

## University College (Oxford) Boat Club Constitution

### 1) NAME:

The club shall be known as the University College (Oxford) Boat Club, hereinafter known as “THE CLUB”

### 2) OBJECTIVES:

The objectives of the club are to provide rowing facilities for all members of University College, Oxford; to represent the college in the inter-collegiate events within Oxford; and to represent the college in external races.

### 3) MEMBERSHIP

a) The following are eligible for membership:

- i) Any current matriculated member of University College, Oxford, over the age of 18.
- ii) Any other person over the age of 18, subject to the conditions set out in part B.

b) The following are eligible for membership:

- i) A Representative Member is a current holder of a University Card, valid at University College, Oxford, who is eligible to represent either the Men’s or Women’s 1st Summer Eight under the rules of the Oxford University Rowing Clubs.
- ii) An Associate Member is any other person over the age of 18, who has the same rights as Representative Members, except for voting rights at the AGM.
- iii) A Temporary Member is any person over the age of 18, who may be granted permission to row, scull or cox for the club for up to one week, before s/he must be elected to an Associate Member.

c) Election

- i) A *Representative Member* may become a member of the club following submission of a written membership form to the Secretary. His/her membership commences at the start of their first water-borne training or racing session organised with the Club, and terminates upon the member no longer being eligible for Representative Membership.
- ii) *Associate Members* may be elected to membership following submission of a written membership form to the Secretary. Associate Members must be proposed and seconded by members of the Committee, one of whom must be the President or one of the Captains. Associate Members cease to be members and must be re- elected on Sunday of 0th week of Michaelmas Term each year.
- iii) *Temporary Members* may be elected to membership entirely at the discretion of the President or one of the Captains discretion, following a verbal statement to the elector that the Member is of good health, and can satisfy the swimming requirements as laid out by British Rowing guidelines.

### 4) EQUAL OPPORTUNITIES POLICY

The Club will endeavour to ensure that the talents and resources of all members are utilised to the full and 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.

## **5) CHILD PROTECTION PROCEDURES**

The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and as such it is a condition that all members of the Club must be over the age of 18, as must any coaching and support staff employed or used by the Club.

## **6) SUBSCRIPTION**

Representative Members must pay a termly subscription depending on their level of commitment to the club based upon which boat they row in during that term. The subscriptions are set at the treasurer's discretion where the maximum subs payable per term is capped at £50. The subscriptions maximum may be altered by a 2/3 majority committee vote at any time.

Any Representative Member who is using the boat club facilities, such as the gym or small boats, but is not member of any crew, shall pay a subscription equivalent to the amount paid by Representative Members of the lowest non-Beer boat of that term. Any increase in subscription must be affordable for the entirety of the Boat Club. As such, it is recommended that some of the budget is put towards the subsidising of subscriptions for members who need it – The Access Fund. These subsidies will be afforded at the Senior Members' discretion.

No subscription is required from Temporary Members due to the temporary nature of their membership.

Members of the Men's or Women's Openweight or Lightweight Blue boats, reserve boats or sparemen/women are excluded from paying subs during the Trinity term directly after trialling.

A subscription of £30 per term is payable by Associate Members, by Sunday of 1st Week of that term, or the date of the commencement of their membership, whichever the later. Any Associate Member failing to make such payment will be deemed to have terminated their membership.

## **7) REQUIREMENTS FOR OFFICE**

- In order to hold one of the positions stated in clause 8, the candidate must be a Representative Member of the club.

- The candidate must be a current Undergraduate or Graduate studying at University College, Oxford.
- A candidate shall not hold more than one position on the Committee.

## **8) COMMITTEE**

a) The Committee shall conduct the affairs of the Club as a whole, and shall consist of the following elected at the AGM, all of whom are entitled to vote in Committee Meetings:

- i) President
- ii) Vice-President
- iii) Men's Captain and two Men's Vice Captains
- iv) Women's Captain and two Women's Vice Captains
- v) Secretary
- vi) Treasurer
- vii) Captain of Coxes
- viii) Men's Social Secretary
- ix) Women's Social Secretary
- x) IT Officer
- xi) Welfare Officer(s)
- xii) Boat Officer

and the following, appointed jointly by the Committee and the Governing Body of University College, Oxford, who is not entitled to vote in Committee Meetings:

- xiii) Senior Member (who must be a member of the Congregation of Oxford University, and a Fellow of University College, Oxford)

b) Nominations for the elected positions i-x in 8.A. shall be put forward under the procedures detailed in 11.D.

c) The term of office shall be for one year and 3 weeks, from Sunday of 6th Week, Trinity Term, to Saturday of 8th Week, Trinity Term in the year following appointment. The overlapping period of 3 weeks should be used to ensure a smooth transition between the outgoing and incoming committees. A term of office shall be cut short only by the calling of an Extraordinary General Meeting (11.B.)

