

SABC Constitution

1. Name: The name of the club is **St. Anne's College Boat Club, Oxford** hereafter referred to as SABC.

2. Objects: The objects of SABC are to promote and teach the sport of rowing within the academic environment of St. Anne's College and make as much progress as it may towards the Head of the River.

The property of SABC cannot be used for any purpose other than these, except by the express permission of the committee/captain whose squad that kit has been allocated to. Any Equipment thus used must be insured, either covered under SABC insurance or some other policy. The Treasurer shall be the authority on insurance and any request to borrow equipment must be approved by them.

All requests to use equipment by outside organisations, particularly for extended durations or usage away from the 'home' of said equipment, shall also be subject to an agreement in writing and must be approved by the college treasurer and SABC's senior member.

3. Membership: Membership of SABC shall be open to any member of St. Anne's college, regardless of sex, gender, age, race or disability.

Membership of SABC shall be of four types

- 1) **Active:** Any person currently rowing, coxing and/or sculling for SABC. This membership category shall require that the member has completed a swim test. On completion of a 5th water session, a swim test must be undertaken, in accordance with OURCs rules. Membership shall be renewed yearly.
- 2) **Associate:** Any person, not being an active member, but approving of the objects of SABC. Includes members who are not currently rowing due to academic commitments. All members of St Anne's College may be deemed Associate members of SABC. Participation in bumps racing subject to OURCs rules.
- 3) **Alumni:** Any person who has left St. Anne's College, but wishes to remain in contact with the boat club.
- 4) **Honorary:** Any person so appointed by the committee and ratified at a general meeting, who has made some special provision or other contribution to SABC, its members and/or facilities. Elected at Captains' meeting, subject to OURCs rules.

The power to elect new Active and Alumni members shall be vested in the committee. If a member disputes the election of a new member, then a case shall be presented to the committee along with any supporting signatures. The person in question shall have the right to face his/her accuser(s) and answer any such case.

The membership of any member, by a resolution of $\frac{3}{4}$ of the committee, may be discontinued, if a member's subscriptions are more than 6 months in arrears, or for some other good reason, such as conduct likely to bring SABC or the sport of rowing into disrepute. Appeal against removal of membership may be made to the members of SABC. An appeal may only be made with the backing of 10 *other, active* members of the boat club, including a member of the committee, as would be normal for calling a general meeting (see below).

A member may resign his/her membership at any time, but will be required to give notice to his/her captain or the treasurer and pay for any fees and the portion of that year's subscriptions that he/she has been a member for (for instance, a member resigning in Hilary term shall pay half a year's subscriptions, in addition to any race fees owed).

4. Finance:

The financial year shall run from 1st of July to 30th of June (*this will account for variations in when 8th TT falls*)

The treasurer shall keep proper accounts of the finances of SABC

All active members shall pay such subscriptions as the committee may decide.

-All members shall pay a basic charge, to cover maintenance of the boathouse and boats, affiliation fees and other such 'overheads'. Special exceptions may be made to this at the committee's discretion.

-In addition, all members who participate in external races, order kit through the club or incur any other reasonable costs shall be required to pay for any costs incurred to the club (such as transport costs, entry fees, etc.)

-Any member causing damage to club equipment or facilities through wilful neglect that is not covered by insurance shall be required to pay for any costs incurred to the boat club.

-Any other member who uses the equipment for whatever use shall, at the committee's discretion, be required to pay fees to SABC for that use.

The income and property of SABC, wheresoever derived, shall be applied solely towards the objectives of SABC, as set out in Section 2.

At the end of the year, or some earlier date after the end of Summer Eights, the accounts shall be audited by one or more suitable auditors as approved by the committee.

5. Officers

The elected officers of the club shall consist of: President, Men's Captain, Women's Captain, Men's Captain of Lower Boats, Women's Captain of Lower Boats and Treasurer. The unelected officers that shall be co-opted by the elected officers shall consist of: Men's Vice Captain, Women's Vice Captain, Captain of Coxes, Men's Social Secretary, Women's Social Secretary, Secretary and one Development Officer. The elected officers shall be elected at The Annual General Meeting of SABC. The unelected officers shall be co-opted at a later date, no later than end of 4th week Michaelmas Term, allowing new arrivals and visiting students to be recruited into the running of SABC.

Definitions (at all points, 'his' may be substituted for 'her' and vice versa where appropriate)

All officers are expected to keep a note of any lessons they learn during their tenure and pass this on to their successor. It is expected that this becomes a valuable source of information for a new officer.

