**ST. HUGH’S BOAT CLUB**

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**Constitution**

**(Revision R – June 2014)**

# Title

The Club will be known as St. Hugh’s Boat Club, referred to herein as SHBC.

# Aims

The aims of SHBC will be to promote rowing and coxing amongst the student body of St. Hugh's College by providing and maintaining for them a set of boats and oars, and by arranging for coaching.

# Responsibilities

The responsibility for managing the affairs of SHBC shall be invested in its Committee: President, Vice President, Secretary, Treasurer, Men’s Captain, Women’s Captain, Novice Coordinator, Captain of Coxes and Equipment, Development Secretary, and Social Secretary.

The Committee shall convene for meetings at the request of the President in order to vote on and discuss the running of SHBC.

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

# Membership

Full Membership may be granted to any member of St. Hugh’s College as recognised by the College and by the Junior Common Room, Middle Common Room or Senior Common Room, upon payment of a termly subscription as described under Article 7.1.

Associate Membership may be granted to any person not fulfilling the requirements for full Membership as outlined in Article 4.1 upon a majority vote of the Committee and upon payment of a termly subscription as described under Article 7.1.

Life Membership may be granted by unanimous agreement of the Committee or by a two thirds majority at a General Meeting. They shall pay no dues to SHBC.

Current Committee Members who are eligible for Full or Associate Membership, retain this Membership, whether or not they are paying subscriptions, for the duration of their term of office.

SHBC will 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.

SHBC accepts the policy and procedures relating to Child Protection, as set out by BR, and requires all Members to accept them as a condition of Membership.

# Meetings

A Committee Meeting may be called by the President or Vice President at any time.

At least one General Meeting shall be called per year by the President. This must be advertised at least a week in advance.

A General Meeting shall be open to all Members.

The meeting shall be chaired by the President or Vice President but neither may speak for or against a motion whilst acting as Chair.

The Chair may invite non Members to attend and to speak, but they shall not be entitled to vote.

Further General Meetings may be called if deemed necessary, by a simple majority of the Committee or by a petition compiled of the signatures of twenty five percent or more of the Members.

Any Member may submit a motion at a General Meeting via the Secretary.

At least four of the Committee shall be present at each General Meeting.

Twenty percent of SHBC Members are required for a meeting to reach quorum and to thus to proceed.

Decisions shall be made by a simple majority by show of hands.

In the event of a tie the Chair shall have the casting vote.

The Treasurer will provide any financial details as requested at a General Meeting.

The outcomes of motions debated at a General Meeting are sovereign and supersede those of the Committee Meetings.

# Constitution

The running of SHBC shall be according to this Constitution. All former Constitutions are hereby relinquished.

Changes to this constitution shall be made at a Committee meeting. Changes must be put forward to the committee at least one week in advance and must be carried by a simple majority of voting Committee Members, present or otherwise. For example, a unanimous vote with over half of the Committee present, or just over half of votes in favour with the entire Committee present.

In the week following Constitutional change proposals, any objections, concerns, or suggestions for alternate wording should be communicated to the President, who will communicate these to the Committee before any changes are voted upon.

This Constitution shall be reviewed at least every three years.

The final interpretation of the Constitution will be that of the President. This may be challenged and overturned by a simple majority at a Committee Meeting, in which event the Vice President will interpret the Constitution.

# Accounts

Each Member of the Club shall pay a subscription for the terms in which they row. These are to be paid promptly each term, the value of which shall be decided and published by the Treasurer.

 The Treasurer may prevent Members from taking part in any of SHBC’s activities until their subscriptions have been settled in full.

The Treasurer shall keep the accounts of SHBC and shall produce them for audit by the Senior Member before the Amalgamated Funds application deadline.

The Committee shall obtain the approval of the Senior Member before ordering new boats or otherwise involving SHBC in financial expenditure beyond £1000.

The President and Treasurer shall be signatories on SHBC cheques.

Expenditure by SHBC may at any time be vetoed by a decision taken between the Senior Member and Treasurer.

Each payment will require a valid receipt (which may be electronically sent to the Treasurer). In the case of a receipt being lost a folio will be signed by the President and Treasurer and the Committee alerted to this effect.

# The Duties of the Committee

## President of Boats

The President shall:

Be responsible for the general running of SHBC and shall represent it to the College, the Boatman, and all outside bodies.

Be responsible for chairing General Meetings as well as those of the Committee.

Decide whether to loan equipment to other college or city boat clubs. Equipment may be lent if and only if a written (or electronic) request is received and approved by the President, and proof of insurance is provided.

Award Blades for Torpids and for Summer Eights to any crew that, on each of the four days, gains at least one bump and is not bumped.

Maintain the Constitution.

Be responsible for arranging the insurance of all boat club equipment.

Be responsible for processing mail addressed to SHBC.

