



RULES OF

THE

MANILA BOAT CLUB

January 2019

I. NAME ETC.

1. The name of the Club is: **Manila Boat Club** herein after called THE CLUB and its address is:

2442 Havana Street, Santa Ana, Manila, Philippines

2. The Club's colour is Dark Blue.

3. That the colour of the blades be Dark Blue with White Chevron

3. The Club's official website is www.manilaboatclub.com

4. The official uniform of Members shall be Dark Blue Blazer with White ribbon edging worn with white or pale trousers. The blazer breast pocket shall show the Club's Emblem in white, unless a Member has won a Gold medal when competing in a recognised regatta and then the Member may wear a Gold Club Emblem on their breast pocket.

II. OBJECTS

The objects of the Club shall be:

(a) To encourage proficiency in oarsmanship within the Philippines and to train and enter crews to represent the Club at local and international regattas and races at home and abroad.

(b) To support and aid Philippine rowing, in particular the Philippine Rowing Association (PRA) by the provision of facilities for crews training for selection to represent the Philippines and/or their University.

(c) To encourage the sport of Rowing throughout the world.

(d) To support and aid the Squash Rackets Association of the Philippines (SRAP)

(e) To provide a social meeting place for distinguished oarsmen and squash players, past and present.

To apply the funds and other property of the Club in pursuance of the above objects or any of them and to do all acts and things that may be conducive or incidental thereto. No profit or surplus shall be distributed other than to another non-profit-making body or to the Members upon dissolution as prescribed in the founding constitution of the Club.

III. MEMBERSHIP: CATEGORIES

That the numbers of members be unlimited.

The membership of the Club shall consist of the following categories:

(a) Full Members;

- (b) Temporary Members;
- (c) Overseas Members;
- (d) Honorary Life Members
- (e) Academic Members
- (f) Corporate Members

IV. MEMBERSHIP: QUALIFICATIONS AND ELIGIBILITY

1. Full Members

The qualifications for Full membership shall be good fellowship and a desire to participate in rowing and squash activities.

V. MEMBERSHIP: ELECTION

1. General

Election to membership of the Club shall be available to those over the age of 21 through proposal by a Full Member or Board Member, seconded by a Board Member and accepted by the President. Full members shall be entitled to all privileges of the Club. Full Members shall be able to vote at any General Meeting of the Club provided they are of 'Good Standing'. Membership privileges are extended to the

Full member's partner and family but they may only cast one vote.

Overseas Members

Overseas members must be resident outside the Philippines for a minimum of 10 months per year. They shall not be eligible to vote at any General meeting of the Club.

Honorary Life Members

Those members who have given many years of service to the club or the sport of rowing in the Philippines or those persons the Board consider would be a valuable addition to the fellowship of the club and who will actively promote the club and the sport of Rowing. They shall have full voting rights. Membership privileges are exclusive to the individual.

Junior Members

Junior Members must be under the age of 21 and their parent or guardian must be a Full Member, but shall not be entitled to vote at any General meeting of the Club

Academic Members

Those Academic bodies that desire to use the facilities of the Club to promote rowing through their school, college or university, may enjoy Academic Membership with a maximum of 20 persons under the umbrella. There must be 1

Full Member within the umbrella. Academic Member body shall have one vote.

Corporate Members

Those Corporate bodies that desire to use the facilities of the Club to promote rowing through their organisation, may enjoy Corporate Membership with a maximum of 20 persons under the umbrella. There must be 1 Full Member within the umbrella. Each Corporate body shall have one vote.

VI. MEMBERSHIP: ENTRANCE FEE AND SUBSCRIPTIONS

General

1. A Member of any category shall attach a check (payable to Manila Boat Club), to the application form to cover the entrance Fee and a minimum of the first month's membership fee.

Failure to pay the entrance fee and the first month's membership fee (in full) within 20 days of submission of the membership application form shall cause forfeit of any monies paid to the Club and the application for membership shall be struck out.

