

The Constitution of Corpus Christi College Boat Club

1) Name of the Club

- a) The Club's name shall be 'Corpus Christi College Boat Club', and hereafter referred to as CCCBC.

2) Aims and Objectives of the Club

- a) The objectives of CCCBC are to support rowing within Corpus Christi College and allow members of CCCBC to enjoy the sport of rowing.
- b) The first objective is the performance of CCCBC crews; firstly in Summer Eights, Torpids and Christ Church Regatta, secondly in Isis Winter League, Nephys Regatta and Oriel Regatta and other external regattas.
- c) The second objective is to support members of Corpus Christi College in developing to University Boat Club potential, and providing moral support for members of Corpus Christi College who are trialling for University crews.

3) Membership

- a) There are to be four classes of members:
 1. *Full Members* of the Club shall be restricted to those in possession of a valid University ID card, listing affiliation to Corpus Christi College and a status of: Undergraduate, Postgraduate, Visiting Student, Staff or Congregation; with such status to be deemed to have terminated prior to the card expiry date in the event of:
 - i) The subject leaving or suspending their course of study;
 - ii) The publication of a pass list or class list marking the end of the course;
 - iii) The granting of leave to supplicate for the degree.
 2. *Honorary Members* may be granted membership at an OURCs Captain's Meeting (transfer of an oarsperson or coxswain from another club to CCCBC).
 3. *Associate Members*: as permitted by OURCs.
 4. *Coaching Members* of the Club shall be restricted to those who do not meet the requirements for full membership and who are currently employed by CCCBC.

4) Cessation of Membership

- a) Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled, without any refund of membership fees.

5) Subscription and Finance

- a) Membership Fees ("subs") are required from all Full and Honorary Club Members. Full and Honorary Members shall not be allowed to participate in regattas or events if subs have not been paid.
- b) The rates of subscription shall be determined by the Committee at the first Committee Meeting of each academic year. The amount is to be advertised to all Members during Michaelmas Term.
- c) Yearly subs shall be due within the first seven weeks of Michaelmas Term.
- d) Termly subs shall be due within the first seven weeks of Michaelmas Term, first five weeks of Hilary Term and first three weeks of Trinity Term.
- e) Any student who has financial difficulties may apply to the Treasurer before the end of 7th week in Michaelmas, 5th week in Hilary or 3rd week in Trinity for their subs to be waived.

Applications shall be assessed by the Committee at their absolute discretion. Successful applicants will have the cost of their subs waived for the Term, and receive all the benefits of membership of the Club.

6) **Equal Opportunities Policy**

- a) The Club will ensure that the talents and resources of all members are utilised to the full and that no Member receives less favourable treatment on any grounds whatsoever which cannot be shown to be relevant to performance.

7) **Child Protection Procedures**

- a) The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.

8) **The Committee**

- a) The Committee shall conduct the affairs of the Club as a whole and shall consist of one President, one Men's Captain and one Women's Captain, **one Captain of Coxes**, one Secretary and one Treasurer. These shall be voting Committee Members. The Committee shall have the power to co-opt further Full Members, including but not limited to Social Secretaries, a Water Safety Advisor and a Charities Officer. Co-opted Members are not required to attend Committee Meetings and shall have no right to vote at Committee Meetings.
- b) Only Full Members of the Club are eligible to hold office. Any member who is under the age of 18 years shall not be eligible for election or appointment to the Committee.
- c) The term of office for each candidate shall be one year. Incumbent Committee Members are eligible for re-election or re-appointment.
- d) The posts of President, Secretary and Treasurer shall be held by election only, to be run in the following way:
 - i) The elections for these posts will be held on the Saturday of Torpids regatta, between the start of the first race and start of the last race on the Isis on that day.
 - ii) The Secretary will act as Returning Officer for these elections. Should the Secretary be running in one of these elections, a separate ballot shall be conducted, with the President acting as Returning Officer. In all other ways, this separate ballot shall be run as a regular election.
 - iii) The election will be conducted via a secret paper ballot at the Boat House and decided under the system of First Past the Post. Members may also apply to vote via email.
 - iv) In the event that racing does not occur, the election will be conducted via a secret paper ballot in Corpus Christi College between 11am and 5pm, or by other suitable means to be decided by the Committee, and decided under the system of First Past the Post. Members may also apply to vote via email.
 - v) The results of the election will be announced within 48 hours of the ballot taking place. The successful candidates will take office immediately.
 - vi) Candidates will nominate themselves for election. Nominations for the election will open at least a week prior to polling, and close no less than 48 hours before.
 - vii) Each candidate will be required to submit a manifesto to the Returning Officer before nominations close. These will be circulated to all Members of CCCBC more than 24 hours before polling begins.
 - viii) Only Full Members of CCCBC may vote in a CCCBC Committee election. The Treasurer is to provide the Secretary with a complete and current list of paid-up members at

