



# Churchill College Boat Club Constitution

*Updated March 2025 by Kieran Heal*

## 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 Captain, 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 final selection of senior Men's crews with consideration of recommendations made by coaches, the men's vice captain and the coxing captain;
  - organisation and training of the Men's 1st Boat.
- 3 Women's Captain
  - overall responsibility for all Women's and open crews;
  - the final selection of senior Women's crews with consideration of recommendations made by coaches, the Women's Vice Captain and the Coxing Captain;
  - 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;
  - to aid the Lower Boats Captain(s) in the organisation and training of the men's novice crews in Michaelmas term;
  - to provide recommendations to the Men's captain to aid in selection of senior Men's crews.
- 5 Women's Vice Captain
  - the selection, organisation and training of the Women's 2nd Boat;
  - to aid the Lower Boats Captain(s) in the organisation and training of the women's novice crews in Michaelmas term;
  - to provide recommendations to the Women's captain to aid in selection of senior Women's crews.
- 6 Lower Boats Captains
  - the final say in selection, organisation and training of the novice crews in Michaelmas term;
  - 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;
  - the appointment of the Deputy Safety Officer from within the committee.
- 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 Captain
  - the recruitment and training of novice coxes;
  - to provide recommendations to the Men's/Women's captain to aid in selection of senior crews' coxes;
  - the training of senior coxes;
  - 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.

## Selection of Senior Crews and Appeals

- 4 This article outlines the selection process to be followed by captains in the selection of senior crews and the process by which dissatisfied club members can appeal the decisions relating to their own selection. This article does not apply to the selection of novice crews.

### 1 Selection Process:

- The selection of senior crews is the responsibility of the captains as laid out in description of the roles in article 2 of this constitution.
- Captains will announce the selection process and criteria via the boat club mailing list at least 14 days before the start of Full Term.
- Such an email shall include criteria such as any erg test (and any weight adjustment), selection outings, seat racing, coaches input from previous terms, etc.
- They will also state the time at which selection decisions will be made and announced in the same mail.
- Captains will announce their selection decisions relating to one crew to all members trialling for that crew simultaneously but do not need to announce all crews on the (wo)men's side of the club simultaneously.
- Nothing in this section will prevent a captain from making crew changes after the end of the selection process. However, they will also be entitled to make an appeal under Section 4, Sub Section 2. For such an appeal the timeline will be treated as starting at the moment the Captain formally informs an individual of a crew change.

### 2 Appeals Process:

- Club members can appeal any selection decision made by a captain about them.
- Club members may not appeal a decision not involving them.
- Members dissatisfied with the selection decision may submit a written appeal to the Overall Captain and Secretary within 48 hours of the crew announcement.
- Upon receipt of the appeal an Appeals Committee shall be formed. If the selection decision is in relation to a women's crew The Appeals Committee shall consist of the Overall Captain, the Welfare Officer and the Men's Captain. If the selection decision is in relation to a men's crew The Appeals Committee shall consist of the Overall Captain, the Welfare Officer and the Women's Captain. Any member of the Appeals Committee will be recused from the committee if they were involved in the selection decision (or provided advice toward the decision) or have also been involved in trialling for the crew the appeal is centred around. A recused member will be replaced by another member of the committee deemed to be independent and removed from the decision by the rest of the Appeals Committee.
- The relevant captain and the appealing member will, separately, meet with the Appeals Committee within 48 hours of the appeal being received. The captain will

provide rationale for and evidence supporting their decision. The appealing member will provide rationale for and evidence supporting their appeal.

- The members of the Appeals Committee will not make any comment stating or implying which way they intend to rule on the appeal in these meetings or in any other way before the final decision is announced.
- The Appeals Committee will make a decision on the fairness of the decision and whether it was carried out in the spirit of this article. This decision will be made and announced to both parties simultaneously within 72 hours of receipt of the appeal.
- If at least 2 out of 3 of the Appeals Committee rejects the appeal, the selection stands.
- If at least 2 out of 3 of the Appeals Committee accepts the appeal, the selection is nullified and the relevant captain needs to resubmit another selection (which need not be different.)
- No member of the Appeals Committee can abstain from voting.
- If either the Captain or appealing club member is dissatisfied with the decision of the Appeals Committee the matter can be escalated to potential mediators within the college structure (eg. the Senior Tutor of the college.)

## Election of Officers

- 5 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.
- 6 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.
- 7 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.
- 8 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.
  - 6 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.
  - 7 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.
  - 8 For the election of the LBC role, a positional voting system will be used. Members will indicate their chosen candidates in order of preference on the ballot forms. Members need not vote for all the candidates listed. The votes will then be counted, all the preferences cast by voters are awarded the points associated with their rank position. For n candidates (including RON) the 1st place position will be worth n points, the 2nd place worth n-1, and so on until there are no candidates remaining on a member's ballot. These points are then totaled across all ballots. The four highest scoring candidates will then be elected, except for any candidate that scores less points than RON who will then be eliminated.
  - 9 The procedure set out in paragraph 6 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.
  - 10 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.)
  - 11 The Overall Captain is not eligible to vote in any election; but, in the event of a tie, they will have the casting vote.
  - 12 Persons who are not members of the Boat Club are not entitled to vote in any election.
- 9 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.

- 10 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.
- 11 In the event of the resignation of the Overall Captain, Men's Captain or Women's Captain, the Executive Committee may co-opt a member temporarily and the Secretary will then call an EGM to elect a Captain to serve for the remainder of that academic year, at the earliest opportunity. 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.
- 12 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.
- 13 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.
- 14 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

- 15 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.
- 16 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.
- 17 Any motion for a GM must have two named proposers and must be presented, in writing, at least five days before the GM. Any proposer of such a motion will be given an opportunity to speak, and members an opportunity to ask them questions. The chair should also, if relevant, give any member opposed to such a motion the opportunity to speak, and members an opportunity to ask them questions."

## Finance

- 18 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.

## Rules

- 19 All members will abide by the club's rules whilst rowing. These rules will be freely available to members and can be may be updated by the Committee at a Committee meeting. The club must be informed, by email, when the rules are updated.

## Constitution

- 20 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 two days before the meeting.
- 21 If any question arises in regard of this Constitution, it shall be decided by the Senior Treasurer.
- 22 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.