



Pembroke College Boat Club

Constitution



1. Name

The name of the organisation shall be the "Pembroke College Boat Club", referred to hereinafter as the "Boat Club", "Club" or "PCBC".

2. Effect

This constitution shall expressly revoke the provision of any previous constitution of the Pembroke College Boat Club.

3. Membership

Full members of the Club shall be those in possession of a University of Oxford Bod Card associated with Pembroke College (or those with a Bod Card that have been transferred from other colleges via the OURC Captains meetings), have completed a membership form and are

- i) actively rowing, or have actively rowed in the preceding academic year, or
- ii) are coaching or have coached a crew in the previous academic year.

Temporary membership shall be granted for the duration of Michaelmas term to any individual in possession of a Bod Card and using The Clubs facilities with the implicit permission of the committee, regardless of whether they have completed a membership form or not.

Members of the Boat Club Committee shall be deemed full members of the Club regardless of their rowing status for their entire degree course.

Membership expires at the start of Michaelmas Term for members who have completed their course at Oxford in the preceding Trinity Term.

4. Committee

The officers of the Club shall be the following:

President*
Treasurer
Mens Captain of Boats
Mens Vice Captain
Womens Captain of Boats
Womens Vice Captain
Secretary
Captain of Coxes
Social Secretary
Sponsorship Liaison

*The president assumes the role of safety advisor unless a specific advisor is elected either at an AGM or by full committee ratification.

5. Standing Orders for the Committee

- (i) All members of the Committee have a general responsibility for the running of the Boat Club, its activities and the health & safety of club members.
- (ii) All members of the Committee and of the Boat Club as a whole have a duty to observe safety rules when on the Isis or any other stretch of river. The Committee must take safety issues into account when planning the activities of the Boat Club, liaising where appropriate with the Safety Adviser, the OURC Safety Adviser,

or the ARA Regional Safety Adviser.

(iii) There should be equality of funding opportunity between the Mens and Womens Squads of the Boat Club, in that although the amount of funding for each side need not be equal, each should be allocated money fairly as they require it and with respect to the wishes of those donating it.

(iv) The committee shall abide by any Students Union Equal Opportunities Policy in force at the time.

(v) Committee meetings are to be held at least three times every term and are to be chaired by the President. An agenda should be arranged by the Secretary and made available to all committee members at least 24 hours prior to the meeting. All meetings should be minuted.

(vi) The committee will discuss Safety at every Boat Club Committee meeting.

Specific duties for officers are as follows:

(a) Captains (Men & Women)

(i) The Captains are responsible for the day-to-day running of the Boat Club during their term of office.

(ii) The Captains shall be responsible, in conjunction with coaches, for the selection of mens and womens crews, and the decision to allow crews to be entered into competition, along with entering the crews.

(iii) The captains shall be responsible, in conjunction with coaches, for the agreements of a training schedule.

(iv) The Captains are to represent the Boat Club at meetings of O.U.R.C.s

(iv) The Captains shall be responsible for reports to be read at the Boat Club A.G.M.

(v) The Captains have a vote at the Boat Club Committee.

(b) Vice-Captains

(i) The Vice-Captains shall be elected at the AGM or appointed sometime thereafter by the Captains and with majority support of the committee.

(ii) They should assist their respective Captain in the running of their squad, and this should generally include the running of novice training during Michaelmas Term, unless the Captain should decide otherwise.

(iii) The Vice-Captains have a vote at Boat Club Committee.

(c) President

(i) The President holds overall responsibility for the long-term management, planning and administration of the Club

(ii) Unless an otherwise appointed safety advisor exists, The President shall be responsible for this role.

(iii) The President, with the Captains, shall be responsible for the provision of coaches for all crews throughout the year.

(iv) The President is responsible, along with the Treasurer, for the management of the Boat Club Boat funds. This includes liaising with the Friends of PCBC, the Bursar and Financial Director independently or at steering committee meetings which may be convened as wished, but no less than once a year.

(v) The President should provide advice and a point of continuity to the boat club committee throughout the year, and should, if necessary arbitrate in disputes between the committee.

(vi) The President has a vote at Boat Club Committee meetings. Should there be a tied vote for a decision

that requires a majority, then The President will get a deciding vote.

(d) Treasurer

(i) The Treasurer shall be responsible for the running of the financial affairs of the Boat Club.

(ii) The Treasurer shall keep a regular, complete and accurate record of all the Boat Club accounts suitable for audit at the end of Trinity Term and available for inspection by individual members at 48 hours notice.

(iii) The Treasurer shall obtain copies of the accounts of Amalgamated Clubs and the Friends of PCBC. The Treasurer shall attend the meetings of Amalgamated Clubs and liaise with the college financial team about matters regarding these accounts. The Treasurer shall be responsible for the battling of members.