least 24 hours prior to each election. Each member of the Club has only one vote for each position.

- e) The posts of Men's Captain and Women's Captain shall be appointed as follows:
 - i) These positions shall be appointed in Michaelmas Term, and the successful candidates shall take Office from 9th week Michaelmas.
 - ii) The President will email the Members of CCCBC by 4th week Michaelmas, announcing the date by which the appointments shall be made. Members will be invited to express their interest in the position to the relevant Captain or the President.
 - iii) Each Captain will choose a nominee, considering every Member of their squad (both those who have expressed interest in the position and those who have not). Captains are encouraged to consult the Committee and/or Coaches in making this decision, if they so wish. In the event of an incumbent Captain nominating themselves, the President shall be able to choose a nominee from the relevant squad.
 - iv) Each Captain shall put forward their nominee at the next Committee Meeting. Each voting Member of the Committee will have the power to veto the choice. In the event of an incumbent Captain nominating themselves, they will not be present at the discussion, and the President will act in their stead.
 - v) If any voting Member vetoes a nominee, the Committee will discuss the appointment. If, after discussion, a majority of the committee votes against the appointment, the Captain will be invited to suggest a new nominee.
 - vi) This continues until an appointment is made. In the case of dispute, or if an agreement cannot be reached, the President's decision is final.
- f) The post of Captain of Coxes shall be appointed as follows:
 - i) The position shall be appointed in Hilary Term, and the successful candidate shall take office from 9th week Hilary.
 - ii) The President will email the Members of CCCBC by 4th week Hilary, announcing the date by which the appointments shall be made. Members will be invited to express their interest in the position to the incumbent Captain or the President.
 - iii) The incumbent Captain will choose a nominee, considering every member of CCCBC who holds a coxing licence (both those who have expressed interest in the position and those who have not). The Captain is encouraged to consult the Committee and/or Coaches in making this decision, if they so wish. In the event of the incumbent Captain nominating themselves, the President shall be able to choose a nominee.
 - iv) The incumbent Captain shall put forward their nominee at the next Committee Meeting. Each voting Member of the Committee will have the power to veto the choice. In the event of the incumbent Captain nominating themselves, they will not be present at the discussion, and the President will act in their stead.
 - v) If any voting Member vetoes a nominee, the Committee will discuss the appointment. If, after discussion, a majority of the Committee votes against the appointment, the Captain will be invited to suggest a new nominee.
 - vi) This continues until an appointment is made. In the case of dispute, or if an agreement cannot be reached, the President's decision is final.
- g) Social Secretaries, Water Safety Advisors and any other positions are appointed by the current Committee members. These appointments may occur at any time deemed suitable by the Committee, and shall be made by a vote of all current Committee Members. In the event of a tie, the President shall have the casting vote.