They shall not be entitled to wear the colours or enjoy the other privileges of membership of the Club until such payments have been made. If the Entrance Fee and the first Monthly Subscription are not attached to the Membership

application form or proof of payment, they will not be eligible to be a Member until such oversight is corrected.

2. Subscriptions shall become due on the 1st of each month in advance and should be paid directly to the Club's Bank account in accordance with the payment instructions and within 20 days of receipt of their monthly statement.

Statements sent by email shall be deemed to be received on the same day as which they are sent.

3. At every Board Meeting held the Treasurer (or whomsoever responsible) shall bring forward a list of the names of all Members whose accounts are outstanding and the Board shall have power in the case of members with accounts of Php 3,000 or more outstanding, to suspend the membership rights and privileges with immediate effect and commence disciplinary proceedings. Said Member shall be declared 'Not In Good Standing' and will immediately lose the right to vote in any Club matters or enjoy any rights or privileges of Membership. Said Member would be sent a letter (by email) giving them 30 days to clear their account and an administrative charge of Php 500 would be added to their account. If after the initial 30-day period full payment was not received, a further administration charge of Php 500 would be added to their account and a second letter would be sent giving the member a further 30 days to clear their account in full. Failure to do so would result in automatic dismissal from the Club, loss of all rights and privileges

together with the commencement of proceedings to recover the outstanding amount by whatever means possible

The Membership Chair shall ensure that the name of any Member suspended or removed from the Members' List be forthwith posted on the Club Notice Board and remain so for 12 months, or until they shall have been reinstated as a Member of the Club, whichever shall be the sooner.

Entrance Fee

Every Full Member shall on his election pay an Entrance Fee of an amount previously determined by the Members at an Annual General Meeting and for the time being in force.

Student and Junior Members shall not pay the entrance fee proscribed by the Board until such time as they become Full Members when the full Entrance Fee shall become due.

Social Members shall pay an Entrance Fee of 50% of the proscribed fee until such time as they convert to Full membership, at which time, upon election, they shall pay the difference.

It is at the discretion of the Board that monthly dues may be paid in instalments. Should a Member fail to pay their instalment dues for three months the Board has full discretion to remove that privilege and insist on 12 months payment in advance, before reinstatement.

Subscriptions

The rates of Annual subscription payable by all Members shall be determined annually by the Members, at the Annual General Meeting, but the rates so fixed shall not apply until the Member's anniversary of joining following that Annual General Meeting.

VII. MEMBERSHIP: SUSPENSION, EXPULSION AND REINSTATEMENT

Suspension

The Board shall have power after due enquiry to suspend the privileges of membership of any Member of any category until the next General Meeting for any cause which it may in the interests of the Club deem sufficient.

At a Board Meeting at which a Resolution to suspend a Member is to be moved:

(a) The Notice convening the Meeting shall state that the conduct of a Member will be considered.

(b) Four Members entitled to vote shall form a quorum.

(c) A majority of not less than three of the members of the Board present and voting shall be required to pass a Resolution of Suspension.

If a Member whose membership has been suspended by the Board has not resigned before the next General Meeting, the Board shall bring his name before such Meeting when a Resolution for his expulsion shall be considered.

At any time before a Board Meeting shall have been held at which the expulsion of a Member is to be considered, the Board shall have power, either conditionally or unconditionally, to revoke a Resolution previously passed for that Member's suspension if the Board so thinks fit.

Expulsion

A Board Meeting shall have power by a majority of not less than two thirds of those Members present and voting to expel any Member who is then under suspension by the Board for any cause which such Meeting may in the interests of the Club deem sufficient.

Notice of a General Meeting at which the expulsion of a Member is to be considered shall include express notice of a Resolution to be moved to that end, but it shall not be necessary unless the Board thinks fit for the Notice of the Meeting to state the name of the Member to whom the Resolution relates.

A Member expelled from the Club shall forfeit his Entrance Fee and the benefit of any subscriptions that may have been paid by him.