President

The president is the overseer of all SABC activities. It is his responsibility to liaise with both the Men's and Women's Captains and to chair meetings of the committee. He directs the committee and decides on the general direction in which SABC should move.

The president shall be responsible for making sure the club officers fulfil their appointed roles. He shall also arbitrate in disputes between members of the committee on club matters.

The president shall liaise with the captains and members of the club regarding the purchase and maintenance of equipment. He shall also liaise with the boatman, though other members are of course allowed to make requests for repairs.

The president can hold the post of Water Safety Advisor to the Club. In this capacity, his responsibilities are to understand, observe and implement the notes and requirements of the British Rowing Code of Practice for Water Safety. Another member of the committee may hold this position

with the permission of the rest of the committee. He should also be familiar with the particular rules governing the Isis.

It is the president's responsibility to liaise with outside organisations, such as OURCs and College. He shall also be in charge of making entries to external events and making sure any affiliation requirements for OURCs and British Rowing are met.

The president shall lead efforts, in conjunction with the development officers, to obtain donations and sponsorship. He shall also be the point of contact for any alumni wishing to visit.

The president is responsible for any equipment not allocated to a specific group or crew.

The president shall liaise with the captains over the appointment and assignment of a Head Coach and any subsidiary coaches.

The president shall make sure any action agreed at committee meeting happens, liaising with the secretary to establish what was agreed.

The president shall deal with any matters not covered by the other roles laid out in this constitution, if necessarily assigning them to an elected or co-opted officer or to a willing member.

The roles of the various Men's and Women's Captains are virtually identical. Men/Women, he/she, etc. can be inserted/substituted in appropriate places

Men's Captain/ Women's Captain

The Captain is responsible for the performance and development of their side of the boat club. They are expected to be friendly and approachable to new and experienced athletes and should be their first port of call for general queries. They are also expected to lead their squad in their attitude and commitment to training.

The Captain shall be responsible for the selection of M/W1, liaising with the Captain of Coxes over selection of the cox. They shall also make sure all their crews that are put out to race are competent enough to do so. In the event that a Coach takes responsibility for the squad, it is expected that the Captain and Coach shall liaise over selection, but the final decision on selection of the crew(s) shall revert to the Coach.

It shall be the Captain's responsibility to make sure that after every event, a report is written up, detailing results, learning points and opinions of the performance, along with any interesting/funny photos, and is sent to the secretary.

The Captain is also responsible for the setting the training programme of M/W1 and liaising with the Captain of Lower Boats to set the training programmes for the lower boats. The captain can also liaise with coaches for the training program.

The Captains shall liaise with the Captain of Coxes to make sure SABC is represented at OURCs meetings.

The Captain is responsible for maintaining a list of what equipment (boats, blades, etc.) is allocated to their side of the boat club and for making sure it is in working order (ie, making sure someone, probably someone in the crew that uses that boat, looks over the boat and makes sure anything wrong either gets reported to the boatman or otherwise dealt with)

The Captain is responsible for making sure all their athletes know how to swim and have performed a capsized drill before they are allowed in small boats. They are also responsible for making sure their athletes know how to use any gym equipment before they use it.

The Captain is responsible for passing on any messages from the committee to her athletes. The Captain is also responsible for having an up-to-date mailing list for the members of her squad.

The Captain may, with his agreement, pass on some of his duties to his Vice. This section of the constitution has been written with the intention that the Captain and Vice Captain divide the role of Captain in a mutually agreeable manner. The Captain shall also delegate some responsibilities, such as the setting of a training program, to the Coach of a squad.

Men's/Women's Vice Captains

The Vice Captain(s) role is to support the Captain and fill in if he/she is unavailable.

The Vice Captain is also responsible for organising pre-term training and training camps during the vacation(s).

The Vice Captains shall cover in the short term any roles that cannot for some reason (such as illness or academia) be covered by the officer who normally fulfils that role, until a more permanent solution can be found.

Men's/Women's Captain of Lower Boats

The Captain of Lower Boats is responsible for the organisation and selection of lower boats. He should also be an alternative place for athletes to go for answers to queries.

The Captains of Lower Boats shall agree with their Captain as to who shall be responsible for M/W2 for that year.

The Captains of Lower Boats shall have a good idea of the competency of the athletes in the lower boats and shall be able to assemble crew(s) for events if she feels there are crews worth racing.

The Captain of Lower Boats shall also watch for any athletes worthy of special attention to be developed as future Higher Boat athletes.

Treasurer

The treasurer shall be responsible for the finances of SABC.

