be posted in the Club House at least seven days prior to the date of such meeting and shall state the business proposed to be dealt with. Notice shall be posted to each member entitled to vote at their last known address, seven days prior to the meeting. Provided that no General or Special General Meeting shall be invalidated by reason of any such notice not being received by any member.

Notice relating to Meetings of any committee is provided under Rule 10(e).

For the purposes of this clause, the posting of notice of meeting and proposed matters of business to members means communication either by letter or email to the last electronic or physical mailing address advised by that member.

Failure to receive the communication by members will not invalidate the meeting provided a copy of the notice and proposed matters of business are also physically displayed within the Club boatshed for the duration of the required notice period.

10. COMMITTEE MEETINGS

- (a) Committee Meetings shall be held at least once monthly during the rowing season, or on a date to be fixed by the Committee, for the transaction of ordinary business and to deal with arrears of subscription and all matters in connection with the Club, financial or otherwise.
- (b) Any member of the Committee failing to attend three consecutive Ordinary Meetings without leave, shall be deemed to have forfeited their office, and shall thereupon be notified to the effect.
- (c) A Special Meeting of the Committee shall be called at the request of the Captain or two members of the Committee.
- (d) At all Ordinary and Special Committee Meetings six members shall form a Quorum.
- (e) Seven days' notice shall be given by the Secretary to each Committee Member in the case of all Committee Meetings. Assuming reasonable efforts have been made by the Secretary to provide such notice, no Committee Meeting shall be invalidated by reason of any such notice not having been received by a Committee Member.

11. ORDER OF MEETINGS AND VOTES

- (a) At all General, Special General, Committee, Special Committee, and all other Meetings, the customary and usual Rules of order and debate shall apply.
- (b) A list of all members entitled to vote at the Annual General Meetings shall be prepared by the Secretary and posted in the Club House at least seven days prior to the Meeting after having first submitted the same to the Committee for approval.
- (c) The Chair at all Meetings shall have both a deliberative and a casting vote.
- (d) All members present (other than Honorary, Social and Associate) shall have the right to one vote on each motion or amendment put to the meeting.
- (e) Members shall be entitled to appoint the President, or failing the President, the Secretary, to vote or to otherwise represent the member at General and Special General meetings. Such appointment only to take effect by return of a duly authorized instrument of proxy sent to the member attached to the notice of meeting. The instrument of proxy is to be deposited at the registered postal address for the Club not less than 24 hours before the meeting.
- (f) No member shall be entitled to a vote if their circumstances pertain to those described under Rule 23(e) in relation to arrears of subscription.

12. PRESIDENT

The President's duties shall include:

- (a) Taking the Chair at all General, Special General, and Committee and Special Committee Meetings.
- (b) Attendance and being the primary Club representative at meetings or forums impacting the interests of the Club or at any meetings or forums for which Club representation could be reasonably expected unless otherwise directed by the Committee.
- (c) Responsibility for the governance and compliance processes associated with the proper functioning of the Club.

13. VICE PRESIDENT

The Vice President's role shall be to support and assist the President. In the absence of the President, the Vice President shall undertake performance of the President's duties.

14. CAPTAIN

The Captain's duties (subject to any decision of the Committee) shall be:

- (a) To take charge of and have control over the boating property.
- (b) To order and superintend rowing.
- (c) To have the Management of all Club Races.
- (d) In the absence of the President, Vice President, to take the Chair at all General, Special General, and Committee and Special Committee Meetings.
- (e) To act on the Selection Committee as defined under Rule 21.

15. VICE-CAPTAINS

- (a) Vice Captain (House)
To take charge of and have control over the Club House, power boats and boat trailers including coordinating transportation of boating property as and when required.
- (b) Vice Captain (Maintenance)
To take charge of and have control over on-going routine improvement and maintenance of Club property including boating property and rowing shed facilities.
- (c) Vice Captain (Registrations)
To take charge of and have control over the administration of the Club's Race entries and to act on the Selection Committee as defined under Rule 21.
- (d) Vice Captains shall provide updates to the Captain on significant matters relating to their duties.
- (e) The Captain shall nominate a Vice Captain to undertake the Captain's responsibilities during periods of Captain's absence and inform the Hon. Secretary accordingly. Otherwise the President shall nominate a Vice Captain and inform the Hon. Secretary accordingly in circumstances where the Captain is unable to nominate an alternate. In the Captain's absence, the nominated Vice Captain shall act in the place and exercise all or any of the powers vested in the Captain by virtue of these rules.