## **9) DUTIES OF COMMITTEE**

### **1) President**

- Committee spokesperson to the Governing Body of University College, Oxford.
- Committee representative to the Amateur Rowing Association.
- Chair all Committee Meetings, and the AGM.
- Oversee the organisation of social functions held by the Club (including Torpids and Eights Dinners.)
- Investigate forms of sponsorship for the Club.
- Act as relevant authority for the reinforcement of Club procedures (upon advice of Senior Member)

- Liaise with the IT Officer and make sure the news, results and the site in general is kept up to date.

- The President should usually be elected having previously served in another position on the Committee for at least one full term.

## 2) Vice – President

- Assist the President in all matters.
- Act as the club safety officer, carrying out a risk assessment in Michaelmas term.
- Carry out the administrative duties for FOUCBC. Details of these can be found in the Friends of UCBC Constitution.
- Make sure friends receive 3 newsletters per year, collecting the material from the captains and then making sure that they are sent out to all Friends after Christ Church Regatta, Torpids and Eights, either in email, or letter form.
- Try and arrange events, or at least keep members informed about arrangements for Summer Eights and Torpids.
- Check life jackets and safety equipment at least once a year.

## 3) Men's and Women's Captains

- Organise and oversee the selection process for crews.
- Consult with the boatman over any equipment damage/failure.
- Select suitably responsible "Crew Captains" to act as coordinators for crews in which they are not rowing.
- Make entries for external (British Rowing) regattas and head races.
- Organise training, including weekends away from Oxford.
- Attend and vote at the Oxford University Rowing Clubs Captains' Meetings in the best interests of the Club, or arrange a proxy to do so in the case of absence.
- Communicate any business arising from the Captains' Meetings, and any other decisions taken by OURCs, to the Committee, and where necessary, all Club Members.
- Liaise together regarding information received about forthcoming events.
- Organise suitable coaches for crews.
- Write a brief report after Michaelmas term, Torpids and Eights which must be sent to the VP for use in the FOUCBC newsletter and also posted on the website to keep old members up to date with the progress of UCBC.

## 4) Men's and Women's Vice-Captains

- Assist their respective Captains in all matters.
- Take greater responsibility for the organisation of lower boats and Novice training. NB – In the case of Joint Captains being appointed, the tasks of the Captain and Vice-Captain should be split between the two Joint Captains.

## 5) Secretary

- Maintain this Constitution in an up-to-date format, including any relevant changes, and keep a copy available for inspection by any member of the Club.
- Ensure that the Club's affiliation to British Rowing is maintained.
- Ensure that all boats, and launches used for coaching, are registered with the EA and have their boat ID code (of the format UCO XXX) displayed on them.

- Keep Minutes in the Committee Meetings and make sure the Minutes are sent around within a week to all members of the committee.
- Keep the club mailing list up to date.
- Organise two kit orders per year – one over the Christmas vacation and one over the Easter vacation.

#### 6) Treasurer

- Handle claims for reimbursement from Members.
- Manage spending of the Club budget, with regard to both monies received from the University College JCR Amalgamated Clubs budget, and any other monies to which the Club has access.
- Manage the Club bank account.
- Oversee a budget review at the first meeting following the AGM.
- Report termly to the committee and JCR president & treasurer detailing the expenditure for the term, with the aim of promoting sensible spending and ensuring members of the committee know how much money is available.

#### 7) Captain of Coxes

- Co-ordinate coxes and coxing equipment (lifejackets, cox-boxes, chargers, lights etc...)
- Ensure that all coxes attend the relevant meetings.
- Ensure that all new coxes are registered with OURCs.
- Ensure that any relevant coxing information is passed on to all coxes within the Club.
- Ensure that the development of Novice coxes progresses satisfactorily, and that safe and sensible coxing is a priority.
- Ensure all cox boxes are cleaned according to manufacturer's instructions at least once a term.
- Test all cox boxes at least once a year and ensure any faulty ones are sent for repairs as soon as possible.