(iv) The Treasurer shall be co-signatory to the accounts of the Boat Club with the President. The Treasurer shall obtain the permission of the Committee for any expenditure of funds over £100.

(v) The Treasurer shall work with the President in managing the Boat Fund for the provision of new equipment.

(vi) The Treasurer shall be responsible for the registration of boats with the Environment Agency by 1 January each year. The Treasurer shall be responsible for the attachment of the registration plates and exemption certificates to the boats at the beginning of the year.

(vii) The Treasurer shall report to each Boat Club Committee meeting how much money is available for expenditure in each Boat Club account, and shall present termly a full statement of income and expenditure on all Boat Club accounts for the previous academic term and vacation to the Boat Club Committee.

(viii) The Treasurer shall be responsible for the affiliation of the Boat Club with the Amateur Rowing Association

(ix) The Treasurer, in conjunction with The Secretary, shall be responsible for the advertising, ordering, and distribution of photographs and kit on behalf of members, and shall be responsible for collection of payments owed for such purchases

(x) The Treasurer shall have a vote at Boat Club Committee meetings

(e) Secretary

(i) The Secretary shall keep the minutes of the Boat Club Committee meetings and of the Boat Club A.G.M. and shall compile the agenda for these meetings.

(ii) The Secretary shall keep and update termly a complete and accurate list of all Full and Associate Members of the Boat Club. At the end of the academic year the Secretary shall compile a list of the names and addresses of Full Members who are about to leave the Boat Club, copies of which are to be given to the Friends of PCBC. All members about to leave the club should be given a membership form for the Friends of PCBC.

(iii) The Secretary shall be responsible for correspondence on behalf of the Boat Club, and write such letters as mandated by the Boat Club Committee meetings.

(vi) The Secretary, in conjunction with The Treasurer, shall be responsible for the advertising, ordering, and distribution of photographs and kit on behalf of members, and shall be responsible for collection of payments owed for such purchases. The Secretary shall be responsible for notices and other publicity advertising Boat Club Meetings and other functions.

(vii) The Secretary shall have a vote at Boat Club Committee meetings.

(f) Social Secretary

(i) Shall be responsible for the organization, running, and supervision of all social activities of the Boat Club, excepting the three termly boat club dinners, which they shall organise in conjunction with the Secretary..

(ii) Shall liaise with the Dean to agree a calendar of social events for the whole year.

(iii) Shall then liaise with the Dean, Junior Deans, Hall Supervisor, Head Chef, JCR reps, college bar staff throughout the course of the year as necessary for individual social functions.

(iv) Shall be responsible for acquiring alcohol licences for any social event requiring them

- (v) Shall be responsible for organising the bar for Torpids & Summer Vllls
- (vi) The social Secretary will have a vote at Boat Club Committee meetings for issues germane to social events (to be decided by the discretion of the president prior to the meeting)

(g) Captain of Coxes

- (i) The Captain of Coxes is to be responsible for all coxing and coxing equipment.
- (ii) The Captain of Coxes is responsible for advising coxes and recruiting, training and registering new coxes.
- (iii) The Captain of Coxes shall keep and maintain all coxing equipment, i.e. cox boxes, lifejackets, chargers etc, operating a log showing when such equipment is serviced.
- (v) The Captain of Coxes, in discussion with coaches, shall be responsible for the assignment of coxes.
- (iv) The Captain of coxes shall have a vote at Boat Club Committee meetings

(h) Sponsorship Liaison

- (i) Shall be responsible for communicating with sponsors.
- (ii) Shall oversee kit design to meet sponsors standards
- (iii) Shall advise the committee on its duties with respect to its sponsor
- (iv) Shall have a vote at Boat Club Committee meetings on issues germane to sponsorship (as decided at the discretion of the president prior to the meeting.)

6. Blades & Colours

i) Blades shall be awarded to any crew which:-

- (a) Bumps on every day of Torpids or Eights, and are not bumped provided the Regatta runs for all four days
- (b) or achieves four bumps and are not bumped during the course of Torpids or Eights.
- (c) or finishes Torpids or Eights at Head of the River

ii) Discretionary blades may be awarded to any crew that is deemed to deserve blades but did not receive them due to unusual circumstances. These discretionary blades will be awarded upon a 2/3 majority vote of the Committee.

iii) Colours, possibly in the form of 1st VIII ties, bow ties and or jackets, shall be awarded to any member who rows or coxes for at least 2 days of Summer Vllls and both the men's and women's captains.

7. Election Standing Orders.

Elections of the Boat Club Committee Members shall be held at the AGM as follows:

(a) Elections for the Committee, excepting any Safety Adviser shall be held at the club's Annual General Meeting.

(b) Candidates should obtain verbal permission from the President to stand for a post and must submit to him, in writing or by email, a request to stand for nomination at least a week prior to the AGM.