- (f) Vice Captains shall manage their duties with the Captain and other Vice Captains during periods of a Vice Captain absence.

16. HONORARY SECRETARY

The Honorary Secretary's duties shall be:-

- (a) To attend and keep the minutes of all Meetings of the Club.
- (b) To issue and post in the Club House notices of Meetings and matters of the Club as may be required.
- (c) To conduct correspondence and take charge of all papers belonging to the Club.
- (d) To post in the Club House a list of all office bearers of the Club.
- (e) In conjunction with the Hon. Treasurer, the President or Captain, have the authority to approve Electronic Funds Transfers (EFTs) / sign cheques on behalf of the Club, (any two of the above authorized officers may approve EFTs / sign cheques at a duly authorised constituted meeting), and issue receipts on behalf of the club.
- (f) To generally carry out the instructions of the Committee, and any act of the Secretary shall be deemed done with the consent and by the instruction of the Committee.
- (g) To send out notices as provided under Rules 9 and 10(e).
- (h) In conjunction with the Honorary Treasurer, to keep an up to date register of each class of membership of the Club showing the financial position of the accounts of members who are in arrears. A copy of the register must be continually available for inspection at the Club premises.

17. HONORARY TREASURER

The Honorary Treasurer's duties shall be:-

- (a) To receive all monies of the Club and pay same into the Club's bank account as soon as possible.
- (b) To disburse same as may be directed by the Committee with all payments, as far as practicable, to be made by EFTs/cheques.
- (c) To keep proper books of accounts showing all receipts and expenditure of the Club.
- (d) To present a report at each Committee Meeting showing the state of the Club's finances, and to produce thereat the Club's bank statement made up to date and reconciled with the report.
- (e) To produce at each Committee Meeting for confirmation, a statement in support of each receipt issued in respect of net proceeds from any fund raising.
- (f) To produce at the Annual General Meeting a statement of receipts and disbursements and a Revenue Account for the financial year and a Balance Sheet showing the Club's assets and liabilities as at the end of the financial year.
- (g) To post in the Club House from time to time, a list of all unfinancial Members showing arrears in each case.
- (h) To have authority to approve EFTs / sign cheques on behalf of the Club, (as per Rule 16(e).) and issue receipts on behalf of the Club.

- (i) To notify each member, as soon as practical, after the commencement of the financial year, of the amount of subscription due to the Club.
- (j) As a matter of courtesy, the Hon. Treasurer may forward subsequent notices to members whose subscriptions are outstanding.

18. HONORARY ASSISTANT TREASURER - SECRETARY

The Hon. Assistant Treasurer - Secretary's duties shall be to assist the Hon. Secretary and in the Hon. Secretary's absence to act in place of the Hon. Secretary and exercise all or any powers vested in the Hon. Secretary by virtue of these Rules, also to assist the Hon. Treasurer.

19. INDEPENDENT FINANCIAL REVIEW

The Independent Financial Reviewers' duties shall be to undertake procedures in relation to the financial records, financial controls and Financial Statements of the Club. The minimum procedures to be undertaken shall be to:

- (a) Agree the classification and aggregation of financial information in the Financial Statements to underlying financial records (including agreement of adjustments for non-cash items to supporting calculations);
- (b) Review minutes of meetings of members, the Committee and other relevant committees to identify potential material financial obligations or exposures which should be disclosed in the Financial Statements;
- (c) Check a sample of invoices, receipts and other documentation to verify if income and expenditure has been appropriately authorised, recorded and is attributable to the Club;
- (d) Examine evidence of supporting procedures undertaken by the Hon. Treasurer used as a basis for determining:
 - 1. the completeness of liabilities and the recoverability of assets recorded in the Financial Statements;
 - 2. adjustments for non-cash items;
 - 3. whether income and expenses have been recorded in the appropriate financial period; and
 - 4. any financial estimates used in the preparation of the Financial Statements;
- (e) Enquire about events after the balance date which may have a significant effect on the Financial Statements; and
- (f) Any other procedure which the Independent Financial Reviewers consider relevant to the financial position, financial controls or the fairness of the accounts.