- h) If a Committee Member stands down, loses a vote of no confidence, wins an election for an alternative Committee position, or is appointed to an alternative appointed position, either:
 - 1. Another election must take place with immediate effect, for the remainder of the original Committee Member's term;
 - 2. Or, the Committee, including the outgoing Committee Member, must appoint a new Member to the now vacant post.
- i) The Committee shall have the power to make decisions on all matters concerning the running and administration of the Club. Voting Members (President, Treasurer, Secretary, Captain of Coxes, Men's Captain and Women's Captain) shall make decisions collectively. In the event of a tie, the President shall have the casting vote.
- j) No Member of the Club may hold more than one voting Committee position at a time.

9) **Disqualification from Office**

- a) CCCBC Committee Members shall hold office for one calendar year, unless they are unable to continue in their position.
- b) Committee Members can only be forcibly removed by a vote of no confidence.
- c) A vote of no confidence is based upon a CCCBC referendum, the result of which stands. A 2/3 majority is required in such a referendum in order that a vote of no confidence be passed. The Secretary shall act as Returning Officer for any such referendum. In the event that the Secretary is the one facing the vote of no confidence, the President shall act as Returning Officer.
- d) A referendum can only be called by a motion signed by four members of the Committee including the President, or all voting Committee Members except the President.
- e) If a vote of no confidence fails, the incumbent may fulfil their term, subject to the possibility of a later vote of no confidence. Another vote of no confidence may not be held within that same academic Term.
- f) If a vote of no confidence is passed either a new appointment will be made using the procedure outlined in clause 8(h)(1-2) of this Constitution. In the event of an election being called, the candidate who received the vote of no confidence may stand. The new Committee Member shall fulfil the remainder of the previous Committee Member's term of office.

10) **Standing Orders of Club Officials**

- a) The Standing Orders of Club officials serve as Appendix A of this Constitution.
- b) The Standing Orders can be modified by a simple majority vote of the Committee in a Committee Meeting.
- c) It is the responsibility of the Secretary to ensure that Members abide by their Standing Orders.
- d) It is the responsibility of the Secretary to keep the Standing Orders up to date, by presenting a list of recommendation at the first Committee Meeting of Term, and as needed.

11) **Meetings**

- a) A Meeting for **Novices** shall be held within the first two weeks of Michaelmas Term. This shall include safety briefings, raise awareness of the existence of subs and other issues deemed to be important by the Committee. New Members are also to fill out Membership forms, and health questionnaires as outlined in clause 20(d) of this Constitution.
- b) A General Meeting may be held at the discretion of the Committee. All Members are invited to attend.
- c) An Extraordinary General Meeting shall be called on the instructions of either the President or both Captains or on a petition signed by not less than 50% of Full Members.

- d) Not less than three days clear notice shall be given, specifying to all Club Members the time of the General Meeting.
- e) At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a majority show of hands, of those entitled to vote. Only Full Members of the Club shall be entitled to vote. In the event of a tie the President shall have the deciding vote.
- f) At all General Meetings the President will act as Chair, or, in their absence the Secretary will act as Chair and the Treasurer shall take the minutes. If neither the President nor Secretary are able to attend, the President must select a Chair and somebody to take the minutes from the existing Committee Members.
- g) Accidental Omission: Accidental Omission to give notice of a Meeting to, or the non-receipt of notice of, a Meeting by any Committee Member shall not invalidate the proceedings of a Meeting.

12) Coaches

- a) The President and respective Captains shall collectively appoint appropriately experience and/or qualified Coaches to support the activities of the Club.
- b) New Coaches to the Club shall be subject to references/checks for suitability by the Captains and President before engagement.
- c) Coaches shall behave in such a manner as not to place their charges at any risk greater than that associated with normal participation.
- d) Coaches shall be required to learn and obey the rules of the Isis and Godstow, and other other stretches of water which they wish to take CCCBC Members to.
- e) Coaches shall be responsible for any fines which they incur whilst performing their coaching duties (for example, fines incurred as a result of bank riding when prohibited).

13) Liability

- a) The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their Office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.

14) Alteration of the Constitution

- a) This Constitution shall not be altered, amended or rescinded except by a Meeting of the Committee.
- b) A resolution to give effect to a change must be passed by at least 2/3 of the Members present at a General Meeting.

