

Constitution of the University College Boat Club as ratified on 3 June 2011.

This document repeals any contrary terms of any prior constitution.

1 Name

University College Boat Club, Durham.

2 Aims, Scope and Constraints

- 2.1 To encourage participation in rowing to as wide a number of members of both the Junior and Middle Common Rooms of University College as possible.
- 2.2 To allow members [3] of University College Boat Club to row at a level of their choice and corresponding ability.
- 2.3 To promote rowing at its highest level.
- 2.4 As a Club affiliated to British Rowing, University College Boat Club is run under the guidelines set out by British Rowing.
- 2.5 This document, and any amendments made hereto, must comply in every respect with the Constitution of the University College Junior Common Room. The Executive Committee of the Junior Common Room shall have ultimate responsibility for supervision of Club or Society administration and finances in the event of conflict or malpractice with respect to the Constitution of the University College Junior Common Room and only until such conflict or malpractice has been resolved.
- 2.6 In accepting membership of the University College Boat Club, members confirm acceptance of both this Constitution and the Constitution of the University College Junior Common Room, and will be bound by them.

3 Membership

- 3.1 Membership is open to all members of University College Durham and any other member of Durham University whom the President may invite to join University College Boat Club.
- 3.2 For all competition, rowers and coxes will be chosen by the Captain of Men's Rowing or the Captain of Women's Rowing.
- 3.3 The Executive Committee [4] of University College Boat Club will set the membership

fees at the start of the Michaelmas term.

- 3.4 The Executive Committee have the right to require resignation from any member of University College Boat Club who acts in a fashion that may damage the reputation of University College Boat Club, or endangers its members.
- 3.5 The Executive Committee maintains the right to suspend active membership for the non- payment of any monies owed to University College Boat Club not paid within the deadline set by the Treasurer.
- 3.6 'Active Members' shall be defined as all members who have paid that academic year's membership fees or those at the discretion of the President are considered to take an active role within the club.
- 3.7 All new members shall be made aware of this constitution and know that membership shall be pursuant to the terms contained within this document.

4 **The Executive Committee**

- 4.1 An Executive Committee will conduct the administration of University College Boat Club. This Committee shall be accountable to the General Membership of University College Boat Club.
- 4.2 The Executive Committee of University College Boat Club shall consist of the following officers:
 1. President
 2. Captain of Men's Rowing
 3. Captain of Women's Rowing
 4. Secretary
 5. Treasurer
 6. Freshmen's Captain
 7. Freshwomen's Captain
 8. Indoor Rowing Officer
 9. Social Secretary
 10. Sponsorship Secretary
 11. Boatman and Safety Officer
 12. Captain of Coxes
- 4.3 In his absence, the President shall appoint a Vice Captain from within the Executive Committee.
- 4.4 Any member of the Executive Committee can appoint a deputy into a non-executive position to assist with his duties.
- 4.5 Officers of the Executive Committee hold full responsibility for the actions of any deputy that they so appoint.

- 4.6 A member of the Executive Committee can only be dismissed from his position by a majority vote [6 III d] at an Ordinary Meeting of University College Boat Club.

5 Duties of the Executive Committee

5.1 President

- a) Has overall responsibility for the satisfactory conduct of all affairs of University College Boat Club and executions of all decisions made by University College Boat Club.
- b) Presents the views, opinions and requests of University College Boat Club to the J.C.R., the College, the Captain of Colleges Committee, D.U.A.U., the Northern Rowing Council, the University, the Dean and Chapter [11] and any other body with which University College Boat Club has dealings with.
- c) Provides direction to University College Boat Club.
- d) Ensures that the Constitution of University College Boat Club is adhered to by all members of University College Boat Club.
- e) Chairs all Meetings [6] of University College Boat Club and of the Executive Committee.
- f) Holds full responsibility for the property of University College Boat Club, and the activities of its members.
- g) Maintains working relations with all other Boat Clubs and Rowing Clubs on the Wear.
- h) Arranges trailerage for External Head Races and Regattas.
- i) Arranges the ordering and distribution of Boat Club clothing. Maintains good relations with the suppliers of Boat Club clothing.
- j) Arranges the taking, ordering and distribution of Boat Club photographs.

