

1. Title

i) The club will be known as St Catherine's College Boat Club, hereinafter referred to as 'the Club'.¹

2. Aims and Responsibilities

i) The aim of the Club is to organise rowing activities within St Catherine's College and represent St Catherine's College at races and regattas. The responsibility for this is vested in the Officers of the Executive: the Men's President, the Women's President, the Chairman, Treasurer, Secretary, Men's Captain and Vice Captain, Women's Captain and Vice Captain, Captain of Coxes and the Captain of Lower Boats. These officers are entitled to vote at meetings of the Executive. The Social Secretary may attend but does not have a right to vote².

3. Membership

i) Full membership of the Club is open to any member of St Catherine's College.

ii) Associate membership of the Club is open to any person, who although not a member of St Catherine's, takes an active part in the Club affairs.

iii) To gain membership of the Club, a membership form has to be filled out and signed by the membership applicant and returned to the Secretary.

iv) For exceptional contributions to the Club, life members may be nominated only by unanimous agreement of the Executive, and elected only by a majority decision by secret ballot at a subsequent quorate general meeting or the Club.

4. Meetings

i) General meetings of the Club are to be held only during full term, and are to be advertised on the JCR notice board in St Catherine's College at least one week in advance.

ii) There shall be at least one general meeting per year, and the Executive may summon further general meetings at any time within full term.

iii) At least three officers of the Executive must attend any general meeting, one of whom must chair the meeting.

iv) Executive meetings may be held at any time, need not be chaired and ought to be advertised 24 hours in advance.³

5. Voting Rights and Quorates

i) Members, associate members and life members may attend any general or executive meeting, and are entitled to vote at general meetings.

ii) The quorum of a General Meeting is 25% of the Club full and associate members, or at least 12 full members.

¹ Footnotes: footnotes are used throughout the document to explain ambiguities and state the intentions of the drafters for various clauses. Footnotes are not constitutionally binding and thus do not fall under the stringent requirements of change as set in section 6.

Dean's comment: this document describes the modus operandi of the club, rather than carrying any force of law in the college

² Reason: The Social Secretary is, however important, the only office which is not crucial to the functioning of the club.

³ Using 'ought' rather than 'must'. Decisions taken by a meeting of the executive ought not be invalidated by a simple formality. Meetings concerning important decisions ought to be advertised in advance however to give members of the executive time to plan and attend.

iii) The quorum of an Executive Meeting is three persons.

iv) Decisions are taken at quorate General Meetings of the Club by a simple majority. In the event of a tied vote the chair shall exercise a casting vote, but shall otherwise abstain from voting.

v) At Executive meetings, decisions are taken by the agreement of the majority of at least three of those Executive Officers with a vote. The President holds the casting vote in the event of a tie.

vi) Quorate meetings of the Club are sovereign, although of course, any decision taken by such meetings may be reversed by a later decision of a quorate meeting.

vii) Non-members of the Club may attend any meeting and speak at the discretion of the chair, but may not vote.

6. Changes to the constitution

i) Changes may be made to the constitution at any quorate general meeting of the Club provided that both:

a) Proposed amendments are advertised on the rowing notice board in St Catherine's College at least one week before the meeting, and

b) Such amendments are supported by at least three-quarters of those members present.

ii) Changes to the constitution must be the first item on the agenda of a general meeting after the officer's reports, and should the changes be accepted, the meeting shall be held with the changes in effect.

iii) Changes to Article 7 (Duties and Responsibilities of the Officers of the Executive) does not require a General Meeting. It can be altered at the discretion of the executive committee.⁴

7. Duties and Responsibilities of the Officers of the Executive

a) Men's and Women's Captains⁵

The Men's and Women's Captains shall:

i) Organise rowing outings for all crews, including coaching.⁶

ii) Organise selection processes for race crews.

iii) Appoint a captain for each crew at the earliest opportunity.

iv) Find a successor for the post, should he opt to stand for only one term.

v) Perform the duties of any unfilled post within the Executive.

vi) Appoint a Captain of Training if deemed necessary.

vii) Attend the OURCs meetings, Captains meetings and Rowing Society meetings.

The Men's and Women's Captains hold separate posts.

The Men's and Women's Captains may delegate any of these duties to the Captains of individual crews, but he or she is responsible for ensuring they are performed.

⁴ Reason: It was thought that in order to maintain a balance between flexibility and assigned responsibilities, defining the roles too strictly would render the club unworkable.

⁵ The Men's and Women's Captains' roles are identical, except that each is responsible for his or her side of the Club

⁶ The Captain of Coxes is responsible for organising coxes. See 7(h)(iii)

b) The Chairman

The Chairman shall:

- i) Represent the Club in dealings with persons or bodies outside the Club.
- ii) Chair meetings of the Club when present
- iv) Endeavour to ensure that the Club functions harmoniously and function as arbitrator in all disputes within the club, unless he is a party to the dispute, in which case the Men's and Women's Captains take up his role as arbitrator.

The Chairman holds a separate post.

