

Constitution of St Aidan's College Boat Club, Durham

This document repeals any contrary terms of any prior constitution.

1 Name

- i) St Aidan's College Boat Club, Durham

2 Aims

- i) To allow members [3] of St Aidan's College Boat Club to row at a level of their choice and corresponding ability.
- ii) To promote rowing at the highest level.
- iii) As a Club affiliated to the Amateur Rowing Association (ARA), St Aidan's College Boat Club is run under the guidelines set out by the ARA.

3 Membership

- i) Membership is open to all members of St Aidan's College, Durham and any other member of Durham University whom the Club Captain may invite to join St Aidan's College Boat Club.
- ii) For all competition, rowers and coxes will be chosen by the Men's Captain or the Women's Captain.
- iii) The Executive Committee [4] of St Aidan's College Boat Club will set the membership fees at the start of the Michaelmas term.
- iv) The Executive Committee have the right to require resignation from any member of St Aidan's College Boat Club who acts in a fashion that may damage the reputation of St Aidan's College Boat Club, or endangers its members.
- v) The Executive Committee maintains the right to suspend active membership for the non-payment of any monies owed to St Aidan's College Boat Club not paid within the deadline set by the Treasurer.
- vi) 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

- i) An Executive Committee will conduct the administration of St Aidan's College Boat Club. This Committee shall be accountable to the General Membership of St Aidan's College Boat Club.
- ii) The Executive Committee of St Aidan's College Boat Club shall consist of the following officers:
 - Club Captain
 - Vice Captain
 - Men's Captain
 - Women's Captain
 - Secretary
 - Treasurer
 - 2 x Novice Development Officers
 - Social Secretary
 - Sponsorship Secretary
- iii) 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 St Aidan's College Boat Club.

5 Duties of the Executive Committee

i) The Club Captain

- i) Overall responsibility for the satisfactory conduct of all affairs of St Aidan's College Boat Club and executions of all decisions made by St Aidan's College Boat Club.
- ii) Presents the views, opinions and requests of St Aidan's College Boat Club to the JCR, the College, the Captain of Colleges Committee (DCR), the Northern Rowing Council, the University, Durham Regatta Committee and any other body with which St Aidan's College Boat Club has dealings.
- iii) Provides direction to St Aidan's College Boat Club.
- iv) Ensures that the Constitution of St Aidan's College Boat Club is adhered to by all members of St Aidan's College Boat Club.
- v) Chairs all Meetings [6] of St Aidan's College Boat Club and of the Executive Committee.
- vi) Holds full responsibility for the property of St Aidan's College Boat Club, and the activities of its members.
- vii) Maintains working relations with all other Boat Clubs and Rowing Clubs on the Wear.
- viii) Arranges trailerage for External Head Races and Regattas.
- ix) Liases with the boat club alumni, sending out regular newsletters charting the Club's progress.

ii) The Vice Captain

- i) Acts as an assistant to the Club Captain, taking on his/her responsibilities if he/she becomes unable to do so.
- ii) Maintains all equipment belonging to St Aidan's College Boat Club.
- iii) Promotes safe practice within the Club at all times.
- iv) Performs safety checks on all equipment, ensuring that all equipment is river worthy in accordance with the guidelines set out by the ARA.
- v) Records equipment damage in an accident log book.
- vi) Prepares the boathouse and all equipment for the annual safety check.
- vii) Keeps the boathouse in good order.

iii) The Men's Captain

- i) Is responsible for provision and selection of coaches for the Men's Senior Squad rowers.
- ii) Is solely responsible for the selection of rowers and coxes for both Men's Senior Squad crews.
- iii) Provides a high standard of leadership to the Men's Boat Club.
- iv) Organises the day to day running of the Men's Boat Club.
- v) Organises training for the Men's Boat Club.
- vi) Organises land based training sessions for the entire club.
- vii) Liases with the Women's Captain with regard to use of equipment [8].
- viii) Liases with the Secretary with regard to entry to all events.
- ix) Liases with the Club Captain with regard to trailerage to external competitions.

iv) **The Women's Captain**

- i) Is responsible for provision and selection of coaches for the Women's Senior Squad rowers.
- ii) Is solely responsible for the selection of rowers and coxes for both Women's Senior Squad crews.
- iii) Provides a high standard of leadership to the Women's Boat Club.
- iv) Organises the day to day running of the Women's Boat Club.
- v) Organises training for the Women's Boat Club.
- vi) Liaises with the Men's Captain with regard to use of equipment [8].
- vii) Liaises with the Secretary with regard to entry to all events.
- viii) Liaises with the Club Captain with regard to trailerage to external competitions.

v) **The Secretary**

- i) Liaises, by means of newsletters or other means, between the Executive Committee and the membership of St Aidan's College Boat Club.
- ii) Is responsible for preparation and distribution of the agendas for Meetings of St Aidan's College Boat Club, and for minuting those meetings and making minutes available to the membership of St Aidan's College Boat Club.
- iii) Keeps records of minutes of meetings of St Aidan's College Boat Club.
- iv) Receives information regarding, and entering crews for, all external (ARA) and internal (University/College) competitions. Liaises with the Men's Captain and the Women's Captain with regard to crew composition. Corresponds with the ARA and external/internal event organisers as necessary.
- v) Maintains records of the club membership of the ARA including details of the membership numbers and points of individual members.
- vi) Ensures that new members expecting to compete in ARA events are registered with the ARA, including providing membership forms to the member concerned.
- vii) Liaises with the Treasurer with regard to entry fees and the billing of the membership for competitions.

vi) **The Treasurer**

- i) Is responsible for the correct administration of all finances.
- ii) Liaises with the Men's Captain, the Women's Captain 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.
- iii) Administrates the Insurance policy of St Aidan's College Boat.
- iv) Pays membership fees of St Aidan's College Boat Club to the ARA.
- v) Liaises with the JCR Treasurer and JCR Finance Committee with regard the Boat Club Accounts.
- vi) Produces the accounts of St Aidan's College Boat Club.
- vii) Ensures auditing of the accounts of St Aidan's College Boat Club by the JCR Treasurer.