5.2 Captain of Men's Rowing

- a) Is ultimately responsible for all male rowing in the club, both Senior Squad and Novice Squad.
- b) Is solely responsible for the selection of rowers and coxes and the provision of coaches for the Senior Squad.
- c) Provides a high standard of leadership to the Men's Boat Club.
- d) Organises the day to day running of the Men's Boat Club.
- e) Organises training for the Men's Boat Club.
- f) Liases with the Captain of Women's Rowing with regard to use of equipment [8].
- g) Liases with the Secretary with regard to entry to all events.
- h) Liases with the President with regard to trailerage to external competitions.

5.3 Captain of Women's Rowing

- a) Is ultimately responsible for all female rowing in the club, both Senior Squad and Novice Squad.
- b) Is solely responsible for the selection of rowers and coxes and the provision of coaches for the Senior Squad.

- c) Provides a high standard of leadership to the Women's Boat Club.
- d) Organises the day to day running of the Women's Boat Club.
- e) Organises training for the Women's Boat Club.
- f) Liases with the Captain of Men's Rowing with regard to use of equipment [8].
- g) Liases with the Secretary with regard to entry to all events.
- h) Liases with the President with regard to trailerage to external competitions. 5.4

Secretary

- a) Liases, by means of newsletters or other means, between the Executive Committee and the membership of University College Boat Club.
- b) Is responsible for preparation and distribution (via the Boat Club Notice Board) of the agendas for Meetings of University College Boat Club, and for minuting those meetings and making minutes available to the membership of University College Boat Club via the Boat Club Notice Board.
- c) Keeps records of minutes of meetings of University College Boat Club.
- d) Receives information regarding, and entering crews for, all external (British Rowing) and internal (University/College) competitions. Liases with the Captain of Men's Rowing and the Captain of Women's Rowing with regard to crew composition. Corresponds with British Rowing and external/internal event organisers as necessary.
- e) Maintains records of the club membership of British Rowing including details of the membership numbers and points of individual members.
- f) Ensures that new members expecting to compete in British Rowing events are registered with British Rowing, including providing membership forms to the member concerned.
- g) Liases with the Treasurer with regard to entry fees and the billing of the membership for competitions.

5.5 Treasurer

- a) Is responsible for the correct administration of all finances.
- b) Liases with the Captain of Men's Rowing, the Captain of Women's Rowing and the Secretary with regard to membership of the club and entries to competitions. Issues bills to all members for subscriptions, race fees and other debts to the club as necessary.
- c) Administrates the Insurance policy of University College Boat Club and applies to the University College Reserve Allocation Committee (U.C.R.A.C.) of University College J.C.R. for funding.
- d) Pays membership fees of University College Boat Club to British Rowing.
- e) Liases with the J.C.R. Treasurer with regard to account signatories.
- f) Produces the accounts of University College Boat Club.
- g) Ensures preparation of the accounts of University College Boat Club for auditing by the J.C.R. Treasurer.

5.6 Freshmen's Captain

- a) Is responsible for the integration of new members into the Club.
- b) Organises tubbing and training for new members.
- c) Has responsibility for crew selection and crew names for all male novice rowers.
- d) Has responsibility for the selection, provision and guidance given to Coaches for Novice Crews.
- e) Continues to provide coaching and training for members who wish to row on a casual basis.
- f) Liases with Captain of Men's Rowing and Captain of Coxes to promote individuals into the senior squad.

5.7 **Freshwomen's Captain**

- a) Is responsible for the integration of new members into the club.
- b) Organises tubbing and training for new members.
- c) Has responsibility for crew selection and crew names for all female novice rowers.
- d) Has responsibility for the selection, provision and guidance given to Coaches for Novice Crews.
- e) Continues to provide coaching and training for members who wish to row on a casual basis.
- f) Liases with Captain of Women's Rowing and Captain of Coxes to promote individuals into the senior squad.

5.8 **Indoor Rowing Officer**

- a) Is responsible for arranging inductions for new members to include instruction on good technique and proper use of the machines.
- b) Liaise with Men's and Women's Captains, College Office, the JCR and, where applicable, other parties to co-ordinate the use of the ergometers.
- c) Is responsible for maintaining the ergometers on a regular basis and arranging servicing.
- d) Is responsible for organising and promoting indoor rowing events when necessary.

5.9 **Social Secretary**

- a) Organises all social functions of University College Boat Club, including the annual Boat Club Ball.

5.10 **Sponsorship Secretary**

- a) Organises any fundraising events decided by the Executive Committee and seeks prospective long and short term sponsors for University College Boat Club.
- b) Liases with the Club's life members.
- c) Is responsible for publishing a termly newsletter to the Club's life members.

5.11 **Boatman and Safety Officer**

- a) Maintains all equipment belonging to University College Boat Club.
- b) Promotes safe practice within the Club at all times.

- c) Performs safety checks on all equipment, ensuring that all equipment is river worthy in accordance with the guidelines set out by British Rowing.
- d) Records equipment damage in an accident log book.
- e) Prepares the boathouse and all equipment for the annual safety check.
- f) Keeps the boathouse in good order.

5.12 Captain of Coxes

- a) Is responsible for the provision and selection of Coxes for the Boat Club.
- b) Is responsible for the training in both the technique and safety for Coxes in Boat Club.
- c) Provides a high standard of leadership, direction and representation for all Coxes in the Boat Club.
- d) Liases with the Captain of Men's and Women's Rowing with regard to Coxes.
- e) Liases with the Secretary with regard to entry to all competitions.
- f) Liases with the Boatman and Safety Officer with regard to the provision and care of the Cox's equipment.

6 Meetings of University College Boat Club

6.1 Ordinary Meetings

- a) There shall be one Ordinary Meeting of University College Boat Club per term, which shall be called by the President.
- b) Meetings will be advertised not less than one week preceding the Meeting via the Boat Club Notice Board.
- c) Any motions must be submitted to the Secretary not less than three days preceding the Meeting.
- d) The Quorum for the Ordinary Meeting will be 20% of the active membership of University College Boat Club at that time, including the Executive Committee.
- e) The President will normally chair the Meeting, or provide a deputy.
- f) The President will have the casting vote.
- g) The Secretary shall normally minute the Meeting or provide a deputy.
- h) The normal order of business on the agenda shall be:
 1. Minutes of the Previous Meeting.
 2. Matters Arising from the Minutes of the Previous Meeting.
 3. Reports of Officers.
 4. Questions to Officers.
 5. Motions.
 6. Votes on Motions.
 7. Any other Business.
 8. Close of Meeting.
- i) The President may call an Extraordinary Meeting of University College Boat Club at any time following the points set out above.

6.2 Emergency Meetings

- a) An Emergency meeting can be called by any active member of University College Boat Club on presentation to the President of a petition bearing the signatures of at least 20% of the active membership at that time, for a specific item to be discussed.
- b) The procedure shall follow that as for an Ordinary Meeting, excepting [6.1 h]. The order of the Emergency Meeting shall be set out in an agenda specific to that meeting.
- c) The President will advertise the Emergency Meeting on the Boat Club Notice Board on receipt of the petition.
- d) An Emergency Meeting must be held within one week of the presentation of the petition to the President.

6.3 **Motions**

- a) A motion must be proposed and seconded by active members of University College Boat Club.
- b) Motions shall normally be submitted to the Secretary not less than three days before the Meeting.
- c) Emergency motions can be submitted late with the approval of the Executive Committee.
- d) Voting on motions shall be carried out by secret ballot, unless decided at the Meeting that a vote by a show of hands (majority wins) will suffice. Only active members of University College Boat Club may vote.
- e) Two members of the Executive Committee and at least two non-executive witnesses who are active members of University College Boat Club shall count votes following the Meeting. A motion needs a majority vote to be passed.

6.4 **Meeting of the Executive Committee**

The Executive Committee shall hold regular meetings to discuss the running of University College Boat Club. These meetings shall be advertised not less than two days before the meeting. Any active member may observe these meetings and raise comments at the end of the meeting. The minutes of these meetings shall be placed on the Boat Club Notice Board so that all members of University College Boat Club have access to them.