The Chairman may delegate any of these duties except for iv), but is responsible for ensuring that they are performed.

c) The Men's and Women's Presidents

The Men's and Women's Presidents shall

- i) Advise and assist the Captains.
- ii) Represent the Club in dealings with persons or bodies outside the Club.
- iii) Negotiate coaching for the club.

The Men's and Women's Presidents hold separate posts

The Men's and Women's Presidents are not elected, but are comprised of the previous' year's Captains. Their term of office starts when new captains take over responsibility⁷. Their role is mainly advisory and representative, not executive.

d) The Men's and Women's Vice Captains [now including safety and equipment officer]

The Men's and Women's Vice Captains shall:

- i) assist their superior Captains in whichever way the superior Captains seem fit.
- ii) act in place of the Captain in case he/she should be unavailable.
- iii) be responsible for safety and equipment, in particular:
 - I) Undertake an annual inventory check of equipment,
 - II) Be responsible for on-going upkeep of equipment
 - III) Collect details of any allergies or relevant illnesses from boat club members and pass these on to the men's and women's captains as necessary.

The Men's and Women's Vice Captains may divide or delegate the duties listed in iii) among themselves or members of the club, but they are responsible for ensuring that they are performed.

e) The Treasurer

The Treasurer shall:

⁷ i.e. at the end of Trinity Term

i) Record correctly the financial transactions of the Club in such a manner as to be acceptable to St Catherine's College auditors.

ii) Draw up a termly budget

iii) Be in a position to present a statement, if required in advance, of the Club's financial position at any general meeting

iv) Advise the Executive and the Club on financial matters.

v) Be responsible for booking tank sessions at the Iffley Road Sports Centre

The Treasurer holds a separate post.⁸

The Treasurer may delegate the duties above, but he is responsible for ensuring that they are performed.

f) The Secretary

The Secretary shall:

i) Advertise and minute all general meetings of the Club, and ascertain whether such meetings are quorate.

ii) Act as a returning officer at elections.⁹

iii) Maintain an up-to-date list of addresses and telephone numbers of all full, associate and life members where possible.

iv) Perform such secretarial tasks as mandated to perform by the Executive, such as the ordering of photographs or kit.

v) Ensure that all members of the club complete their ARA forms

The Secretary may delegate the duties above, but he is responsible for ensuring that they are performed.

g) The Captain of Training

The Captain of Training shall:

i) Organise land training for all crews and training squads and draw up training schedules.

ii) Liase with the club's coach(es) when designing training schedules.

iii) Find a successor for the post, should he opt to stand for only one term.

The Captain of Training may delegate any of these duties to the Captains of individual crews, but he is responsible for ensuring they are performed. The Captain of Lower Boats works in association with the Men's and Women's Captains and the Captain of Lower Boats.

h) The Captain of Coxes

The Captain of Coxes shall:

i) Coordinate training for coxes

⁸ Reason: There are very few separate posts in the Club, as the executive may lack members (as it has in the past). The treasurer is separate from the Captains so that neither side of the club will be able to spend more than fairly assigned on their training

⁹ i.e. facilitate elections

- ii) Supervise novice coxes
- iii) Supply coxes for outings in agreement with the Captains and the Coach(es)
- iv) Be responsible for recruiting new coxes.
- v) Be responsible for coxbox maintenance.

i) The Captain of Lower Boats

The Captain of Lower Boats shall:

- i) Organise rowing outings for all novice crews, including coxing and coaching.
- ii) Appoint a captain for each novice crew at the earliest opportunity
- iii) Stand for Michaelmas Term only. If necessary and voluntary, the Captain of Lower Boats can advise and assist the Captains in Hilary and Trinity term.

The Captain of Lower Boats may delegate any of these duties to the Captains of individual crews, but he is responsible for ensuring they are performed. The Captain of Lower Boats works in association with the Men's and Women's Captains and the Captain of Training.

j) The Social Secretary

- i) Organise at least one social event per term, including end of term dinners
- ii) Work with the Captains to organise freshers' events

k) General duties¹⁰

The duties below have to be assigned to members of the Club by the executive:

- i) Responsibility for the maintenance of present rowing equipment, the purchase of new equipment and the sale of old equipment.
- ii) Recording of results of erg tests, performances and races

9. Elections¹¹

- i) Elections are to be held by transferable vote in a secret ballot. In the event of a tied vote on any post, the Chair shall exercise a casting vote.
- ii) More than one non-separate post may be held by one person, but it is not permitted for any one post to be held by more than one person.
- iii) Only one separate post may be held by any one person.¹²
- iv) If any post is left vacant, or if any officer resigns, the duties of the post must be performed by the other members of the Executive until the next quorate meeting, when the post may be filled by election as below.

¹⁰ In order to grant flexibility within the club, it is deemed necessary to assign certain duties at the discretion of the executive as some of these duties fall within none or many executive roles.

¹¹ In the light of the growth of the club, it appears like a good idea to hold elections rather than to simply appoint offices arbitrarily.

