

## Fitzwilliam College Boat Club Constitution



1. The purpose of Fitzwilliam College Boat Club ('the Club') will be:
  - a. To represent Fitzwilliam College ('the College') in all rowing events;
  - b. To promote the sport of rowing within the College;
  - c. To provide all eligible members of the College with the opportunity and facilities to row.
  
2. Membership will entitle members to use of Boat Club equipment and facilities, subject to payment of a termly subscription and satisfactory completion of relevant health and safety declarations, and will be open to:
  - a. All student members of the College who fulfil the residency requirements of the University of Cambridge;
  - b. Fellows of the College;
  - c. Alumni and Associate Members of the College, by special arrangement with the Senior Treasurer.
  
3. The administration of the Club will be performed by the Boat Club Committee ('the Committee') which will comprise senior and junior officers (as detailed in paragraphs 4 and 5 below) and will represent the members of the Club, make recommendations to the Captains concerning Club events and expenditure, and publicise the activities of the Club.
  
4. The senior officers of the Club shall be:
  - a. The President, who will normally be the current Master or acting Master of the College;
  - b. The Senior Treasurer, who will be a Fellow of the College appointed by JMA Executive Trustees.
  
5. The junior officers of the Club shall be current students of the College and will be comprised of executive officers and non-executive officers:
  - a. The executive officers will have overall responsibility for Club affairs, attend meetings of the Billygoats' Society on behalf of the Club (as and when invited to attend by the Secretary of the Billygoats' Society) and will consist of:
    - i. The Men's and Women's Captains ("the Captains"), one of whom will be elected to the post of Captain of Boats,
    - ii. The Secretary;
  - b. The non-executive officers shall support and advise the executive officers. Non-executive positions may be introduced or removed by the current Committee as

is deemed necessary and by agreement with one of the senior officers, but must include the following:

- i. Men's and Women's Novice Captains (Michaelmas Term only),
- ii. Men's and Women's Lower Boat Captains (Lent and Easter Terms only),
- iii. Kit and Junior Safety Officer,
- iv. Coxing Representative,
- v. Social Secretary,
- vi. Website, Alumni and Publicity Officer.

6. The roles of the officers of the Club shall be as follows:

a. The President:

- i. Works with the Senior Treasurer and the Captain of Boats to oversee the smooth running of the Club and the wellbeing of its members;

b. The Senior Treasurer:

- i. Manages the finances of the Club and the Club bank account,
- ii. Negotiates financial provisions from the Fitzwilliam JMA Executive Trustees and the Billygoats' Society,
- iii. Advises the executive officers on Club purchases,
- iv. Authorises all Club expenditure;

c. The Captain of Boats:

- i. Holds ultimate responsibility for all activities of the Club, including purchase and use of equipment, selection and ordering of Club kit, and hiring and retention of professional coaches,
- ii. Takes an active interest in all activities of the Club,
- iii. Arranges and chairs all meetings of the Committee, or appoints a replacement to do so,
- iv. Passes all relevant information from CUCBC meetings and emails to the necessary members of the Committee and the Club,
- v. Maintains good relations with the Billygoats' Society,
- vi. Represents and publicises the Club and its activities in College and beyond,
- vii. Ensures that any boathouse or equipment maintenance issues are resolved;

d. The Captains:

- i. Hold overall responsibility for selecting all crews on their side of the Club,
- ii. Hold overall responsibility for organising coaching, training and racing of a 1<sup>st</sup> crew for their respective side of the Club,
- iii. Make termly appointments of representatives for each lower boat to manage that crew's training during the term,
- iv. Monitor the progress of the novice and lower boats with the assistance of the Novice Captains and the Lower Boat Captains,
- v. Report on the progress of their side of the Club each term at Boat Club Dinner,
- vi. Write a report on their side of the Club each year for the Fitzwilliam Journal,
- vii. Maintain a list of all current Club members for the collection of

Club subscriptions and Billygoats' Society Subscriptions;

- e. The Secretary:
  - i. Coordinates with the Senior Treasurer to monitor the funds of the Club,
  - ii. Organises race entries,
  - iii. Liaises with the Billygoats' Society to organise the Billygoats', Lents' and Mays' Dinners,
  - iv. Ensures the Club re-affiliates with British Rowing before the end of every calendar year,
  - v. Liaises with the JCR and Social Secretary to organise a Bop after each dinner,
  - vi. Takes and maintains the records of minutes for all Committee meetings and makes them available to all Club members,
  - vii. Serves as returning officer for all Club elections, except those in which they are a candidate, in which case another Committee member shall serve;
- f. The Novice Captains (Michaelmas term only):
  - i. Advise and support the Captains, regarding novice rowers, including the selection of crews,
  - ii. Advertise rowing during the first week of Michaelmas and encourage undergraduates and graduates to become novices,
  - iii. Organise the provision of coaches and equipment for novice crews during Michaelmas with the assistance of the Captains;
- g. The Lower Boat Captains (LBCs) (Lent and Easter terms only):
  - i. Advise and support Captains regarding rowers not selected for a 1<sup>st</sup> boat, including the selection of crews,
  - ii. Organise the provision of coaches and equipment for lower crews during Lent and Easter, with the assistance of the Captains,
  - iii. Work with lower boat representatives should there be more than 1 lower boat,
  - iv. In the event that a Captain is no longer able to fulfil their role, the LBC assumes their role and responsibilities, until an election for the role is held (in which the LBC may stand as a candidate);
- h. The Kit and Junior Safety Officer:
  - i. Ensures every member of the Club is familiar with current guidelines for rowing safety as set out by British Rowing and CUCBC,
  - ii. Ensures that the navigation rules set out by the Conservators of the River Cam are adhered to by all Club members,
  - iii. Completes the annual British Rowing safety audit and termly CUCBC safety declarations on time,
  - iv. Ensures that risk assessments for the Boat House and all on-Cam rowing activities are present and up to date,
  - v. Ensures that all novice rowers and coxes are aware of British Rowing and CUCBC safety rules and have signed a safety declaration before their first outing,
  - vi. Has responsibility for updating the incident log book,
  - vii. Ensures equipment (including life jackets) are in good condition, as checked by the Boatman,
  - viii. Liaises with the JMA to ensure safety procedures are followed,
  - ix. Liaises with kit supplier to organise provision of training and racing kit, and make it available for Club members to purchase;
- i. The Coxing Representative:
  - i. Advertises coxing in the first week of Michaelmas to undergraduates and graduates,