7 **Selection of Officers**

7.1 The Officers of the Executive Committee of University College Boat Club shall be selected by the procedure laid out below and each individual choice subject to ratification by the active membership of University College Boat Club.

7.2 **The Selection Committee**

- a) The Selection Committee shall be responsible for the selection of the Executive Committee of University College Boat Club
- b) The Committee shall consist of:

1. The President
 2. The Captain of Men's Rowing
 3. The Captain of Women's Rowing
 4. The Secretary
 5. The Treasurer
 6. Freshmen's Captain
 7. Freshwomen's Captain
 8. Indoor Rowing Officer
 9. The Social Secretary
 10. The Sponsorship Secretary
 11. The Boatman & Safety Officer
 12. The Captain of Coxes
 13. The J.C.R. Vice Chairman
- c) One member of the Committee shall act as Chairman (normally the President) and one as Secretary (normally the Secretary).
- d) The Committee shall meet at least twice per academic year, in the Easter term, once to agree standard questions and once to interview candidates.
- e) The Quorum for the Selection Committee shall be the Executive Committee.
- f) In the case of a new selection having to be made in the Michaelmas or Epiphany terms, clause [7.2 b] shall not apply, and the Quorum shall be the remaining members of the Executive Committee.
- g) The duties of the officers of the Selection Committee shall be:
- i) **Chairman:**
 - 1) Chairs all meeting of the Committee, ensuring that the proceedings are conducted fairly and efficiently.
 - 2) Is responsible for the prompt execution of all resolutions of the Committee.
 - 3) Liases with the Committee Secretary in planning all meetings.
 - 4) Has no requirement to liase with the Boat Club, the Independent Observer is responsible for this.
 - 5) Is responsible for re-convening the Committee in the event that the results are not ratified by the Boat Club.
 - ii) **Secretary:**
 - 1) Is responsible for the acquisition and distribution of information for the use of the Committee.
 - 2) Has no requirement to liase with the Boat Club.
 - 3) Has no requirement to minute the meetings.
 - 4) Is responsible for the preparation, in co-operation with the other members of the Committee, the questions for use in selection.
 - 5) Responsible for placing the nominations list on the Boat Club Notice Board not less that one week before the sitting of the Committee.
 - iii) **J.C.R. Vice Chairman:**
 - 1) Ensures that the procedure is constitutionally valid at all times, and all actions and statements are in accordance with this.
 - 2) Ensures that the questioning is at all times fair, and does not introduce

information likely to prejudice chances of candidates selection.

- 3) Does not take part in the questioning of candidates.
- 4) Has the right, if the procedure has so departed from as to significantly bias the final selection, recommend to the Boat Club that ratification be withheld.
- 5) Presents a brief written report to the Boat Club via the Boat Club Notice Board. Final voting figures shall be recorded in this report.

h. All members of the Committee shall be voting members, with the exception of the J.C.R. Vice Chairman.

7.3 Nominations

- a) Only active members of University College Boat Club may stand for a position, see [3.6].
- b) Nominations shall open not less than one week before Selection Committee sits. The nomination list must be displayed for at least seven days.
- c) Candidates shall sign on a list displayed on the Boat Club Notice Board. A proposer and a seconder shall not be required.
- d) The positions available shall be:
 1. Boatman & Safety Officer
 2. Sponsorship Secretary
 3. Social Secretary
 4. Freshmen's Captain
 5. Freshwomen's Captain
 6. Indoor Rowing Officer
 7. Treasurer
 8. Secretary
 9. Captain of Coxes
 10. Captain of Women's Rowing
 11. Captain of Men's Rowing
 12. President
- e) Candidates may only stand for one position, though they may be selected for a position they have not stood for.