Delegate responsibility for completing the SHBC contribution to the College Freshers’ Guides to a suitable party or parties.

Appoint a Private Lady and a Private Gentleman to advise the committee, if suitable candidates exist to fill the roles.

Compose two email updates per term to be sent to all current members of SHBC, briefly summarising Boat Club progress and the activities of the Committee.

## Vice President

The Vice President shall:

At all times assist the President with the running of SHBC.

Chair General Meetings and Committee Meetings where the President wishes to speak on a motion or where the President is unable to attend.

Be responsible for the welfare of the members of the boat club. If any member is unhappy with a decision and does not wish to approach the captains, they may approach the VP in confidence who will aim to mediate the problem.

Attend all relevant health and safety and OURCs meetings.

Oversee the organization of Marshalling and Umpiring and ensure attendance at relevant meetings.

Oversee registration with the Environment Agency, British Rowing, and other statutory outside organisations.

Understand the requirements of the BR Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation. He or she shall also personally ensure that all Members have signed the safety declaration included at Article 11.1.

Maintain the incident logs.

Appoint an individual to act as Senior Sculler (if they are not fit to assume this role themselves), who is able to decide if an individual is safe to scull unsupervised.

Maintain a list of those who have passed a capsize test and those who are deemed safe to scull unsupervised, as decided by the Senior Sculler. He or she shall also ensure all members sign a small boats safety form upon passing a capsize test.

## Treasurer

The Treasurer shall:

Maintain the accounts of SHBC in full.

Meet with the Senior Member to discuss large expenditure and to evaluate the funding of SHBC.

Levy subscriptions against active Members.

Be responsible for ordering personal kit.

Maintain a list of all active and voting members of SHBC.

Be responsible for the loan of racing Lycra to crew members during regattas, ensuring it is returned and that it is washed between race days.

## Men's and Women's Captains

The Men's and Women's Captains shall:

Be responsible for arranging coaches, outings and land training for all boats of the club.

Be responsible for entering their boats in regattas on the Isis and elsewhere and, so far as possible, for arranging transport for boats.

Be responsible for ensuring fair selection of crews.

Ensure that all crews have a basic knowledge of boat maintenance and general safety on the water and in the boathouse.

Liaise with the Boatman, and refer any safety or maintenance issues to the President and Treasurer.

Liaise with the Treasurer regarding expenditure on coaching, racking, entry fees, fines, and any other appropriate expenditure.

Maintain a list of active rowers, including updating the email mailing lists. They shall provide the Treasurer with a list of the Members in every crew each term.

Attend all Captain’s meetings and represent the views of SHBC.

Ensure there are substitutes for all senior outings.

Vice Captains may be appointed by the Captains, in order to aid them in their Constitutional duties. If appointed, they are considered non-voting Committee Members. Captaincy candidates running in pairs shall both be considered full Committee members, but may not appoint a Vice Captain.

## Captain of Coxes and Equipment

The Captain of Coxes and Equipment shall:

Recruit Members to cox for SHBC.

Oversee training of all coxes, ensuring that they are fully aware of all safety and maintenance procedures.

Be responsible for ensuring fair selection of coxes for crews.

Aid the Men’s and Women’s Captains and the Novice Coordinator in finding coxes for all outings.

Ensure the boathouse and equipment are properly maintained, particularly the correct functioning of all cox boxes and lights.

Liaise with the Boatman and refer any equipment faults to the President and Treasurer.

Be responsible for ensuring that lights are used on all boats during those times specified by OURCs.

Attend all relevant Health and Safety, and OURCs meetings.

Be responsible for the maintenance and security of the SHBC bike.

## Secretary

The Secretary shall:

Arrange a venue for each General Meeting, for which they will give a week’s notice, and each Committee Meeting, for which they should give adequate notice.

Be responsible for recording and distributing agendas and minutes of Committee and General Meetings.

Post announcements concerning Elections.

Assist the other Committee members in advertising social events, racing, and results, to the rest of college.

Be responsible for maintaining and updating the SHBC website.

Be ultimately responsible for the SHBC Facebook page and Twitter feed. He or she shall grant access to persons who wish to publicise boat club activities, should they be deemed responsible enough, with the approval of the President.

## Development Secretary

The Development Secretary shall:

Be in charge of working with the College Development Office and the Social Secretary in raising funds for SHBC.

Work to obtain sponsorship for the provision of new materials and to assist in the running costs of SHBC.

Maintain a list of previous Members of SHBC and arrange Senior Members’ dinners.

Oversee the writing and distribution of the SHBC newsletter to Senior Members.

## Social Secretary

The Social Secretary shall:

Oversee the running of Christ Church Curry, Torpids Roast, Eights Dinner, and other social events.

Be responsible for organising charity fundraising events or collections with minimum frequency of once per year.