¹² This means that one may hold one 'substantial' office (President, Captain, treasurer, etc) and any amounts of 'smaller' ones too (i.e. Social secretary, Vice Captain, Assistant). Holding two 'substantial' offices would combine too much power and is likely to be too much work.

v) Elections are start seven days before the start of Torpids. There are two election processes, the first for the Captains' and Treasurer's positions and the second for any other position, except for the roles of the Presidents.

vi) First election process: Only written nominations for the offices of the Men's and Women's Captains and treasurer shall be valid, and must comprise the signatures of the candidate, proposer and seconder. Nominations shall be handed to the Returning Officer¹³ at least a week before the general election meeting. The executive committee must meet before the general election meeting. One or more nominations can be vetoed by the executive by simple majority. The Club at the general meeting at least seven days before Torpids must elect Captains and the treasurer by simple majority. In the event of no candidate achieving simple majority, the executive must conduct another draw. It cannot veto any candidates on the second draw. Only male members may vote for the Men's Captain and Vice Captain, and only female members may vote for the Women's Captain and Vice Captain. The new Captains are officially announced at Torpids Dinner.¹⁴

v) Second election process: Elections for Executive posts excluding the Captains and Presidents' posts shall be held at the first general meeting after Torpids dinner. Only written nominations shall be valid, and must comprise the signatures of the candidate, proposer and seconder. Nominations shall be handed to the Returning Officer at least a week before the general meeting. The Club at the general meeting elects the positions by simple majority.

vi) Every newly elected executive member elected for a year will exercise his office as 'Assistant' to the current office holder, except for the new Vice Captains whose term starts directly after the election. The office holder's term officially ends after Summer Eights, at which time the assistant's term starts. An assistant is not a separate post.¹⁵

10. Terms of Office¹⁶

i) The terms of office of the Chairman, Presidents, Treasurer and Secretary shall be for the whole year, starting from the last day of Trinity Term.

ii) The office of the Social Secretary shall be held on the same terms, but can also be elected in Michaelmas Term.

iii) The offices of Men's Captain and Vice Captain, and Women's Captain and Vice Captain, Captain of Lower boats and Captain of Coxes may be held for one year or one term if elected at the same time as other members of the Executive, and for one term if elected at any other time during the year.

11. Enforceability¹⁷

¹³ Usually the secretary as set in article 7(f)(ii), though there may at the time be no secretary and this duty may have been delegated to a different officer of the executive.

¹⁴ Reason: Though this is an arguably undemocratic election process, it is thought that the executive will nominate candidates who will support the Club rather than standing for an office for simple CV or popularity value. This is crucial with the central roles of the Captains and the Treasurer, all of which hold separate posts. In the case of a major fraud by the executive, the Club can chose not to elect the candidates which the executive did not veto.

¹⁵ Reason: Members may need time to get used to a job. During summer term, the office holder will demonstrate how to do the job. There is no assistant for Vice Captains as they are in a sense assistants already.

¹⁶ Reason: All the 'Captains' offices are highly work intensive and can be emotionally exhausting as well. Thus for academic or other reasons, members may wish to only hold them for limited times. Also, they are more prestigious than, say the office of the secretary (whilst being recognised as vital and necessary post), and thus attract more nominations. Nominees may wish to separate the office between themselves rather than fight over it. The presidents, the treasurer and the secretary need to be elected for a whole year for various reasons. As for the presidents, constant leadership is required, not a changing agenda every term. Also, these three offices deal with 'outsiders' of the club, i.e. the dean or the Rowing Society. It is necessary for them to have a constant person in the club they can refer to. Finally, the posts of at least the treasurer and the secretary are somewhat less intense than that of the captains, but are more technical and involve routine, and thus require a longer time to get into, one term would not be sufficient.

i) In the event of a President noticing the failure of a committee member to exercise his or her duties, thus disrupting the training or workability of the club, a President may issue a warning to the member. In the event of a serious breach of duty, a President may issue an executive committee meeting for the suspension or expulsion of the member. Both men's and women's Captains are required to attend. Only one member may at any meeting be suspended or expelled.

ii) The Men's and Woman's Captain and the other President each have a right to veto the president's decision. Both Captains and both Presidents each have the right issue a warning to a President or to call a meeting for the expulsion or suspension of a President, in which case the Captains and the Presidents have a right to veto, except for the President which is to be expelled or suspended. Should a Captain be unavailable, then the corresponding Vice Captain must attend and carries the right to veto.

12. Review

i) Clauses of the Constitution shall be reviewed for necessity and workability by the executive Committee before the start of Michaelmas Term.

¹⁷ Ideally, rules such as the rules in this constitution will be followed on virtue of them being rules. However, a certain amount of coercion may be necessary. A warning is nothing more or less than that, it is a warning. A 'serious breach of duty' would include inexcusable behaviour and severe breaches of trust, i.e. a treasurer diverting club funds or a secretary using contact details for dishonest purposes, a president or captain using his power arbitrarily. The Captains and the other President have veto rights so that a single President does not hold too much power. They all have veto rights so that a President cannot expel the only person who can veto. This is why they are separate posts each.