7.4 Procedure

- a) The details of the proceedings of the Committee shall be regarded as confidential. b) Candidates shall receive a standard application form from the Secretary, which shall be returned by the close of nominations.
- c) There shall be an initial meeting of the Committee before the interviews to review the completed application forms and set questions.
- d) Each candidate will be asked the same questions retaining to the position they are standing for, with the possibility of additional questions.
- e) Candidates shall be interviewed in the following order, with the first candidate for each position being the first signed up on the nominations list for that position:

1. Boatman & Safety Officer
2. Sponsorship Secretary
3. Social Secretary
4. Freshmen's Captain
5. Freshwomen's Captain
6. Indoor Rowing Officer
7. Treasurer
8. Secretary
9. Captain of Coxes
10. Captain of Women's Rowing
11. Captain of Men's Rowing
12. President

- f) When questioning has concluded, the Chairman shall invite the candidate to contribute further information using the following exact form:

"Would you like to add anything, especially in respect of any activities or positions which you have mentioned on your application form, that you feel are relevant and have not been fully covered by the questions?" (The Candidate may be handed a copy of the (blank) application form if requested.)

- g) If possible, the Selection Committee should interview all candidates and arrive at a decision that same evening.
- h) Provision shall be made for a candidate who is genuinely unable to attend the Selection Committee proceedings. The procedure shall otherwise be the same as above.
- i) Discussion shall take the following general form:
- i) When all candidates have been seen, there shall be an optional rest break of half an hour.
 - ii) In leaving the room at any time during the discussion, only one member may be allowed to leave at any one time. During their excursion, they shall not communicate any details of the Committee.
 - iii) Before any discussion commences, members of the Committee may write the names of any candidates whom they feel, based on their application, are extremely unlikely to be selected. These pieces of paper shall be given to the J.C.R. Vice Chairman. If six or more of the Committee agree on any individual, that individual shall be rejected and not discussed.
 - iv) The discussion shall commence with a comparison of candidates question by question.
 - v) Necessary breaks for meals and refreshments shall be at the discretion of the Chairman.
 - vi) Committee members may bring external information into the discussion of any candidate. If, however, the J.C.R. Vice Chairman feels that the discussion is unfair and prejudicial, he may call that external information to a halt.
 - vii) Details of the discussion shall be strictly confidential.
 - viii) When the Committee has concluded its proceedings, all documentation pertaining to the discussion (application forms, discussion notes) shall be destroyed.

- j) The procedure for choosing each individual Executive Committee position is as follows:
 - i) Following [7III i], the candidates shall be compared in order to determine strengths and weaknesses.
 - ii) A general vote may be called for.
 - iii) The Chairman shall call on the Committee to write down their single most preferred candidate. In the event of a non-unanimous vote, further discussion may take place until the Chairman and a majority of the Committee members rule that further discussion would be unproductive and call for a majority vote.
 - iv) In the event of a majority vote the candidate will be accepted if he gains a majority, so long as those voting against him not being any of the following combinations:
 - 1) Any two of the Captains (President, Men's Rowing or Women's Rowing).
 - 2) The present incumbent and any one of the Captains.

7.5 Ratification

- a) At the first Meeting of University College Boat Club after the Selection Committee has sat, the written report of the J.C.R. Vice Chairman shall be received. It shall not make specific reference to individual candidates or individual members of the Committee.
- b) The Committee's selections shall be ratified in the Meeting mentioned above.
- c) Ratification shall take place for each individual position.
- d) In voting, the members of University College Boat Club are ratifying the candidates selected. e) Voting shall take place in accordance with clause [6.1 including and especially part d], with the exception that the vote can only take place by secret ballot.
- f) Members of the Executive Committee shall vote.
- g) Members can either vote for or against ratification. If a member wishes to abstain, he shall not vote.
- h) Only active members of University College Boat Club may vote.
- i) In the event of non-ratification, nominations shall be reopened and the Selection Procedure repeated.

8 Equipment

- 8.1 Use of equipment by crews is at the discretion of the Captain of Men's Rowing and the Captain of Women's Rowing.