(c) No candidate may stand for more than one post.

(d) The committee will put forward a single preferred candidate for the position of President.

(ii) A panel of the current captains, President and Treasurer shall interview all candidates at least two days before the AGM.

(ii) A majority vote of this panel shall decide who is the preferred candidate. In the event of a tied vote, the current president shall have the deciding vote.

(ii) The preferred candidate must be ratified against "Re-open nominations" at the AGM. Should the candidate fail to be ratified, then all candidates will be invited to stand before the AGM.

(e) At Hustings each candidate shall have the opportunity to explain why he or she should be elected. A period of questioning will follow, during which any Member may ask relevant questions to all of the

candidates. Each candidate will then be able to sum up his or her argument.

(f) Only Members who have rowed in either Christchurch Regatta, Torpids, or Summer Vllls are eligible to vote in the elections, having one vote each. The Mens Captain shall be voted in by members of the Mens Boat Club only, and the Womens Captain shall be voted in by members of the Womens Boat Club only.

(g) Voting shall take place at the Boat Club AGM. Voting shall be done by a show of hands with candidates removed from the room for the count, unless a candidate or voting member specifically requests a secret ballot.

(h) Voters will have the right to vote "re-open nominations"

(i) The candidate who receives the most votes shall be declared the winner.

(j) If "R.O.N" receives the most votes, then nominations shall be re-opened, and new elections shall be held within a week. If there is a tie for the most votes, then there shall be a new election within a week.

Nominations shall not be re-opened.

(k) Only one person shall hold the job of President & Captains.

(l) A maximum of two people may hold any position other than President and Captains. If two people share a position which is allocated a voting right, each shall be given a half vote.

8. By-Elections

If any post should fall vacant, the committee may, with a unanimous vote only, appoint another officer.

9. Annual General Meeting

(a) The Annual General Meeting (AGM) of the Boat Club shall be held in Trinity Term. The Secretary shall notify members of the times and the place of the meeting at least seven days in advance.

(b) The AGM shall be chaired by the President, or if he or she is unable to attend, by a deputy nominated by him or her before the meeting. Any deputy so nominated must be a member of the Boat Club Committee.

(c) Hustings for all Committee posts for the next year shall be held at the AGM.

(d) Amendments to the constitution made by majority vote of the committee must be ratified at the AGM, should they fail to be ratified they shall be rescinded.

(g) Only Full Members of the Club may vote at an AGM.

10. Votes of No Confidence

In the event of blatant or damaging misconduct or mismanagement by a member of the Committee:

(a) An Extraordinary General Meeting shall be called and a motion of no confidence proposed.

(b) The motion proposing the vote of no confidence shall have the signatures of two members of the Committee. If the motion is against a Captain or President, it must also have the signatures of two members of the current or most recent First Torpid/Eight of respective gender.

(c) A vote of no confidence shall be deemed successful if supported by a two-thirds majority of those present and voting.

(c) In the event of a successful vote of no confidence, the Committee Member shall resign forthwith.

11. Boat Borrowing

(a) Boats or equipment may be lent at the discretion of the Boat Club Committee and a majority vote.

(c) Any boats or equipment lent out must be covered by the third parties insurance. A contract shall be drawn up and signed by the president and the third party. This should include

- The exact period for which the loan is authorised
- The current replacement value of the boat
- The undertaking that the boat shall be insured by the third party for the entire time of the loan, and until the president receives written confirmation of it's return.
- An undertaking that all arrangements regarding repair or replacement, if necessary, be undertaken by the borrowing club.

12. The Constitution

(a) A copy of the constitution shall be available to all Club Members.

(b) The Boat Club Committee shall be the sole interpreter of the constitution

(c) The Committee shall be empowered to make amendments to the constitution with a two third majority vote. Such amendments shall take effect immediately but must be ratified by a two third majority at the next General Meeting of the Club.

(d) If amendments fail to be ratified by the AGM then they shall be rescinded.

13. Safety

(i) Unless specifically elected, the President shall take on the role of safety advisor and work with coaches and rowers to ensure the minimisation of risk associated with the sport.

(ii) Safety must be discussed at all committee meetings.

(iii) Risk Assessments covering all aspects of the clubs activities must be made either prior to specific events or yearly for the general running of the club.

(iv) The club recognises the authority of O.U.R.Cs and C.O.U.R. on all matters of safety and recognises the C.O.U.R. constitution: Appendix Item #1.

(v) The club shall

i) organise a university recognised swim test prior to Christchurch regatta.

ii) shall ensure all members complete a membership form, making the club aware of individual health issues germane to rowing.

iii) Provide instruction on correct gym equipment usage

(vi) On matters of safety, the Safety Officer has ultimate say and cannot be outvoted.

14. Appendix.

1) C.O.U.R. Constitution