The Independent Financial Reviewers shall prepare a report to the Committee on the findings from their procedures in advance of the Annual General Meeting and whenever the Committee requires them to do so. Any report so prepared during the year shall be made available for inspection by members at the Annual General

Meeting. For the avoidance of doubt, there is no requirement for the report from the Independent Financial Reviewers to be circulated to members or attached to the Financial Statements.

The Independent Financial Reviewers shall have power to call for all books, accounts, and records relating to the affairs of the Club as required for the purpose of undertaking a financial review. An Independent Financial Reviewer shall not be eligible to hold any other office or seat on the Committee (vide Rule 7(c)).

20. GENERAL COMMITTEE MANAGEMENT

The Committee shall consist of the President, Vice President, Captain, Vice Captain(House), Vice Captain (Maintenance), Vice Captain (Registrations), Hon. Secretary, Hon. Treasurer, Hon. Assistant Treasurer - Secretary, up to three ordinary Members and Co-opted Members. The duties and powers of the Committee shall be inter alia:-

- (a) To generally control the affairs of the Club.
- (b) To operate bank accounts in the name of the Club.
- (c) To use and expand the funds of the Club as they shall think advisable in the interest of the Club. All payments to be made by EFT/cheque, approved /signed by any two of the following officers: President, Hon. Secretary, Hon. Treasurer, Captain.
- (d) At the first Ordinary Committee Meeting subsequent to the Annual General Meeting, to appoint two delegates to the Rowing Association of Western Australia (Inc.) or such other number of delegates as the Rules of the said Association may require.
- (e) To elect Members of the Club.
- (f) To elect Office Bearers and Members of the Committee in place of any resigning, and to fill any other extra-ordinary vacancies.
- (g) To make and alter any regulations to carry out the objects of the Club, provided such regulations are not contrary to the spirit of these Rules.
- (h) To appoint Sub-Committees to whom they may delegate all or any part of their powers.
- (i) To issue instructions for the calling of Special General Meetings.
- (j) To temporarily confirm the Minutes of Annual General and Special General Meetings.
- (k) To Co-opt three, or such other number as deemed necessary by the Committee, ordinary eligible members at the first Ordinary Committee Meeting subsequent to the Annual General Meeting (vide Rule 30).

21. SELECTION COMMITTEE

The Selection Committee shall comprise the Captain, Vice Captain (Registrations), Senior Coach and other relevant parties deemed appropriate by the Captain and shall select all the crews in any Public Race or Regatta.

22. COXSWAIN

Coxswains shall be elected by the Committee and shall be under the control of the Captain. Non rowing coxswains may, at the discretion of the Committee, be entitled to free subscription. For rowing coxswains there shall be a reduced subscription determined by the Hon. Treasurer in consultation with the Committee.

23. NOMINATION FEE AND SUBSCRIPTIONS

- (a) The nomination fee shall be such amount, if any, as is determined by the Committee from time to time.
- (b) The nomination fee, if any, must be paid before a nomination for Membership can be dealt with by the Committee.
- (c) The Annual Subscription of the Club shall be such amount as determined by the incoming Committee at their first Meeting, and is payable in advance.
- (d) Any candidate for Membership who may be elected subsequent to the commencement of the financial year may only be required to pay a reduced amount for the current financial year, such amount being determined by the Hon. Treasurer in consultation with the Committee.
- (e) Any member whose subscription is overdue and unpaid three months before the end of the financial year shall be informed of this fact by the Hon. Treasurer. The Management Committee may, on application by the individual member, agree that payment of the subscription due be made by installments. Dates are to be advised by the Committee. The member shall be suspended from all privileges of the Club until such monies due are paid.
- (f) The Committee shall also have power to cancel the Membership of any Member whose subscription may be one year in arrears, but such cancellation of Membership shall not relieve such members from any liability for subscriptions or other monies due from the Member to the Club, unless the Committee shall, by resolution, relieve the member of such liability or any part thereof.
- (g) The Committee, on application, may grant leave of absence, not exceeding one year, to any one Member, and may release the member from responsibility for all or part of any subscription falling due during the period of absence.
- (h) Any person who has resigned from the Club Membership may, at the discretion of the Committee, be re-elected upon payment of the ordinary subscriptions without nomination fee.
- (i) Application may be made by Schools, banks or other bodies to use the Club's property or premises for the purpose of training for rowing competitions. The Committee may grant such application on any conditions they deem necessary.

24. RESIGNATION

Any member may resign their membership at any time by giving notice in writing to the Secretary, but that resignation shall not relieve such Member from any liability for subscriptions or other monies due from the Member to the Club, unless the Committee shall, by resolution, relieve the member of such liability or any part thereof.

25. EXPULSION

- (a) Any Officer or Committee Member may be removed from an office or seat on the Committee by resolution carried by majority of Members present at a Special General Meeting called in accordance with these Rules.
- (b) The Committee may suspend or expel from the Club, any Member guilty of an infraction of these Rules or Regulations, or of misconduct, but such Member shall have at least seven days' notice, in writing, previous to the date of the Meeting at which their case will be considered, and such Member shall have the opportunity of personally or by proxy, explaining their conduct at such Meeting.
- (c) Any Member expelled by the Committee shall have the right to appeal to a Special General Meeting, provided that written notice of such appeal be lodged with the Secretary within seven days from date of expulsion and decision of such Meeting shall be taken by ballot, a majority of the Meeting to decide.

26. DAMAGES

- (a) Any Member or Members who may damage or lose any property of the Club shall be held liable for such damage or loss, but if unavoidable or accidental, the damage or loss may be wholly or partially borne by the Club as decided by the Committee.
- (b) Any Member or Members neglecting to report such damage or loss within forty-eight hours may be required to pay the amount of such damage or loss as assessed by the Committee.

27. AFFILIATION WITH ASSOCIATION

- (a) The Club is, and shall continue to be joined and affiliated with the Rowing Association of Western Australia (Inc.) in accordance with the Rules of the said Association until such time as may be otherwise decided by resolution of a majority of the Members present at a General or Special General Meeting held in accordance with these Rules.
- (b) Delegates to represent the Club at Meetings of the Association shall be appointed by the Committee as provided under Rule 20(d).
- (c) During the period that the Club may be joined and affiliated with the Association, the Club shall be bound by the Rules of the Association in the matter of the definitions of an "Amateur", the Regulations for Regattas, and all other Rules, Laws, By-Laws, and of the Association governing the Sport of Rowing in Western Australia.

28. ALTERATION OF RULES

These Rules shall in no case be altered or amended except by Resolution carried by at least three quarters of the Members present at a General Meeting for that purpose. A copy of any proposed alteration or amendment shall be posted on the Club House for at least seven days prior to the date of the Meeting at which such proposed alteration or amendment is to be considered.

29. CO-OPTED MEMBERS

The Co-opted Members of the Committee shall be elected at the first Committee Meeting after the Annual General Meeting and shall hold office until the conclusion of the first Annual General Meeting after their election.

30. NOMINATION OF OFFICES

All candidates for offices shall be nominated in writing by two Members. Each nomination, with the candidate's consent or endorsed thereon, shall be in the hands of the Hon. Secretary at least 14 days before the Annual General Meeting, and shall be posted by the Hon. Secretary on the Club notice board.

31. COMMON SEAL

The Common Seal of the Club shall be in the custody of the Secretary and shall be affixed to any documents only pursuant to a Resolution of the Committee. The affixation of the seal shall be witnessed by either the President, Captain or Treasurer.

32. NON-PROFIT MAKING

The income and property of the Association whencesoever derived shall be applied solely towards the promotion of its objects as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith or remuneration to any officer or servant of the association, for services actually rendered to the Association.

33. DISSOLUTION

The Association may at any time, with the consent of a majority of three quarters (75%) of the members present at a General Meeting called for the purpose, be dissolved. If upon the dissolution or winding up of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members or former members of the Association but shall be given or transferred

- (i) to some other association incorporated under the Act which has similar objects; or
- (ii) for charitable purposes which association or purposes, as the case requires, shall be determined by resolution of the members

34. GUESTS

The maximum number of guests per member per day for the purposes of section 48 (4)(b) of the Liquor Control Act 1988 is three (3).

35. DISPUTES

- (a) The procedure set out in this Rule (the grievance procedure) applies to disputes other than for matters relating to expulsion dealt with under Rule 25 and seeks to resolve disputes –
 - (i) between Members; or
 - (ii) between one or more Members and the Club.
- (b) The parties to a dispute must attempt to resolve the dispute between themselves within fourteen days after the dispute has come to the attention of each party.
- (c) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 35(b), any party to the dispute may start the grievance procedure by giving written notice to the Secretary of –
 - (i) the parties to the dispute; and
 - (ii) the matters that are the subject of the dispute.
- (d) Within twenty eight days after the Secretary is given the notice, a Committee Meeting must be convened to consider and determine the dispute.
- (e) The Secretary must give each party to the dispute written notice of the Committee Meeting at which the dispute is to be considered and determined at least seven days before the meeting is held.
- (f) The notice given to each party to the dispute must state –
 - (i) when and where the Committee Meeting is to be held; and
 - (ii) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
- (g) At the Committee Meeting at which a dispute is to be considered and determined, the Committee must –
 - (i) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute; and
 - (ii) give due consideration to any submissions so made; and
 - (iii) determine the dispute.
- (h) The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven days after the Committee Meeting at which the determination is made.

ANA ROWING CLUB
REGULATIONS

1. Members shall always compete in Club uniform and wear approved attire
2. Crews for all Pennant Regattas shall be chosen by the Selection Committee appointed for the purpose. In case of Club Regattas or any Social Rowing, crews may be arranged in such manner as the Captain may deem advisable.
3. No member shall take out any Club boat without the consent of the Captain, who shall also determine the time by which such boat shall be returned to the shed.
4. The member pulling stroke in any crew shall have command of the crew and be Captain of the boat for the time being subject to such conditions as may be imposed by the Captain of the Club.
5. All crews shall be responsible for the safe return of the boat, oars, etc. used by them, to their proper positions in the Club House, and every member on landing from a Club boat shall be bound to assist in housing such boat and in so doing shall follow the directions of the stroke of the boat.
6. No oars or sculls shall be taken out in any boat except such as belong to the boat, or except with permission of the Captain.
7. The Captain or Secretary, or in their absence, the majority of Committee present shall decide disputes occurring at the Club House and shall have power to refuse the use of any Club boat to any member who they consider unfit to row in or take proper care of it.
8. Matches or Races for money shall in no case be allowed by the Club, and no match or race shall be allowed without the sanction of the Committee.
9. Members competing in any Club race or regatta shall pay the entrance fees required and all prizes won shall become property of the rowers, except in the case of Championship Races when prizes won shall be at the disposal of the Committee.
10. Racing boats shall not be used unless with the consent of the Captain.
11. Training and coaching operations shall be under the control of the Captain who may allot such boats to the various crews as is thought fit.
12. Any visitor may, with the sanction of the Captain or Secretary, or in their absence any two Members of the Committee, row in any Club boat.
13. Members of the Club may, with the permission of the Captain, keep private sculls and gear on the premises so long as they are kept out of the way and in the Captain's opinion do not interfere with the Club's property. The Club shall not be liable for any damages to such boats and gear. Such rent, as the Committee shall from time to time fix, shall be charged in advance for this accommodation.
14. Lockers if available, will be supplied to Members by the Hon. Secretary upon payment of an annual rental to be fixed by the Committee. Vacant lockers shall be let to members according to priority of application and rent shall be payable in advance on the 1st January each year.
15. Any member acting threateningly or insultingly to any other member, or acting in such a manner that the rights and privileges of other members are adversely affected, or in any way misbehaving may be suspended by the Captain, Secretary or any three Officers of the Club for a period of not more than seven days, or until such time as the Committee hear and deal with the case.

16. Any member who feels cause for complaint may submit particulars thereof in writing to the Committee, who shall deal with it without delay and forthwith notify the member in writing of it's decision.
17. A copy of the Rules and Regulations of the Club shall be kept posted up in a conspicuous part of the shed.
18. Smoking is strictly prohibited within the Club House.
19. The last member leaving the Club premises shall see doors etc, are secure, all lights extinguished, and all taps turned off.
20. Any member betting or attempting to bet within the precinct of the boat house shall be dealt with as the Committee shall deem fit.
21. All boats and oars must be hosed down and dried after use, this must be carried out in the area outside the Club building.
22. Liquor: No liquor shall be sold or supplied to any person under the age of eighteen (18) years)