Reinstatement

The Board shall, by majority vote, have power to reinstate any former Member of the Club who has been expelled or who for any other reason has ceased to be a Member upon such terms as it may think fit.

Resignation

Members are required to submit their resignation to the Board for approval. Each resigning Member must have cleared any and all outstanding amounts from their account before their resignation will be considered by the Board. Monthly dues are payable until such time as a Member's resignation is accepted by the Board.

VIII. OFFICERS

1. The Officers of the Club shall be:

- (a) The President
- (b) The Treasurer
- (c) The Secretary
- (d) The Boat Captain
- (e) The Vice Boat Captain
- (f) The Squash Captain

(g) The House Board Chair

(h) The Membership Board Chair

The Officers of the Club shall be elected from among the Full Members of the Club at the Annual General Meeting in the relevant year to hold office for one year from the 1st January immediately following that meeting. The President, Treasurer or Secretary shall be eligible for re-election for a further period of one year, but shall not be eligible to serve in their respective office for more than a maximum of three years.

Nominations for the election of Officers shall be made in writing by two Full Members in good standing. All nominations for the election of Officers shall reach the Secretary at the Club House not later than the 15th December in the year prior to which the Annual General Meeting at which the candidates are to be proposed for election is to be held. Such nominations shall accompany the Notice convening that Annual General Meeting.

A President, who has held a full term of office shall not thereafter be eligible to be elected to that office again, but any period for which he may have served when appointed to fill a casual vacancy in that office shall not be deemed to be a term of office for the purposes of this paragraph. In the event that there is no candidate for the office of President, the Board may request the preceding President to continue

in office provided that they have been re-elected to the Board.

If any of the Officers, including that of President, is vacant at the time of the Annual General Meeting, then the Officer elected at that meeting to fill that vacancy shall take office forthwith.

A casual vacancy among the Officers other than the President may be filled by the Board to hold office until the next Annual General Meeting.

In the event of a casual vacancy in the Office of President the Board shall have discretionary power to call a Special General Meeting for the purpose of electing a President to fill the casual vacancy until the Annual General Meeting, in which case the nomination of a candidate to fill the vacancy may be made by any two Full Members, and shall be made by notice in writing to the Secretary and received by him not later than ten days prior to the Special General Meeting at which the vacancy is to be filled.

The Board shall also have discretionary power in the event of a casual vacancy in the Office of President, or of the temporary incapacity of the President, to appoint an the Vice President as the Acting President, who shall have the powers and duties of an elected President and shall hold office during the vacancy or incapacity.

IX. BOARD

Composition and Election

The Board shall consist of the following persons:

- (a) The Officers, but not necessarily including the Vice Boat Captain
- (b) Two further directors, or one if the Vice Boat Captain is a director.

The Board may act notwithstanding any vacancy for the time being in its number.

Elected Members shall be elected from among the Full Members of the Club in Good Standing. The Elected Members shall be elected at the Annual General Meeting in each year to hold office for a period of one year from the day of election. An Elected Member shall be eligible for re-election but shall not serve for continuous periods of more than six years at one time as an Elected Member. If the number of nominations shall equal or be less than the number of vacancies, they may be declared duly elected by the Chairman at the AGM.

Nomination of a Full Member as a candidate for election as an Elected Member shall be made by two Full Members in good standing. All nominations shall be made in writing addressed to the Secretary and received by him not later

than the 15th December in the year prior to which the Annual General Meeting shall be held. Such nominations shall be circulated with the Notice of the Annual General Meeting. If a candidate so proposed withdraws before the AGM, the Chairman at that meeting may accept the nomination of an alternative candidate or candidates to stand for the vacancy so created provided it has been made to the Secretary in writing before the commencement of the meeting. If more than one candidate is proposed there shall be an election for that vacancy only'.