- vii) **The Novice Development Officers**
 - i) Is responsible for the integration of new members in to the club.
 - ii) Ensures that all prospective members have undertaken swim tests in accordance with the guidelines set down by DCR.
 - iii) Organises training for all novice members.
 - iv) Ensure that all novice outings have a cox and a coach.
 - v) Liaises with the Men's and Women's Captains in order to promote those individuals that are ready and would like to join the senior ranks.
 - vi) Continues to provide training for those members who wish to continue rowing on a casual basis.
 - vii) The two following responsibilities should be divided between the two Novice Development Officers, so both parts (a) and (b) are covered.
 - a) ONE novice development officer should be responsible for the recruitment, training and competence of coxswain.
 - b) ONE novice development officer should be responsible for representing the Club at Durham Regatta Committee meetings and organising the Club's commitments to the regatta

- viii) **The Social Secretary**
 - i) Organises all social events of the Club including the Boat Club Ball and Barbeque.
 - ii) Liaises with clothing suppliers to provide kit for the club.
 - iii) Provides the means for club members to order kit and other items of clothing.

- ix) **The Sponsorship Secretary**
 - i) Is responsible for organising fundraising events decided by the Executive Committee and seeks prospective short and long term sponsors for St. Aidan's College Boat Club.

6 Meetings of St Aidan's College Boat Club

I Annual General Meeting

- i) There shall be an Annual General Meeting of St Aidan's College Boat Club at the end of the Epiphany term, which shall be called by the Club Captain.
- ii) Meetings will be advertised not less than one week preceding the Meeting.
- iii) The Quorum for the Ordinary Meeting will be 10% of the active membership of St Aidan's College Boat Club at that time, including the Executive Committee.
- iv) The Club Captain will normally chair the Meeting, or provide a deputy.
- v) The Club Captain will have the casting vote.
- vi) The Secretary shall normally minute the Meeting or provide a deputy.
- vii) Elections of Club Officers will be undertaken at the AGM
- viii) The Club Captain may call an Extraordinary Meeting of St Aidan's College Boat Club at any time following the points set out above.

II Emergency Meetings

- i) An Emergency meeting can be called by any active member of St Aidan's College Boat Club on presentation to the Club Captain of a petition bearing the signatures of at least 20% of the active membership at that time, for a specific item to be discussed.
- ii) The procedure shall follow that as for an Ordinary Meeting, excepting [6 I vii]. The order of the Emergency Meeting shall be set out in an agenda specific to that meeting.
- iii) The Club Captain will advertise the Emergency Meeting on the Boat Club Notice Board on receipt of the petition.
- iv) An Emergency Meeting must be held within one week of the presentation of the petition to the Club Captain.

III Meeting of the Executive Committee

- i) The Executive Committee shall hold regular meetings to discuss the running of St Aidan's College Boat Club. Any active member may observe these meetings and raise comments at the end of the meeting.

7 Selection of Officers

- i) The Officers of the Executive Committee of St Aidan's College Boat Club shall be selected by the procedure laid out below and each individual choice subject to ratification by the active membership of St Aidan's College Boat Club.

Selection Procedure

I Nominations

- i) Only active members of St Aidan's College Boat Club may stand for a position.
- ii) Nominations shall open not less than one week before the Annual General Meeting.
- iii) The positions available shall be:
 - i) Club Captain
 - ii) Vice Captain
 - iii) Men's Captain
 - iv) Women's Captain
 - v) Secretary
 - vi) Treasurer
 - vii) 2 x Novice Development Officers
 - viii) Social Secretary
 - ix) Sponsorship Secretary
- iv) Candidates may stand for any position, but may only be elected to one.
- v) Candidates for the position of Treasurer must have met with the JCR Treasurer before the AGM to ensure suitability.

II Procedure

- i) Each candidate will be asked the same questions pertaining to the position they are standing for.
- ii) Questions will be asked by the current holder of the position before being opened to the AGM.
- iii) Positions shall be contested in the following order:
 1. Club Captain
 2. Vice Captain
 3. Men's Captain
 4. Women's Captain
 5. Secretary
 6. Treasurer
 7. 2 x Novice Development
 8. Social Secretary
 9. Sponsorship Secretary
- iv) When questioning has concluded, the candidates will be led outside. The successful candidate will be chosen by a show of hands of all members present (including the executive committee voting confidentially)
- v) In the event of a tied vote, the Club Captain has a casting vote.

8 Equipment

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

9 Kit

- i) In accordance with the Rules and Regulations of the ARA, crews racing in ARA events must all wear the same kit (with the exception of coxes).

10 Finances

- i) There shall be a current account known as the "St Aidan's College Boat Club" account.
- ii) The account shall be a double entry cash account.
- iii) When making capital expenditure on equipment, the club must consider the full cost, including repairs and maintenance costs.
- iv) Equipment purchased must be in good working order.

11 The Boathouse

- i) St Aidan's College Boat Club share the boathouse with University College.
- ii) This agreement will be reviewed on agreement with University College.

12 Changes to the Constitution

- i) Amendments to the Constitution must be submitted as a motion and agreed upon by a majority of the boat clubs members.

Interpretation

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.

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Declaration

This Constitution was written by a Committee of members, and has been ratified by the membership of St Aidan's College Boat Club.

Club Captain
Date:

Club Treasurer
Date:

Principal of St Aidan's College
Date:

JCR President
Date: