



# Churchill College Boat Club Constitution

*Updated 8th June 2019 by Thomas Upton*

## Membership of Boat Club

1 A resident member of Churchill College who is active in rowing at the college is entitled to be a member of the Boat Club. The Executive Committee will interpret this guideline in a reasonable broad manner when deciding eligibility of members.

## Committee

2 The Club will be run by a committee consisting of the following officers: Overall Captain; Men's Captain; Women's Captain; Men's Vice Captain; Women's Vice Captain; Lower Boats Captains; Secretary; Junior Treasurer; Equipment and Safety Officer; Website; Coxing Representative, Communications Officer and Social Secretary.

The responsibilities of each post are:

### 1 Overall Captain

- overall responsibility for the whole Boat Club;
- Chairperson of the Committee;
- represents the Boat Club members at CUCBC, and any other external, meetings;
- accountable for the use of all Boat Club property;
- the discretionary award of colours, oars, or any other prize to a deserving member of the Boat Club;
- responsible for all matters associated with the Alumni Society;
- to obtain sponsorship in the form of equipment or money for the equal benefit of the Men's and Women's Boat Clubs;
- maintain contact with existing sponsors;
- organise training camps;
- maintain the Boat Club's development and spending plan;
- organise marshals for early mornings, races, etc.

### 2 Men's Captain

- overall responsibility for all Men's and open crews;
- the selection, organisation and training of the Men's 1st Boat.

### 3 Women's Captain

- overall responsibility for all Women's and open crews;
- the selection, organisation and training of the Women's 1st Boat.

### 4 Men's Vice Captain

- the selection, organisation and training of the Men's 2nd Boat;
- the selection, organisation and training of the men's novice crews in Michaelmas term (shared with the Lower Boats Captains);

### 5 Women's Vice Captain

- the selection, organisation and training of the Women's 2nd Boat;
- the selection, organisation and training of the women's novice crews in Michaelmas term (shared with the Lower Boats Captains);

### 6 Lower Boats Captains

- the selection, organisation and training of the novice crews in Michaelmas term (shared with the Men's and Women's Vice Captains)
- the selection, organisation and training of all crews, except the Men's and Women's 1<sup>st</sup> and 2<sup>nd</sup> Boats, in Lent and May terms

#### 7 Secretary

- Race entries (except bumps);
- British Rowing memberships and affiliation;
- the organisation and publicity of all General Meetings (GMs).

#### 8 Junior Treasurer

- the control of the Boat Club Petty Cash Account;
- the insurance of the Club's property;
- the annual registration of the Club's boats with the Conservators of the Cam;
- applying for the Club's annual funding allocation from the Combined Common Rooms Finance Committee (CCRFC).
- The order and supply of official Boat Club clothing kit.
- the maintenance and renewal of all Boat Club equipment, and that used by the Club; except the boats, oars and boathouse;

#### 9 Safety and Welfare Officer

- Ensure the club adopts and follows British Rowing's safeguarding policies and procedures
- all safety aspects of the Club.

#### 10 Website and Communications Officer

- the maintenance of the Boat Club website;
- the maintenance of the Boat Club email lists;
- promoting significant events (e.g. Bumps) to the rest of college;
- photography of Boat Club events and races;
- writing articles for the college magazine;
- collate information for the termly Alumni eBulletin (e.g. term reports from captains, photos, club news) and send to college Alumni Relations Officer for compilation and circulation within a fortnight of the end of Michaelmas, Lent and May terms.

#### 11 Coxing Representative

- the recruitment and training of novice coxes;
- to assist captains in assigning regular coxes to crews;
- to attend CUCBC Coxes Meetings and ensure attendance of other coxes as required;
- to maintain coxing equipment and report faulty or damaged equipment to the Equipment and Safety Officer as appropriate

## 12 Social Secretary

- the organisation of any Boat Club dinner;
- the organisation of Boat Club social events such as cocktails;
- the organisation of formal hall exchanges for all crews.

3 There shall be a set of guidelines as to the procedures which may be followed by the Committee, but these are not binding.

4 An executive committee consisting of: Overall Captain, Men's Captain, Women's Captain, Junior Treasurer and Secretary will be used to: determine membership of the club and for co-opting members. In the event of a tie on either of these matter the Overall Captain has the casting vote.

## Election of Officers

5 In every academic year an Annual General Meeting (AGM) shall be held to elect the Officers of the Boat Club for the following academic year.

6.1 The Officers will be elected in the following order:

1. Overall Captain;
2. Men's Captain;
3. Women's Captain;
4. Men's Vice Captain;
5. Women's Vice Captain;
6. Lower Boats Captains;
7. Secretary;
8. Junior Treasurer;
9. Safety and Welfare Officer;
10. Website and Communications Officer;
11. Coxing Representative;
12. Social Secretary.