An Officer of the Club who may be unable to attend a meeting of the Board may, by prior notice to the Secretary, appoint a representative to attend that meeting on his behalf. A representative appointed must be a Full Member in good standing. A representative may be appointed to attend one or more meetings of the Board as specified in the notice of his appointment to the Secretary. A representative may only reflect the specific views of the Officer represented, and his participation in Board discussion shall be restricted to matters that have already been the subject of discussion.

Such appointment may be revoked at any time by the appointer and upon revocation the powers of a representative to attend Meetings of the Board shall cease ipso facto. A representative duly appointed shall have the same rights to be counted in a quorum and to speak and to vote at a Meeting of the Board as the appointer would have had if he had been present.

Powers and Duties

Except as otherwise provided in these Rules and subject to any direction which may from time to time be given to the Board by the Members in General Meeting the general management of the Club and its affairs shall be vested in the Board. The Board shall have power to implement such regulations (not inconsistent with any of the Club's existing Rules) as it shall from time to time deem necessary for the well being of the Club and may revoke or amend any regulations so implemented. A copy of such regulations for the time being in force shall be kept available for inspection in the Club House. Individual duties of Officers are as stated in Section X

The Board shall have power from among the Members of the Club to co-opt additional members to its body to serve on the Board until the 31st December next following their co-option or for such shorter period as the Board shall determine at the time of co-option. A Student or Social Member may be a co-opted member of the Board. A co-opted member shall not be entitled to be counted in a quorum nor to vote.

The Board shall also have power to fill a casual vacancy among its own number, including a casual vacancy in the office of President. A person appointed to fill a casual vacancy shall hold office for the remainder of the term of

office of the member whose vacancy he has been appointed to fill.

The Board may appoint sub-Boards consisting of such member or members of its own body or other persons, whether Members of the Club or not, and for such period and upon such terms and conditions as the Board shall think fit. The Officers shall be members of all sub-Boards ex-officio.

The Board shall have power to borrow money on behalf of the Club, and to mortgage or charge its property and assets or any part thereof and to issue Debentures and security for any debt, liability or obligation of the Club provided that the total amount of moneys borrowed or secured as aforesaid (apart from temporary loans obtained from the Club's Bankers) shall not exceed such amount (if any) as shall have been fixed in General Meeting.

Meetings and Proceedings

The Board shall meet as often as may be necessary and shall hold elections once per year in January.

Meetings of the Board shall be convened by the Secretary at any time at the instance of an Officer or upon the written requisition of any two other members of the Board other than co-opted members.

At least fourteen days' notice in writing of a Meeting of the Board shall be given unless the Chairman of the Board shall certify that the urgency of the business to be transacted makes it desirable that the Meeting be convened at shorter notice. The notice of the Meeting shall specify the general nature of the business to be transacted in the form of an Agenda. Other business may be transacted with the consent of the Chairman of the Meeting.

A majority of the Board present and entitled to vote shall form a quorum.

At all Meetings of the Board, the President of the Club will preside as Chairman of the Board. In his absence, the members of the Board present and entitled to vote shall elect one of their own to take the chair.

Resolutions shall be carried by the simple majority of those present and voting. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.

The dates on which Meetings of the Board are to be held shall be posted by the Secretary on the Club Notice Board not less than ten days in advance of the Meetings and also on the Club website.

Minutes of the proceedings of all meetings of the Board shall be entered in a file kept for the purpose and signed, upon agreement, by the Secretary. This record shall be open to

inspection by any Full Member on personal application, supported by an acceptable statement to the Secretary of the purpose of his inspection, provided always that the Board shall reserve the right to declare confidential and personal matters as “reserved business”, minutes of which shall be kept separately and shall not be open to general inspection.

X. OFFICERS OF THE CLUB: DUTIES

President:

1. Overall coordination of activities of the Club.
2. Monitoring and supervision of the Board responsibilities.
3. Organizes all social activities of the Club.
4. Editor in Chief of all contributions to the bulletin and for printing/publishing electronically.
5. Will assume duties of any Office vacant/not filled.
6. Representation of Club at official functions and external engagements

Boat Captain/Vice Boat Captain:

1. Prepares rowing schedule for the calendar year.
2. Promotes and coordinates each rowing activity of the Club.
3. Designs commemorative uniforms and orders awards for rowing events as required.
4. Conducts rowing clinics and organizes Regattas.