The treasurer shall keep an up to date record of the finances of SABC, detailing all incomings and outgoings from the club accounts. The treasurer should be able to produce an up to date copy of these accounts within 5 days of a request from a member the committee.

The treasurer shall also keep the archive of the club accounts. He shall be responsible for passing this on to his successor.

The treasurer, in co-operation with the secretary, shall be responsible for keeping an up-to date list of the active and other subscription paying members of SABC. He shall liaise with the Men's and Women's Captains to establish who is still an active member of SABC.

The treasurer is responsible for the collection of subscriptions. He may co-opt the Captains or other willing individuals to help him with this task.

The treasurer is responsible for making sure the club's insurance policy is up to date and paid for. He is also responsible for making claims on the insurance.

The treasurer is responsible for making sure any affiliation fees (such as to OURCs and British rowing) are paid for on time.

The treasurer shall meet regularly with the president to oversee the financial transactions of SABC.

Captain of Coxes

The captain of coxes is responsible for the recruitment and development of the coxes of SABC.

The captain of coxes shall make sure that each squad has sufficient coxes available for outings. Usually this shall consist of assigning coxes to crews/squads and leaving their co-ordination to whoever is responsible for that crew.

The captain of coxes shall make sure she has an excellent knowledge of the rules of the river, in particular the rules governing the Isis. She shall make sure that all SABC coxes are familiar with the rules of any stretch of water that they are required to use.

The captain of coxes shall make sure all boats are equipped with lights and that coxes know how to turn them on and off.

The captain of coxes shall make sure all coxes are put in for tests to improve their status when they are ready.

Men's/Women's Social Secretary

The Social secretary shall organise crew dates and other socials.

The Social Secretary should be in contact with other boat clubs with the aim of organising combined socials. As many of these should be organised as is possible. If the Social Secretary fails to organise any socials during a term, the rest of the committee shall agree some suitable forfeit.

Development Officers

The Development Officers shall support the President in efforts to raise funds for the boat club.

The Development Officers are responsible for keeping the website updated. They can either do this jointly, or one of them can do it alone.

The Development Officers, together with the Secretary, are responsible for keeping a list of alumni of the boat club who may be approached for sponsorship and donations.

Secretary

The Secretary is responsible for the taking of minutes at committee meetings and for keeping membership lists.

The Secretary shall take minutes at committee meetings and produce a condensed and sanitised version to be published for the next meeting. The secretary shall also be responsible for archiving these minutes (this archive should be passed on to his successor), with the date of the meeting concerned in the document title. The minutes should have a section detailing the decisions of and action to be taken following a meeting.

The Secretary shall be responsible for reminding the President of any action that was agreed at meetings of the Committee.

The Secretary shall keep a list of the members of St Anne's Boat Club. He should have separate lists for Active (which should be compiled in conjunction with the Treasurer), Associate, Alumni (which should be compiled in conjunction with the Development officers) and Honorary Members.

The Secretary shall distribute notice of any Special General Meetings of SABC.

The Secretary shall be responsible for keeping an up-to-date copy of the Constitution of SABC. If the Constitution is amended, he shall pass on an amended copy to OURCs. He shall also be required to have a good knowledge of the constitution and shall advise on the application of the constitution in any dispute where it is required. In the event of conflict between two copies of the Constitution where the committee cannot decide which is correct, the Secretary shall decide which copy is genuine, usually his own.

The Secretary shall be responsible for handing over the minutes archive and copy of the constitution to his successor. He shall also make sure that other members of the committee hand over any relevant documents to their successors.

The Secretary shall keep an archive of event reports, to be available to any member and for publication. He shall keep this archive in an orderly fashion and shall pass it on to his successor.

The Secretary shall be responsible for producing an outline agenda for meetings of the Committee and for general meetings of SABC

6. The Committee

The Committee shall be formed of the elected and unelected officers of SABC.

The Committee shall oversee all activities of SABC.

The Committee shall have the power to decide on the acquisition and sale of equipment, hiring of coaches, arrangement of transport to events and any other matter that is within the scope of the objectives of SABC. It is expected that a number of these things shall be dealt with by individuals, with the committee scrutinising/ratifying their decision.

The Committee shall be responsible for allocating boats, blades and other equipment to groups and crews within the boat club.

No member may make a binding decision or agreement on behalf of SABC without the express permission of the Committee.

The Committee shall have the power to form sub-committees and co-opt members to fulfil any role that should arise. The Committee must define the role and powers of any such temporary arrangement.

