

# Cambridge University Boat Club

## PROPOSED REDRAFTED CONSTITUTION - JUNE 2009

1. That the name of the Club shall be Cambridge University Boat Club (CUBC).
2. That the objects of the Club shall be to encourage and develop rowing in the University of Cambridge; and, in particular, to establish and maintain the University as a world leader in men's heavyweight rowing. In furtherance of these the Club:-
  - a. Shall produce University crews to beat crews from Oxford University in The Boat Race and the Isis/Goldie race, the annual races rowed over the Championship course; and
  - b. Shall help to develop College rowing; and
  - c. Shall provide facilities and coaching to enable the best University oarsmen to represent the University of Cambridge nationally and internationally in men's heavyweight events.
3. That there shall be two categories of membership; Ordinary Members and Life Members. An Ordinary Member must be both a resident member of the University *in statu pupillari* and a member of the CUBC training squad. Ordinary membership shall terminate from the date on which a person ceases to be a member of the CUBC training squad. A Life Member must have rowed or steered in a University Crew in The Boat Race or the Isis/Goldie race, the annual races against Oxford University over the Championship course. In addition, the President may appoint to Ordinary or to Life membership any individual who has made a significant contribution to the objects of the Club, on terms in the case of Ordinary membership that it terminates at the end of the academical year of appointment, unless stated otherwise at the time of appointment. Every Ordinary Member and every Life Member shall be approved as such by the Executive Committee, which approval shall not be unreasonably withheld.
4. The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief, nor will he or she be disadvantaged by any other conditions or requirements which cannot be shown to be relevant to performance.
5. That the Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults, as set out by British Rowing (formerly the ARA), and requires all members to accept them as a condition of membership.
6. That no boats, blades, vehicles or other property belonging to CUBC may be used at any time for any purpose other than those of the Club without the permission of the President or the Club's Safety Adviser.
7. That no Officer, member, or employee of the Club shall commit the Club to any item of expenditure not included in the annual budget, as approved by the Executive Committee, without the prior agreement of the Treasurer.
8. That the Officers of the Club shall be:
  - a. The President, who shall be a *bona fide* member of the University *in statu pupillare*. It shall be the duty of the President to do all in his or her power to ensure that the objects of the Club are met, including the formation of crews to compete against Oxford University in The Boat Race and the Isis/Goldie race.

- b. The Vice-President, who shall be a *bona fide* member of the University *in statu pupillari* and who shall act on behalf of the President during his or her absence. The Vice-President shall undertake any tasks delegated to him or her by the President in relation to the objects of the Club.
  - c. The Honorary Secretary, who shall be a *bona fide* member of the University *in statu pupillari* and who shall assist as required with administrative matters related to the objects of the Club and deal with all matters relating to the election of the President. In addition, the Honorary Secretary shall represent CUBC on the Executive Committee of Cambridge University Combined Boat Clubs (CUCBC).
  - d. The Treasurer, who shall be a resident member of the Senate of the University, or some other person of at least MA standing in the University or an individual approved for the purpose by the Junior Proctor, and who shall be responsible for the financial affairs of the Club, having in particular the power to bind the Club and to engage and to dismiss staff upon such terms as he or she thinks fit, subject to the agreement of the Executive Committee.
  - e. The Senior Member, who shall normally be a resident member of the Senate of the University, and who shall be responsible for the maintenance of relationships and communication with the University authorities and, in particular, the Proctors and the Vice-Chancellor.
  - f. The Water Safety Adviser, who shall be responsible for ensuring that the Club's safety procedures are at the forefront of best practice and embrace the policies of Cambridge University Sport; for the implementation of the Rowing Safety Guidelines as published from time to time by British Rowing; and for informing the Executive Committee, and especially the Senior Member, of all matters pertaining to the safety of the Club's activities.
9. That a vacancy for any office be filled by adopting an election procedure as close as possible to that laid out below:
- a. That the President should normally be elected within the first ten days of Full Easter Term by all resident Blue and Goldie colours *in statu pupillari* and that he or she shall hold office from the beginning of the Michaelmas Term in the year of his or her election until the end of the Long Vacation in the following year.
  - b. That the Vice-President shall be appointed by the President and that he or she shall hold office for the same period as the President.
  - c. That the Honorary Secretary be elected by the Captains of the several College Boat Clubs in the University at a Cambridge University Combined Boat Clubs Captains' Meeting at the start of the Easter Term and that he or she shall hold office from the beginning of the Michaelmas Term in the year of his or her election until the end of the Long Vacation in the following year.
  - d. That the Treasurer shall be appointed by the Executive Committee for a period not exceeding four years, but that he or she shall be eligible for reappointment.
  - e. That the Senior Member shall be appointed by the Executive Committee for a period not exceeding four years, but that he or she shall be eligible for reappointment.
  - f. That the Water Safety Adviser shall be appointed by the Executive Committee.
10. That the names of candidates for election to the offices of President and Honorary Secretary of the Club be sent to the Honorary Secretary not less than ten days before the date set for each election and that he or she shall ensure that all nominations for the office of President, together with any material in support of the same, are sent to all resident Blue and Goldie colours *in statu pupillari* not less than five days before the date of the election, and that all

nominations for the office of Honorary Secretary are sent to the Captains of the several College Boat Clubs in the University not less than three days before the date of the Captains' Meeting at which the election is to take place.

11. That the President shall call an Annual General Meeting of the Club during the course of his presidential year, the date, venue and time of which shall be agreed with the Executive Committee.
12. That the business of the AGM shall be:
  - a) To ratify those appointed or co-opted to membership of the Executive Committee.
  - b) To receive annual reports from the President, the Chief Coach, the Treasurer, and the Chair of the Executive Committee.
  - c) To consider any matter referred to it for discussion by the Executive Committee.
13. That, subject to the agreement of the Executive Committee, the President, may call Extraordinary General Meetings of the Club as often as business may require, and that he or she must call such a meeting on being requested to do so, in writing, by at least ten Life Members of the Club.
14. That the Honorary Secretary shall give at least ten days' notice of all General Meetings of the club to every person entitled to attend by email to Ordinary Members and by posting the notice on the Club's website as notice to Life Members and/or by such other manner as the Executive Committee may from time to time determine.
15. That the President may call a meeting of the Club at less than ten days' notice in the case of urgent business.
16. That no business shall be transacted at any meeting of the Club unless there are at least twenty members present, of whom at least ten are Life Members, inclusive of the President or, in his or her absence, the Vice-President.
17. That all meetings of the Club shall be chaired by the President or, in his or her absence, the Vice-President.
18. That those entitled to be present at meetings of the Club shall be the President, the Vice-President, and the Honorary Secretary, all members of the Club and the members of the Executive Committee, each of whom shall have one vote. The Chairman shall have a casting vote.
19. That members of the Club who are unable to be present at any meeting of the Club may appoint a proxy to vote on his or behalf, provided that notification of the appointment of any such proxies shall have been sent to the Honorary Secretary not less than 48 hours before the meeting for which the appointment has been made.
20. That, except in the case of a meeting called under clause 15 of the Constitution, any person intending to propose a motion at any meeting of the Club must ensure that a copy of the motion, proposed and seconded, is submitted to the Honorary Secretary at least six days before the date of the meeting at which the matter is to be discussed.
21. That, except in the case of a meeting called under clause 15 of the Constitution, the Honorary Secretary shall be responsible for ensuring that the agenda and any relevant papers for each meeting are circulated to those entitled to attend meetings of the Club not less than four days before the date on which the meeting has been called.
22. That the Honorary Secretary shall ensure that minutes are kept of all business transacted at meetings of the Club, and that these are confirmed as an accurate record at the beginning of the meeting following the one to which they refer.

23. That there shall be an Executive Committee responsible for the Club's financial, property, staff and business affairs, as well as for long-term strategic planning to ensure that the objects of the Club are met.
24. That the Executive Committee shall meet at least twice between the start of each University Term and the start of the following University Term.
25. That the quorum for meetings of the Executive Committee shall be five, of whom at least three must be *ex officio* members. Meetings of the Committee may be conducted 'virtually' (e.g. by means of teleconference) and any member of the Committee who participates in a meeting by such means shall be deemed to be present.
26. That the Executive Committee shall elect one of its members as the Chairman of the Committee. The Chairman shall serve for a period not exceeding four years, but he or she shall be eligible for re-election.
27. That the Executive Committee shall have the power to establish sub-committees and working parties to assist it to better fulfil its responsibilities. Members of sub-committees and/or working parties need not be Members of the Club or of the Executive Committee.
28. That the members of the Executive Committee shall be the President, the Vice-President, the Honorary Secretary, the Treasurer, the Senior Member, and the Water Safety Adviser. The Committee shall have the power to co-opt. All members of the Executive Committee shall have one vote but, in the event of a tie, the Chairman shall have a casting vote.
29. That the Executive Committee shall appoint a secretary who shall be responsible for ensuring that accurate minutes are kept of all business conducted at meetings of the Committee.
30. That at its first meeting in the Michaelmas Term each year the Executive Committee shall appoint a qualified accountant to examine the Club accounts, and that he or she shall present a report on the Club's accounts for the ensuing academical year to the Executive Committee at its first meeting in the Michaelmas Term in the year following his or her appointment.
31. That the Executive Committee, acting by a two-thirds majority of those present, shall have the power to suspend or expel from membership any Member of the Club for any cause which it may in the interests of the Club deem sufficient. In doing so the Executive Committee shall provide full reasons for their decision and grant a right of Appeal to the Member concerned. Any Member so suspended or expelled may appeal to an independent Hearings Panel drawn from the membership of the Club. The Panel will hear and receive evidence, reach a conclusion, and affirm or reject the sanctions imposed as appropriate. Any Hearings Panel must give a fair and independent hearing to the appellant within an appropriate timescale.
32. That all cases of dispute be referred to the Chairman of the Executive Committee or, in his or her absence, the Senior Member.
33. That amendments and additions to this Constitution may be made by an Annual General Meeting of the Club and will require the positive votes of at least two thirds of the members present and voting. Any proposed amendment shall require the prior approval of the Executive Committee (which approval shall not be unreasonably withheld).