5. Oversees the care and maintenance of all the boats and boathouse.
6. Updates, compiles, and publishes the rowing mileage monthly, quarterly and yearly.
7. Ensures that all boat outings and any damages are properly recorded and charged.
8. Coordinates with PRA and ARAE/FEARA - sponsored events and training.
9. Coordinates with House Committee Chairman on the various jobs assigned to the Boatmen.
10. Plans for and helps secure funds for fleet maintenance/renewal

Treasurer:

1. Exercises direct supervision over the Club bookkeeper.
2. Prepares monthly financial statements and presents to each Board Meeting.
3. Ensures that all billings are sent out promptly.
4. Posts a list of all delinquent members.
5. Ensures that collections are made promptly.
6. Supervises monthly/ yearly inventories.
7. Approves all checks issued for payment.
8. Coordinates with external auditors.
9. Handles the cash flow and ensures that the Club has sufficient funds for all disbursements.
10. Exercises responsibility over payment of taxes.
11. Has final approval of release of funds for projects.
12. Follows up arrears from suppliers and delinquent members and takes legal action as necessary

Squash Secretary:

1. Prepares squash program for the year.
2. Conducts squash clinics as required.
3. Supervises the squash trainer and prepares his work schedule and daily assignments.
4. Has direct responsibility over the repair and maintenance of the squash courts.
5. Ensures that squash supplies such as balls, grips, etc. are available at the Club office.
6. Coordinates with SRAP with regard to SRAP - sponsored events.
7. Designs and orders uniforms and prizes for tournaments as necessary.
8. Ensures that all squash rules in terms of court usage and playing standards are followed strictly.

Secretary:

1. Complete control and charge of the official seal and records of the Club; affix such seal to all papers requiring the seal.
2. Responsible for ensuring the Club complies with all SEC regulations.
3. Responsible for keeping the register of Members showing the dates of membership.
4. Responsible for serving all notices of meetings of the Board of Directors and members.
5. Keeps records of the proceedings of the Board of Directors and full minutes of meetings of members.
6. Perform such other duties as may be required from time to time by the President.
7. Prepares press releases as required.

8. Responsible for securing, documenting, and preserving legal documents including SEC registration papers, taxes, assets and property

Membership Committee Chair:

1. Responsible for promotion of membership of the Club.
2. Replies to all queries from prospective members and those wishing to apply for absentee membership/registration.
3. Formally informs prospective members of the approval of the membership application.
4. Responsible for the preparation, distribution and maintenance of the Membership Directory.
5. Responsible for the preparation and issuance of the Membership Application Form.
6. Coordinates with Treasurer on members' financial standing.
7. Coordinates with President on members' disciplinary action.
8. Responsible for the preparation and issuance of Squash and Rowing Waiver Forms for approval by Secretary.
9. Responsible for preparation of promotional and social activities for approval by President.
10. Responsible for e-promotions through Web and Social Media.
11. Responsible for maintenance of a list of Reciprocal Clubs and the conditions attached thereto.

House Committee Chair:

1. Exercises direct supervision over all members of the staff and volunteers of the Club and reports to the Treasurer.
2. Responsible for the maintenance and cleanliness of the clubhouse and grounds.
3. Maintains list of outstanding improvements to be carried out as Treasurer releases funds.
4. Ensures that the bar stocks are properly monitored and replenished and reports to the Treasurer for necessary purchases.
5. Coordinates with the snack bar concessionaire for cleanliness, pricing, and quality of food.
6. Ensures availability of office supplies, cleaning materials etc.
7. Ensures that repairs are immediately made for any damage affecting the clubhouse, with approval of the Treasurer
8. Prepares work schedule for all members of the staff.
9. Ensures that stocks for sale such as T-shirts, etc. are available at the Club.
10. Ensures proper maintenance and preservation of Club assets and memorabilia