7 The following procedure shall be followed for the election of an Officer of the Boat Club at a General Meeting (GM):

- 1 Candidates will announce themselves as standing for office. (Candidates must inform the Secretary of their intention to stand for office, in writing, at least 48 hours before the General Meeting (GM) so that the list of candidates may be sent to the Boat Club email list.)
- 2 Candidates will be permitted to submit a brief manifesto, which will be sent to the Boat Club email list.
- 3 Ballot papers will then be issued to all current members of the Boat Club. Boat Club members unable to attend the GM may vote by proxy, but their vote will no longer be anonymous. In this case, their vote must be sent to the Secretary by email before the start of the GM.
- 4 At the GM, candidates will be given an opportunity to speak, and members an opportunity to ask them questions.
- 5 After the GM, a secret ballot will be held. Completed ballot papers will be collected in a sealed box.

The election procedure will take place by a Single Transferable Vote. Members will be required to indicate their chosen candidates for each post in order of preference on the ballot forms. Members need not vote for all the candidates listed.

The first choice votes are then counted. If one candidate receives more than half of the total votes cast, then that person is elected. If no one person receives a majority, the person receiving the least number of votes is excluded. The ballot papers having this person as first choice are re-inspected, and the second choice votes on these papers are added to the existing totals of votes for the remaining candidates. This process is continued as necessary, each time excluding the person with the least number of votes, until one candidate has an outright majority, i.e. over half the total number of votes under consideration.

For the election of the LBC role the same election process will be used with the process stopped when 4 or fewer candidates remain and R.O.N. has been eliminated.

8 The procedure set out in paragraph 7 will be used even if there is only one candidate. This will ensure that no Officer is elected unless they have the support of at least half those present and eligible to vote.

9 Men shall not vote in elections for Women's Captain or Women's Vice Captain; Women shall not vote for Men's Captain or Men's Vice Captain. (The Committee may allow people who are members of crews of the opposite sex, e.g. coxes, to vote for Officers of the opposite sex.)

10 The Overall Captain is not eligible to vote in any election; but, in the event of a tie, they will have the casting vote.

11 Persons who are not members of the Boat Club are not entitled to vote in any election.

12 If the Office of Overall Captain, Men's Captain or Women's Captain cannot be filled at a GM, the Secretary will call an Extraordinary General Meeting (EGM) at a later date, for purposes of holding an election for the unfilled Office. If a GM fails to fill any other Office then the new Executive Committee may co-opt a member to that Office at a later date; notice of this decision must be sent to the Boat Club email list.

13 Any five members may table a vote of no confidence in an Officer of the Committee. The secretary will then call an EGM to discuss the matter. If the motion of no confidence is carried the Officer will resign.

14 In the event of the resignation of the Overall Captain, Men's Captain or Women's Captain, the Secretary will then call an EGM to elect a Captain to serve for the remainder of that academic year. The Officer who has resigned may stand for re-election. In the event of any other Officer resigning, the Executive Committee may co-opt a new Officer who shall hold office for the remainder of that academic year. Notice of this decision must be sent to the Boat Club email list.

15 In the event of any Captain of the Boat Club being temporarily absent or incapacitated, (s)he may nominate another member of the Committee to hold his/her Office during the duration of that absence.

16 That all positions, with the exception of the Lower Boats Captains, should be held by only one person at a time. The Lower Boats Captain should be held by a minimum of two and maximum of four persons. If, in the event of enforced absence or other extenuating circumstances (e.g. trialling for university crew), the incumbent is unable to carry out that role fully, section 14 may be invoked.

17 The position of Overall Captain, Men's Captain and Women's Captain cannot be held by a person that is trialling for CUBC, CUWBC or CULRC. If the person has been elected and they will have to resign and section 13 will have to be carried out.

## General or Extraordinary Meetings

18 Five days notice will be given of any GM; the notice will set out details of any business to be discussed. The GM will be chaired by the Overall Captain. The GM must have a quorum of twenty members of the Boat Club for any business to be transacted.

19 An EGM may be called at the request of one Committee member, or five members. At least five days notice of a Meeting must be given, together with a statement of the matter to be discussed. Any Committee member may call a meeting of the Committee.

20 Any motion for a GM must have two named proposers and must be presented, in writing, at least five days before the GM.

## Finance

21 The accounts of the Club shall be kept by the Senior Treasurer, who may delegate the operation of a Petty Cash Account for routine running expenses to the Junior Treasurer.

22 Payments from the Depreciation Account cannot be made without the approval of the Boat Club Committee and the Senior Treasurer. Monies received for equipment sold should be paid into the Depreciation Account.

## Rules

23 All members will abide by the club's rules whilst rowing. These rules will be freely available to members and can be changed with a simple majority vote at a GM with at least 15 members. Any changes to the rules must be sent to the email list a day before the GM.

## Constitution

24 This Constitution may be changed by a simple majority vote at a GM attended by at least 20 members. Any motion to amend the Constitution will be sent to the Boat Club email list at least five days before the meeting.

25 If any question arises in regard of this Constitution, it shall be decided by the Senior Treasurer.

26 A copy of the Constitution shall be sent to the Boat Club email list at least 5 days before any GM. Copies will also be held by the Secretary and the Senior Treasurer, and will be available to members of the Boat Club at all times.