9 Kit

- 9.1 In accordance with the Rules and Regulations of British Rowing, crews racing in British Rowing events must all wear the same kit (coxes excepted).
- 9.2 The Men's Senior Squad may race in All-in-Ones (black with cardinal side stripe, embroidery on centre chest) or Club Zephyrs (White with Cardinal Trim). The Men's 1st VIII may race in 1st VIII tech tops (White with a Cardinal stripe on the arms and 1st VIII on Collar). Men's 2nd and 3rd VIII's may race in the senior squad tech top (Black with Cardinal stripes on arms and 2nd VIII/3rd VIII on collar)

- 9.3 The Women's Senior Squad may race in Women's All-in-Ones (black with cardinal side stripe, embroidery on centre chest) or Club Zephyrs (white with cardinal trim). The Women's 1st VIII may race in 1st VIII tech tops (white with a cardinal stripe on the arms and 1st VIII on collar). Women's 2nd and 3rd VIII's may race in the senior squad tech top (black with cardinal stripes on arms and 2nd VIII/3rd VIII on collar)
- 9.4 All club members (including life members) are allowed to wear the club blazer to the Boat Club Ball and any other College/University/Rowing events at the Master and/or Captain of Boats' discretion. The Club Blazer is white with cardinal trim and club badge on the front pocket. Current and past 1st VIII members may have two cardinal bands on the sleeve. Current and past club members may have 1 cardinal band on the sleeves.

10 **Finances and Administration**

- 10.1 The funds belonging to the Club or Society shall be applied only in furthering the aims and objectives above.
- 10.2 The Club's financial year end date shall be 31 December.
- 10.3 There shall be a current account known as the "University College Boat Club" account. The account shall be a double entry cash account.
- 10.4 At the beginning of each academic year the Secretary must submit a report to the Vice Senior Man stating their number of members, both J.C.R. and M.C.R., the names of their officers, the rate of their annual subscriptions and their aims for the year. A report template and due date will be circulated annually.

11 **The Boathouse**

- 11.1 The Dean and Chapter of Durham Cathedral own the Boathouse. University College pays the electricity bill and water bill retaining to the boathouse. The responsibility for structural maintenance falls to the "Estates and Buildings" department of the University of Durham.

12 **Changes to the Constitution**

12.1 Amendments to the Constitution must be submitted as a motion and passed in the standard procedure as described in [6 III d].

- 12.2 A soft copy of the most recent edition of this Constitution must be held by the Preseident, Secretary and J.C.R. Vice Senior Man. A hard copy must be held by the Secretary.

13 **Life Membership**

- 13.1 Life Membership should be sold to all members who have left the University. The club for Life Members will be called 'Floreat Castellum Boat Club'. (FCBC). Annual suggested fee for membership of FCBC shall be set by the President and Treasurer of

FCBC. The UCBC exec should be informed of any change to the price of life membership.

- 13.2 Each Life Member will receive a tie and a termly newsletter. They also are entitled to use the club's equipment at the President's discretion.

14 **Honorary Positions**

14.1 **Club Diserens**

- a) This position was created to honour Samuel Douglas Diserens henceforth known as the Inaugural Club Diserens.
- b) This position is only awarded to exceptional individuals and not necessarily on an annual basis.
- c) The title is retained indefinitely with a post-script denoting the number of succession (e.g. Club Diserens IV).
- d) Candidates must have (as a minimum):
 - Exceptional technique.
 - Exceptional knowledge of the sport and customs.
 - Exceptional taste and style.

14.2 **Nomination**

- a) The candidate must be nominated by two incumbent members of either 1st VIII.

14.3 **Selection**

- a) Upon receiving the recommendation the incumbent President must put it to a club vote and must be selected by a majority.
- b) The President must inform the Council of Diserens, which comprises the Inaugural Club Diserens and the unbeaten Men's 1st Pair of 2008-2011, of the selection by e-mail within a week of selection. The Council of Diserens has the following e-mail address: councilofdiserens@gmail.com
- c) The Council of Diserens will send a letter of congratulations and a welcome pack to the new Club Diserens within one lunar cycle.
- d) The name of the new Club Diserens must be added to section 14.4 of this constitution.

14.4 **Title Holders**

- 1) Samuel Douglas Diserens - The Inaugural Club Diserens (added 03/06/2011)

15 **Definitions**

- 15.1 In this Constitution where the context so permits:

- a) The singular shall include the plural and vice versa.
- b) The masculine shall include the feminine.

16 **Acknowledgements and irrelevant information**

16.1 This constitution was amended in 2011 by President Will Hall-Smith, Men's Captain Thomas Martell and the JCR-Vice Chairman of University College Emily Perrin.

It was ratified by the club on Friday 03 June 2011.

Estne confectum? Nuncine applaudo?