- ii. Advises the Captains and Novice Captains on assignment of coxes to boats,
    - iii. Briefs and advises all coxes in the Club,
    - iv. Ensures every novice cox has at least one outing with an experienced crew before coxing a novice boat,
    - v. Ensures every novice boat is coxed by an experienced cox for its first outing;
  - j. The Social Secretary:
    - i. Is responsible for organising intra- and inter- Club social events,
    - ii. Liaises with the JCR to organise the Bops after all Boat Club Dinners;
  - k. The Website, Alumni and Publicity Officer:
    - i. Is responsible for maintaining and updating of the Club website and the Club's other online presences (e.g. Facebook page and group),
    - ii. Compiles a termly newsletter to send to the Billygoats,
    - iii. Acts as a point of contact for alumni.
7. Elections for Men's and Women's Captains shall be conducted at the Mays' Boat Club Dinner as follows:
- a. Any junior college member may run for the positions;
  - b. Candidates must make their interest known to the returning officer;
  - c. The outcomes of all voting shall be decided by a simple majority,
    - i. In the event of a tie in voting, the outgoing Captain of Boats will have the casting vote;
  - d. If a candidate is unopposed, they shall automatically be elected to the post;
  - e. Members are eligible to vote if they meet the following requirements:
    - i. Any man who has rowed for the men's side in the last academic year may vote for the Men's Captain,
    - ii. Any woman who has rowed for the women's side in the last academic year may vote for Women's Captain,
    - iii. A cox may vote for the Captain on the side for which they have coxed in that last academic year. A cox who has coxed for both sides of the Club in the last academic year may vote once on each side;
  - f. The returning officer will draw up a list of members eligible to vote, and at the Mays' Boat Club Dinner will count votes;
    - i. If a member of the Club eligible to vote is unable to attend the Mays' Boat Club Dinner, they may vote by proxy;
  - g. Any disputes regarding eligibility are subject to the discretion of the returning officer;
  - h. Upon election of the Captains, anyone who has rowed or coxed for the Club that academic year may vote for either the Men's or Women's Captain to take on the role of Captain of Boats, unless either Captain does not wish to take the post.
8. Elections for Junior Secretary and non-executive positions shall be conducted in Easter term (with the exception of LBCs who shall be elected at the end of Michaelmas term), to be completed before the end of the undergraduate residency period, as follows:
- a. Any junior college member may run for any of the positions;

- b. Candidates must make their interest known to the returning officer;
  - c. The outcomes of all voting will be decided by a simple majority,
    - i. In the event of a tie in voting, the newly elected Captain of Boats will have the casting vote;
  - d. If a candidate is unopposed, they shall automatically be elected to the post;
  - e. Any junior member of college who has coxed or rowed in the last academic year may vote for all positions;
  - f. Voting may be conducted online.
9. Meetings of the Committee shall be held at least twice a term:
- a. The Captain of Boats should give at least two days' notice of a meeting and prepare and circulate topics for discussion;
  - b. The Secretary should minute the meeting, unless they are unable to attend, in which case they should nominate another Committee member to do so;
  - c. A quorum shall consist of 7 Committee members, at least 2 of which shall be executive officers;
  - d. Any votes taken within the Committee will be decided by a simple majority;
  - e. The Club constitution may only be altered after discussion and vote by a fully-attended Committee meeting,
    - i. Telecommunication does not count as attendance.
10. The expenditure of Club funds, as managed by the Senior Treasurer, will provide for:
- a. Purchase of VILs and blades on a planned basis (see Appendix A);
  - b. Insurance of equipment;
  - c. Maintenance and repair of equipment;
  - d. Payment of race entry fees;
  - e. Payment of a professional coach (see Appendix B);
  - f. A social budget.
11. The Club will make awards as follows:
- a. Where outside bodies make awards, the Captain will advise and recommend, with the assistance of other Committee members where necessary;
  - b. Blades shall be awarded to crews who fulfil any of the following:
    - i. Finish the Lent or May Bumps as Head of the River,
    - ii. Bump at every opportunity in the Lent or May Bumps,
    - iii. Move up four or more places without being bumped, at the President's discretion after consultation with both Captains,
    - iv. Win any division, beating two or more crews, of any of the following races: Head of the River Race, Women's Eights Head of the River Race, Head of the River 4s, Henley Royal Regatta, Henley Women's Regatta.

**Version as agreed at the Committee meeting on 2<sup>nd</sup> June 2017.**