#### 8) Men's and Women's Social Secretaries

- Assist the President and Vice-President in arranging Torpids and Eights Dinner.
- Organise Christ Church Cocktails after Christ Church Regatta. Responsible for finding and booking a suitable venue and arranging publicity.
- Ensure that 2 social events, in addition to the Torpids dinner, Eights dinner and Christ Church Cocktails, occur during both Michaelmas and Hilary terms. Examples include UCBC formal halls, boat club curries, crew dates, and other social events for the entire club.

#### 9) IT Officer

- Responsible for maintaining the club website.
- Ensuring documents, images and text are all up to date and from recent events.
- Ensuring the website is secure.

- Responsible for maintaining the committee email addresses.
- The IT Officer may have another role on the committee.

10) Welfare Officer

- Responsible for providing impartial and confidential welfare support for all members of UCBC.
- Should ideally have received Peer-Supporter/ External Safeguarding Training.
- Direct students to appropriate further support channels.
- Responsible for keeping the clubroom and changing rooms stocked with amenities.
- There can be multiple Welfare Officers.
- The Welfare Officer(s) may hold another role on the committee.

11) Boat Officer

- In charge of upkeeping the standard of equipment of the club.
- Liaise with the relevant Captains, Coaches and Treasurer on matters of acquiring new equipment and maintaining current equipment.
- The Boat Officer may hold another role on the committee excluding any role containing the title "Captain" (3, 4 or 7)

## **10) CLUB COMMITTEE**

- a) The Committee is responsible for the general conduct of the Club's business and activities.
- b) The Committee shall meet at least twice a term.
- c) Committee Meetings shall be called by:
  - i) the President
  - ii) the Secretary on instructions from the President
  - iii) the Secretary on instructions from no fewer than three Committee Members
- d) Committee Meetings shall normally be held within University College, Oxford. The responsibility for organising a location lies with the Secretary.
- e) All Committee Members should be notified of the time and location of a Committee Meeting not less than 24 hours before the commencement of the meeting.
- f) A quorum shall consist of no fewer than 5 members.
- g) In the case of a vacancy on the Committee arising, the Committee has the interim power to appoint a replacement until an AGM or EGM is called.
- h) In the event of a hung vote, and only in this scenario, the President shall cast the deciding vote.

## **11) GENERAL MEETINGS**

- a) An Annual General Meeting shall be held in Trinity Term each year, no earlier than Thursday of 2nd Week, and no later than Saturday of 3rd Week. The sole purpose of this meeting is to elect a new Committee.
- b) An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee. The usual purpose of an EGM will be to reopen elections for Committee posts as specified by the Committee Members calling the meeting, although in extreme circumstances a Meeting may be called to deal with important matters arising. Such matters are not explicitly covered in this Constitution, but procedures to be followed during such a Meeting will be determined by the Committee (see clause 17.)
- c) The procedure for nominations and elections used at the AGM will apply also to nominations and elections at the EGM, except where stated.
- d) Nominations to stand for office on the Committee must be received in writing by the President no later than 1 week before the meeting, in the case of an AGM, or 3 days before the meeting, in the case of an EGM. Candidates must send a one-side manifesto to the President with their nomination. Candidates must fulfil clause 7, and must be proposed and seconded by Representative Members of the Club. Either the proposer or the seconder shall be an existing Committee Member, an oarsman currently training with the Men's or Women's 1st Summer Eight, or a coxswain currently training with the Men's or Women's 1st Summer Eight.
- e) Notice of the meeting, and the procedure for acceptance of nominations shall be communicated to all Representative Members of the Club by e-mail and prominently displayed posters, no later



than 2 weeks before the meeting in the case of an AGM, or no later than 1 week before the meeting in the case of an EGM.

- f) At any General Meeting, any unopposed nominees for Committee posts are elected unopposed. Any other positions on the Committee shall be decided by secret ballot of those Representative Members, eligible to vote on that Committee position as described in clause 12, present and those voting by proxy.
- g) Members unable to attend an AGM or EGM can nominate a Representative member to vote on their behalf. The President must be informed at least 24 hours before the meeting. Each Representative Member can proxy vote for only one member. Candidates, proposers and seconders cannot be nominated to vote on another member's behalf.
- h) At all General Meetings, the President shall preside, or in his/her absence, a Chairman for the meeting will be elected by the voting members present.
- i) At all General Meetings, no fewer than 10 Representative Members of the Club shall be a quorum.
- j) Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present then the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
- k) Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any Representative Member shall not invalidate the proceedings of a meeting.