15) Distribution of Profits

- a) In no circumstances can any profit be distributed to Members. Any profit earned shall be returned to the Club directly and used in furthering the objectives of the Club.

16) Termination

- a) The Club shall not terminate except by resolution of an Extraordinary General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or retained until such a time as the Club restarts. This meeting must be attended by the Senior Member of CCCBC and the Bursar, or a suitable representative, and a majority of Members of the Club.

17) Power of Decision

- a) Any matter not provided for in this Constitution shall be dealt with by the Committee whose decision shall be final.

18) **Boathouse**

- a) The Club's Boathouse is located on the Isis stretch of the River Thames and is the property of Corpus Christi College.
- b) It is the responsibility of the President to ensure that the College's maintenance department is informed of any repair work required at the Boathouse.
- c) The cleaning of the Boathouse is the responsibility of all Members of the Club.

19) **Equipment**

- a) All boats, blades, and secured fittings will be provided and maintained by the Club.
- b) The Committee and Club Boatman have responsibility for the use and maintenance of all Club equipment. In particular, the Secretary will be responsible for overseeing the maintenance of Club equipment.
- c) Once a year, in Trinity term, the Secretary will undertake a full inventory of Club equipment, noting any repairs which are necessary. This will be undertaken in consultation with the Bursar and Boatman.
- d) Once a term, the Captain of Coxes will check all cox boxes and lifejackets, clean the cox boxes, and identify any repairs which need to be made. Any problems or required repairs will be reported to the Committee at the next Meeting.
- e) No Member shall use any equipment not specifically allocated to them without reference to a Member of the Committee.
- f) Members have a responsibility to either record in the damage/repair log or notify a member of the Committee of any remedial work required.
- g) Following an outing, the boat shall be cleaned by the whole crew.

20) **Safety**

- a) The Committee may appoint a Member to act as the Club Water Safety Advisor, whose duty it will be to understand the safety requirements of OURCs and British Rowing, and advise on their prominent display, their observation, and their implementation at all times.
- b) The Water Safety Advisor need not attend Committee Meetings, and is a non-voting Committee post. The Water Safety Advisor may be invited to Committee Meetings at the discretion of the President.
- c) In the event that a Water Safety Advisor is not appointed, the Secretary shall undertake the above responsibilities.
- d) Once a year, in 0th week of Michaelmas, the President will send out a health questionnaire to all Members, to be completed before the end of 1st week of Michaelmas. The questionnaire must also be completed by all new Members before they have taken part in five outings. This questionnaire will be designed to ensure that all Members are safe to participate in rowing, and that any medical conditions or injuries are made known to the Committee. The information will be stored by the President on a secure database, and updated as appropriate. It is to be shared with the Committee and Coaches on a discretionary, need-to-know basis.

Appendix A: The Standing Orders of CCCBC

1) Responsibilities of the CCCBC President

- a) Serve as a representative and spokesperson for CCCBC.
- b) Since the President holds the mandate of greatest significance, they shall act as a guardian of the Constitution, with responsibilities to uphold the spirit and the letter of this document in all things.
- c) Chair all General Meetings of the Club and all Meetings of the Committee; set the agenda for all such Meetings; advertise and summon all such Meetings; and oversee the actions of other Committee Members through such Meetings.
- d) Be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of its Members.
- e) Be conversant with OURCs rules and ensure that Members abide by them.
- f) Maintain a healthy rapport with College officials, e.g. the Bursar, the Dean, members of the Development Office, and the JCR Clubs and Societies Officer.
- g) Organise a recruitment campaign to be implemented in 0th week of Michaelmas Term. The recruitment campaign should include setting up a stall at the College's Freshers' Fair, producing posters, and organising socials, and should be coordinated with the Committee.
- h) Collect information on the health of Members of CCCBC as outlined in clause 10(d) of this Constitution.
- i) Maintain the CCCBC Website, Facebook page and Twitter account, or delegate the responsibilities to a person (or persons) with the necessary abilities.
- j) Run 'Friends of CCCBC', with help from the Committee, in order to:
 1. Attract new members;
 2. Keep current the database of members;
 3. Organise suitable events;
 4. Coordinate the publication of a termly newsletter.
- k) Oversee the activities of the Club off the water on the Saturday of Christ Church Regatta, Torpids, and Summer Eights.
- l) Inform the College maintenance department of any repair work required at the Boathouse.
- m) Keep the Boathouse clean and tidy, and ensure other Members do so also.
- n) Any other duties as agreed with the Committee.