XI. GENERAL MEETINGS

Proceedings

1. Not less than fourteen days' notice in writing shall be given to Members of a General Meeting.

2. The Notice of a General Meeting shall state the general nature of the business to be transacted. No other business may be transacted at the Meeting except with the permission of the Chairman of the Meeting.
3. All Members other than Junior Members may attend and speak at General Meetings, but only Full Members in 'Good Standing' may vote upon or propose or second Resolutions.
4. The President, or in his absence the Chairman of the Board, shall preside at a General Meeting, and, in the absence of both, the Full Members present shall elect one of their own number to be the Chairman of the Meeting.
5. Ten Full Members shall form a quorum at a General Meeting, and, except where otherwise provided in these Rules, Resolutions shall be decided by the vote of a majority of those present in person and voting. In the case of equality of votes, the Chairman of the Meeting shall have a second or casting vote. Proxies shall be allowed but must be correctly completed and signed. Official Proxy forms for each separate meeting must be submitted. All Resolutions shall be decided by a show of hands unless the Chairman of the Meeting decides in his absolute discretion that a ballot shall be taken. The ballot shall be taken in such manner, as he shall decide.
6. No amendment to a Resolution of which notice has been given in the Notice of the Meeting may be proposed at a

General Meeting without the approval of the Chairman of the Meeting.

7. The Chairman of a General Meeting may, if he thinks fit, adjourn the Meeting to another date or place to be fixed by him, being not later than thirty days after the date of the Meeting. If the date and place of an adjourned Meeting has been announced at the original Meeting, it shall not be necessary to give Members notice of the adjourned Meeting, unless the Chairman of the original Meeting shall otherwise direct.

8. The accidental omission to give notice of a General Meeting to, or the non-receipt of a notice by a Member, shall not invalidate the proceedings at the Meeting.

Annual General Meetings

9. On the instructions of the Board an Annual General Meeting of the Club shall be convened by the Secretary to be held not earlier than the 31st December of the current year and not later than the 31st January of the ensuing year.

10. Included with the Notice convening the Meeting shall be a copy of the Agenda and the Accounts of the Club audited for the twelve months to the preceding 31st December together with a copy of the unaudited accounts for the current year to date.

11. At every Annual General Meeting the Members shall appoint Auditors to hold office for the ensuing year. The remuneration of the Auditors shall be fixed between the Auditors and the Board. The Auditors shall make a report to the Members on the accounts examined by them and on every Balance Sheet and Income and Expenditure Account laid before the Members in General Meeting during their tenure of office.

Special General Meetings

12. A Special General Meeting shall be convened by the Secretary at the instigation of any of the following:

- a) An Officer;
- b) Any three other members of the Board;
- c) Ten Full Members, by requisition in writing made to the Secretary.

XII. USE OF ROWING AND TRAINING FACILITIES

No one may use the Club rowing and training facilities except with the express consent of the Boat Captain. Permission will not normally be granted for general use by Members of facilities currently reserved for Club crews in training.

XIII. LIABILITIES OF MEMBERS AND GUESTS

1. A Member who wilfully or by his negligence causes or permits to be caused the loss of or damage to any boat or other property of the Club shall be liable to make the loss or damage good at his own expense. Loss or damage otherwise caused shall be borne by the Club. A decision whether a Member shall make good such loss or damage shall be made by the Board whose decision shall be final and binding upon the Member.
2. Any Member introducing a guest shall be entirely responsible for any expenses incurred by his guest and for any loss of or damage to property of the Club caused by his guest.
3. Any Member introducing a Guest to Rowing or Squash activities should encourage said Guest to apply for Full Membership at the earliest opportunity. The number of Guest participations in Rowing or Squash activities are currently limited, it is the responsibility and moral duty of the Member to ensure the hospitality of the Club is not abused.