The Committee shall meet when necessary and at least twice a term, once in 1st week and once in 8th week unless better times are agreed.

Any items that a member or an officer wish to be discussed at a full Committee meeting should be presented in writing to the Secretary beforehand, preferably at least three days previously so that it can be distributed to the committee for prior thought. Handing it to him as he is walking into the room is unfair and may result in the matter not being discussed.

7. General Meetings

The Annual General Meeting (AGM) of SABC shall be held in Trinity Term after Summer Eights to elect officers for the next Academic year. A quorum of 15, including at least 8 members who are not a part of the Committee, shall be required for any resolution of the meeting to be valid.

-If a quorum is not present, the present members shall either elect to adjourn the meeting for another date, wait for more members to arrive (possibly by summoning or going and finding them), or discuss the issues to be raised and have them ratified by e-mail or some other form of communication, or at another meeting to be held within the next week. If a vote is to be taken by e-mail, the members shall be notified by the secretary and a closing date for the vote shall be decided by the meeting. A vote by e-mail or other communication shall be deemed valid once the 25th response is received by the secretary, or the closing date for the vote is reached, whichever is later. A vote by e-mail or text is only valid coming from an address/number known to belong to the person who is voting. Another form of communication's validity is to be agreed by the Secretary. Oxford University e-mail addresses are preferable for this purpose.

The date of the AGM shall be agreed before Summer Eights and distributed, along with an initial agenda for the meeting as soon as it is known by the Secretary.

-Any item, other than the election of officers, to be discussed at the AGM should be sent to the Secretary at least a week before the meeting. The Secretary shall send out a final version of the agenda 5-6 days before the meeting if there have been any changes. Any item not received before this time shall only be raised by the committee at their discretion, otherwise it should be raised by the member during the meeting as 'any other business'.

No member shall be able to vote on resolutions or offices in their absence at the time of the vote.

Only Associate Members who have represented SABC at Torpids or Summer Eights in the past two years and Active Members may vote. An Associate Member may also vote if he/she failed to row on at Torpids or Summer Eights in the current academic year.

A member may stand for a post in their absence, but shall write a letter, giving the reasons why they are absent and why they are standing. They should also appoint a representative to take questions for them. They should indicate whether they are available by phone or some other means during the meeting and may be called to answer questions if they are and their representative is unable to answer in a satisfactory manner.

Voting shall be an open ballot by raising of hands.

Resolutions, except for changes to the constitution (see below), shall be decided by majority vote.

The President shall preside over the meeting and will have the casting vote. If he is not available, then he shall appoint a representative to preside over the meeting and have the casting vote.

Every year, at the conclusion of the AGM, the new President, Captains and Secretary shall sign a copy of this constitution.

A Special General Meeting (SGM) may be called by any member by presenting the item to be discussed along with 10 other signatories, including a member of the committee, to the Secretary. The meeting shall then be held within the next fortnight. If the end of term falls within this period, the SGM may be held next term, unless the matter in question clearly requires that it be held before the end of term and it is no later than Sunday 8th week.

-Only matters detailed in the document calling the SGM may be discussed in the meeting.

8. Colours

The colours of SABC shall be Red, Grey and Dark Blue.

9. Racing crews

No-one shall race in any event as SABC without the Committee's express permission.

10. Blades

Blades shall be awarded to crews who bump on every occasion they may in Torpids or Summer Eights.

-A crew shall not be awarded blades in Torpids if they are bumped, even if they bump another crew later in the race

-A crew that is the sandwich crew between divisions shall be required to row over and then bump the second time they row.

-A crew that bumps to the Head of the river shall be awarded Headship blades, with the bumps gained also recorded.

-If a race is halted by the sounding of a klaxon, Blades shall not be awarded if a crew has failed to bump before the sounding of the first klaxon.

10. Winding up and dissolution

SABC may only be dissolved or wound up with the agreement of 75% of the members of SABC present at an SGM, subject to a quorum of 30 (or the entire active membership if this is less). In the event of SABC being dissolved or wound up, any property left after satisfaction of any debts, liabilities or obligations shall either be donated to charity or to the College endowment at the discretion of the committee.

11. Changes to the Constitution

Changes to this Constitution shall only be made on agreement of 75% of the members of SABC present at an SGM or AGM subject to a quorum of 25. The normal quorum of 15 shall be used if the present members vote unanimously that the matter is sufficiently minor that the present members have sufficient mandate.

Signed (President)

Signed (Men's Captain)

Signed (Women's Captain)

Signed (Secretary)

Date