2) Responsibilities of the CCCBC Secretary

- a) Minute all Meetings. The minutes of all Committee and CCCBC Meetings must include the Apologies/Absences, Matters Discussed and Decisions Made. These minutes must be kept for a minimum of a year, the maintenance and care of which are the responsibility of the Secretary, and should be communicated to all Members of said Meetings within two weeks of the Meeting being held.
- b) Oversee the maintenance of Club equipment, including a yearly inventory to be completed in Trinity Term.
- c) Be conversant with OURCs rules and ensure that Members abide by them.
- d) Notify the OURCs Secretary of the names of the Men's and Women's Captains and the Club's Senior Member.
- e) Maintain and update the Club Constitution and Rules.
- f) Organise the election of the Secretary, Treasurer and President in Hilary Term in accordance with clause 8(d) of this Constitution.

- g) Organise the CCCBC celebrations for after Christ Church Regatta, Torpids, and Summer Eights.
- h) Act as the British Rowing representative for the Club, or organise with the Committee for someone else to take this role. The British Rowing representative shall have responsibility for completing the annual Water Safety Audit on time, and for any and all entries into external regattas.
- i) Act as the Water Safety Advisor for the Club, or request that the Committee appoint someone to this position.
- j) Coordinate at least two stash orders each year for the Club from a supplier as agreed by the Committee.
- k) Ensure Committee Members abide by their Standing Orders and that the Standing Orders are kept up to date.
- l) Keep the Boathouse clean and tidy, and ensure other Members do so also.
- m) Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Christ Church Regatta, Torpids, and Summer Eights.
- n) Any other duties as agreed with the Committee.

3) Responsibilities of the CCCBC Treasurer

- a) Manage the collection and disbursement of all monies belonging to CCCBC, including and especially subs.
- b) Keep proper accounting records of all transactions. These records must be kept for a minimum of three years, the maintenance and care of which are the responsibility of the Treasurer.
- c) Present to any Member of CCCBC, on request, a Balance Sheet showing the financial position of the Club and the results of its transactions that year.
- d) Present a detailed statement of accounts at Committee Meetings at the start of each Term and as required by the Committee.
- e) Collect the receipts of all transactions of CCCBC. All transactions must be authorised by the Treasurer and President of CCCBC. The transactions of the Club will be conducted through a bank account and will require the signature of either the Treasurer or the President.
- f) Produce a yearly financial plan for the Club in conjunction with the rest of the Committee and the Dean of Corpus Christi College, in consultation with the Corpus Christi College Clubs' Captain, in the first two weeks of Michaelmas Term. Produce a termly budget at least two weeks prior to the end of the term in which the budget applies. This is to be presented to the Committee and is to be available should the Dean request to see it.
- g) Ensure that all CCCBC invoices and fines are paid promptly.
- h) Take responsibility for the fundraising activities of CCCBC, in consultation with the Dean of Corpus Christi College and the Development Director of Corpus Christi College.
- i) Organise, and keep up to date, a sponsorship pack for CCCBC, and attempt to secure sponsorship for the Club, while coordinating such activity with the Bursar.
- j) Be conversant with OURCs rules and ensure that Members abide by them.
- k) Keep the Boathouse clean and tidy, and ensure others Members do so also.
- l) Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Christ Church regatta, Torpids, and Summer Eights.
- m) Any other duties as agreed with the Committee.