Be responsible for the funding of and the profits from all such events, in conjunction with the Treasurer.

Ensure that all such events are well publicised throughout college and on the SHBC Facebook page and Twitter feed.

Maintain the College noticeboard space.

Appoint a Junior Social Secretary of the opposing gender, with the approval of the President.

Be responsible for organising crew dates, with the assistance of the Junior Social Secretary.

The Junior Social Secretary shall be responsible only for the social events (e.g. crew dates) of their side of the boat club, though may be asked to assist with whole club events such as Torpids Roast. They are considered a non-voting Committee Member, much like a Vice Captain, and are not expected to attend Committee meetings, though are free to do so.

## Novice Coordinator

The Novice Coordinator shall:

Oversee the recruitment of new members into SHBC.

Coordinate coaches for each novice boat.

Consult with the Captain of Coxes and Equipment for novice coxing.

Oversee assignment of novice rowers to boats.

Ensure there are subs for all novice outings.

Work with the Captains in order to ensure setting of crews, allocation of coaches and choice of which boats are used. If an irresolvable dispute arises, it shall be resolved by the whole Committee.

The Novice Coordinator position shall only have responsibilities during Michaelmas term, during which time he/she is a member of the Committee with full voting rights. In Hilary and Trinity term they may choose to remain on the Committee as a full member, as a non-voting advisory member, or leave the Committee entirely.

# Election and Expulsion of Officers

Annual hustings and elections for the posts of Men's and Women's Captain only will take place in 8th week of Hilary term at a General meeting. Newly elected captains may either take over the role immediately after the completion of the Torpids campaign, or take on a supporting role for the incumbent captains during Trinity term, at the discretion of both parties.

Unsuccessful candidates for Captains elections may stand for other Committee positions during Trinity term.

Annual hustings and elections for all other Committee Members shall take place at a General Meeting in Trinity Term, after Summer VIIIs.

Hustings and elections for President shall be held at the beginning of this meeting.  Immediately after the outcome of the presidential election is known, unsuccessful presidential candidates are entitled to stand for another Committee position. Hustings and elections for all other committee positions (excluding Men's and Women's Captains) will then be held.

Each prospective candidate must see the person currently holding the post, prior to the election, so that they know exactly what it involves.

Each candidate must have a Proposer and a Seconder, both of whom must be active Members of SHBC. Neither may be a current Member of the SHBC Committee.

For the posts of Men’s Captain and Women’s Captain only, candidates may run in pairs.

Applications for and withdrawals from positions may be accepted by the Secretary up to the 24 hours before the hustings. After this point, the candidates shall be announced, and no further changes can be made.

Should any position be lacking in candidates after applications and withdrawals have closed, the Committee will nominate a suitable member of SHBC to fulfil the office, subject to ratification at the next General Meeting.

Once applications and nominations have been closed, the President may veto any candidate he / she deems unsuitable. The reason for this veto shall be explicitly stated at the relevant hustings.

Each candidate shall have three minutes in which to hust for their respective position. There will be no separate election materials or formal canvassing.

Every member of SHBC has a right to ask questions of the candidates during hustings, however all questions must be addressed to all candidates.

The election of the SHBC Committee Members shall be by a secret ballot at the meeting, once candidates have husted.

Only members of SHBC (as defined in Section 4 above) are allowed to vote. For the purposes of the election procedure, this includes all Full and Associate Members who have paid subs in the last three terms, and all past and present SHBC Committee Members, who are still students at St. Hugh’s College.

The Committee-Elect shall take office on the Saturday of 8th week in Trinity Term.

If a Committee Member is deemed to be unable to fulfil their duties, for whatever reason, he or she may be removed from that office either by a majority vote at a Committee Meeting, or by a two thirds majority vote in a motion of No Confidence brought before a General Meeting. Once removed, the reason for removal will be explicitly stated at the next General Meeting, and the President (or Vice President) will officially ask the Committee Member to step down.

Another member of SHBC shall then be nominated for that position by the Committee, and ratified at the next General Meeting.

# The Senior Member

The Senior Member shall be responsible for the long term interests of SHBC and for representing the interests of SHBC to the Governing Body of St. Hugh’s College. The Senior Member shall be responsible for informing the Committee of decisions by the Governing Body affecting the functioning of SHBC.

The Senior Member shall be responsible for the financial affairs of the SHBC. He or she shall consult the Committee regarding priorities for capital and other expenditure and shall not unreasonably refuse to authorise expenditure where funds are available.

# Declaration

Each Member of SHBC shall sign the following declaration before being allowed to take part in any of the club’s activities:

Upon acceptance into Membership of St. Hugh’s Boat Club, I understand that rowing and coxing are undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise. I also confirm that I am able to swim a minimum of 100 metres (ROSPA recommended standard).