## **12) VOTING**

Voting must be conducted at the AGM after all hustings have taken place. Only Members of the Boat Club who have previously rowed for or have been selected to row in the 1st, 2nd or 3rd Torpid or Summer Eight of either gender may vote. For the avoidance of doubt, no "Beer" or "Pimms" boat member may vote, unless they have rowed to the required level prior to the AGM. In the case of the following Committee positions, Members eligible to vote are further limited as stated:

- a) *Men's and Women's Captains* - Only Members who have either coached, or been selected to row or cox for the relevant 1st Torpid or 1st Summer Eight during their time at University College, Oxford, shall vote for their Captain.
- b) *Men's and Women's Vice-Captains* - Only Members of the relevant gender shall vote for their relevant Vice-Captain, except in the case of coxes who have coxed crews of the opposite gender in Torpids or Summer Eights.

## **13) LIABILITY**

The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.

## **14) ALTERATION OF CONSTITUTION**

- a) This Constitution shall not be altered, amended or rescinded except at a General Meeting.
- b) A resolution to give effect to such a change must be passed by at least two thirds of the Members present at the Meeting.

## **15) AUDITOR**

Under the Oxford University Statutes and Regulations, Part 1, Clause 1.9.(1).(f).(ii), only Sports Clubs with an annual turnover of >£30,000 are required to submit their accounts to be audited. For the foreseeable future this exempts the Club from this requirement, although this clause should be reviewed annually with respect to the relevant University Statutes to ensure that this is still the case.

## **16) DISTRIBUTION OF PROFITS**

In no circumstances can any profit be distributed to Members, but any profits earned shall be used in furthering the objectives of the club.

## **17) POWER OF DECISION**

Any matter not provided for in this Constitution, or any question over the interpretation of it shall be dealt with by the Committee, whose decision shall be final.

## **18) SAFETY**

The Committee shall appoint a member to act as Safety Adviser whose duty it will be to understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times. They will also prepare the Club's Safety Audit for submission to British Rowing and to OURCs.

## **19) FINES**

To ensure all fines accrued by the boat club are dealt with in a fair and consistent way from year to year, the following rules shall be followed in deciding who pays for any such fines:

- Marshalling and Umpiring fines
  - Any crew that fails to provide a marshal for a slot allocated to them by the captains shall be responsible for the fine. Any members of the crew that have already marshalled/umpired or are scheduled to marshal/umpire in the same event are excluded from sharing the cost of such fine.
  - Any individual who misses their allocated slot, will be responsible for the first £15 of any such fine.
  - If a crew is unable to provide a marshal for an allocated slot, they must inform their captain as soon as they become aware of such problem, and at least 24 hours before the allocated time.
- Racing incident, circulation and lateness fines
  - All such fines are paid by the club, including for small boats, unless such incidents are brought to the attention of the committee and it's decided that the cox, crew or steerer acted irresponsibly.
- Safety fines
  - Fines accrued by any cox during the first term of coxing, are excluded from rules under 'safety fines'.
  - Any other cox, or steerer in small boats shall be responsible for the first £10 of any fine. Any further safety fines due to the same person in each term will double the fine payable by the individual.

- The vice-captains must ensure that no novices who has failed a swim test, or have failed to attend a swim test as required by OURCs are included in any outing plans. The respective vice-captain is responsible for the first £10 of any fine due to such incident.
- The total fine payable by the individual shall not exceed the total fine set on the club.
- Repeat offenders must be investigated by the committee and could be banned from coxing, use of small boats, or stripped of their responsibilities in the club.
- Individual conduct fines are to be paid by the individual concerned.
- Bank riding fines
  - Any fines accrued due to a crew having more bank riders than are allowed are to be paid by the extra bank riders. The crew captain, respective vice captain and captain might need to define who the primary bank riders for each crew are. This may be implied and communicated after any such incident.
  - The crew and coaches must encourage anyone who is not the designated bank rider against riding along with the crew.
- OURCs meetings
  - Men's and Women's Captains are responsible for going to the meetings or finding a member of the club who may go in their place.
  - If they fail to inform the rest of the club of an upcoming meeting, the captains are jointly responsible for the fine
  - If a person who has agreed to attend the meeting fails to attend the meeting without a genuine reason or without informing the captains, that person shall be responsible for the fine.
  - In all other circumstances the club shall pay the fine.
- All fines shall be passed onto the responsible member via batells *after* the member has been told about the fine.