4) Responsibilities of the CCCBC Men's Captain

- a) Represent or arrange for the representation of the Men's Boat Club at OURCs Captains' Meetings and at Meetings of other organisations.
- b) Be conversant with OURCs rules and ensure that Members abide by them.

- c) Organise the intake of novice rowers, making sure their first encounter with rowing is safe and enjoyable.
- d) Organise training, coaching, and representation of the Men of CCCBC in competitions. This includes entries in competitions.
- e) Liaise with the Coach on matters of crew selection.
- f) Book tank sessions through the website, acting within the limits of the yearly financial plan, and notify the Treasurer accordingly.
- g) Provide information and text for college publications.
- h) Ensure the welfare of the Members they represent.
- i) Participate in the appointment of the next Men's Captain, as detailed in **clause 8(e)** of this Constitution.
- j) Keep the Boathouse clean and tidy, and ensure other Members do so also.
- k) Assist the President in the organisation and running of the Club's activities off the water on the Saturday on Christ Church regatta, Torpids, and Summer Eights.
- l) Any other duties as agreed with the Committee.

5) Responsibilities of the CCCBC Women's Captain

- a) Represent or arrange for the representation of the Women's Boat Club at OURCs Captains' Meetings and at Meetings of other organisations.
- b) Be conversant with OURCs rules and ensure that Members abide by them.
- c) Organise the intake of novice rowers, making sure their first encounter with rowing is safe and enjoyable.
- d) Organise training, coaching, and representation of the Women of CCCBC in competitions. This includes entries in competitions.
- e) Liaise with the Coach on matters of crew selection.
- f) Book tank sessions through the website, acting with the limits of the yearly financial plan, and notify the Treasurer accordingly.
- g) Provide information and text for college publications.
- h) Ensure the welfare of the Members they represent.
- i) Participate in the appointment of the next Women's Captain, as detailed in **clause 8(e)** of this Constitution.
- j) Keep the Boathouse clean and tidy, and ensure other Members do so also.
- k) Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Christ Church regatta, Torpids, and Summer Eights.
- l) Any other duties as agreed with the Committee.

6) Responsibilities of the CCCBC Captain of Coxes

- a) Instruct CCCBC coxswains in the technique of coxing, safety, and the rules of the Isis and Godstow.
- b) Organise the intake of novice coxes, making sure their first encounter with coxing is safe and enjoyable.
- c) Ensure that novice coxes attend the coxes' Meeting organised by OURCs and are in possession of an OURCs coxing permit.
- d) Maintain a list of CCCBC coxes and their status. Circulate this list to Committee Members as required.
- e) Ensure that all coxes wear lifejackets whilst boating, and maintain a large enough number available to satisfy demand.
- f) Ensure that cox boxes and lifejackets are in good working order, by completing a thorough check at the beginning of each Term. Clean cox boxes at the beginning of each Term. Report

any problems or required repairs to the Committee at the next Meeting. Ensure that sufficient lights are available for each boat.

- g) Encourage coxes, and be available to give advice and/or listen to complaints. Liaise between Captains and coxes.
- h) Participate in the appointment of the next Captain of Coxes, as detailed in clause 8(f) of this Constitution.
- i) Keep the Boathouse clean and tidy, and ensure other Members do so also.
- j) Be conversant with OURCs rules and ensure that Members abide by them.
- k) Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Christ Church regatta, Torpids, and Summer Eights.
- l) Any other duties as agreed with the Committee.

7) Responsibilities of the CCCBC Social Secretaries

- a) Oversee and organise the socials for the Men's and Women's crews respectively, according to demand.
- b) Assist the President in the organisation and running of the Club's activities off the water on the Saturday on Christ Church regatta, Torpids, and Summer Eights.
- c) Assist the Secretary in the organisation of events, as required.
- d) Keep the Boathouse clean and tidy and ensure other Members do so also.
- e) Any other duties as agreed with the Committee.