XIV. DRESS REGULATIONS

1. Full Members may wear all the Club's colours and buttons without restriction.

2. Student and Social Members shall not be entitled to wear the Club's colours or buttons, but they may wear such other colours as the Board may from time to time approve for their use.
3. Members rowing or playing squash shall wear a white or other designated club shirt or rowing suit.
4. At no time may Members or Guests be without a shirt on the Club premises, unless in the dressing room
5. Club personnel, from Manager to staff shall wear prescribed uniform and footwear on a daily basis.

XV. NOTICES

1. Notices given by the Club to a Member may be either delivered personally or sent to him by prepaid post at his address last registered in the records of the Club or by email or posted on the Bulletin Board of the website. A Notice sent by Post shall be deemed to have been received by the Member five days after the day of posting. A Notice sent by email shall be deemed as received if no notification to the contrary has been received within two days.

2. A Member who has not furnished to the Club an address within the Philippines or a valid email address and at which notices are to be sent to him shall not be entitled to receive notice of General Meetings or Club circulars. It remains the responsibility of the Member to ensure his Monthly Account is paid in a timely manner.
3. It is the sole responsibility of ALL Members to immediately inform the Club of any change of contact details.

XVI. RULES: ALTERATIONS

1. Not less than 28 days' notice in writing shall be given to Members of a General Meeting at which a Resolution for the alteration of these Rules is to be proposed, and no such alteration shall be made except by a majority of not less than two-thirds of the Members present in person at the Meeting and voting.
2. The text of any such Resolution shall be set out in the Notice convening the Meeting at which the alteration is to be proposed. Amendments to such a Resolution may, subject as hereinafter in this Rule provided, be proposed by any one Full Member and seconded by another Full Member at the General Meeting at which the said Resolution is

proposed. An amendment of which notice in writing shall have been given to the Secretary by the persons who intend to move it not less than twenty-eight days prior to the General Meeting at which it is to be moved shall be circulated to Members at least fourteen days before such Meeting. An amendment of which notice shall not have been given to the Honorary Secretary as aforesaid shall not be allowed to be proposed at a General Meeting except at the discretion of the Chairman of the Meeting.

XVII. DISSOLUTION

1. The affairs of the Club shall be wound up if a Resolution to that effect shall be passed at a Special General Meeting by a majority of two-thirds or more of the Members who are present and, being entitled to do so at General Meetings, vote.
2. The winding-up shall be conducted by the persons and in the manner to be determined by further Resolution passed at the same Meeting by a simple majority of such Members.
3. The assets and property of the Club remaining after all its debts and liabilities shall have been paid or discharged shall be distributed in equal shares among all those persons who shall be Full

Members of good standing at the date of the Special General Meeting mentioned in paragraph 1 of this Rule, except in so far as may otherwise have been previously determined by Resolution passed by a simple majority at the said Special General Meeting or at any General Meeting which may be subsequently held in the course of the winding-up.

4. Upon completion of the discharge of all the Club's debts and liabilities and of the distribution of all its surplus assets, the Club shall stand dissolved for all purposes.

XVIII. RULES: INTERPRETATION

Throughout these Rules unless the contrary intention applies:

- (a) The term 'oarsmanship' shall include sculling and coxing, and references to 'oarsmen' or 'rowing' shall also apply to scullers and sculling and to coxes and coxing.
- (b) The singular shall include the plural and vice-versa.
- (c) The masculine shall include the feminine and vice-versa.

XIX. EQUAL OPPORTUNITIES POLICY

The Club will ensure that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements, which cannot be shown to be relevant to performance.

XX. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection, as set out by the PRA, and requires all members to accept them as a condition of membership.

XXI. SAFETY

All members and guests must certify that they are able to swim unaided in full rowing clothing, including shoes, a minimum distance of 50 meters before being allowed to board any boat and if requested, must produce a certificate of proficiency issued by an approved organisation or a witness statement signed by three Board members. The Board shall appoint a member to act as Safety Advisor whose duty it will be to understand the requirements of the ARA Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.