



## **Corpus Christi College Boat Club Constitution**

1. The name of the club shall be Corpus Christi College Boat Club and may be abbreviated to CCCBC. The members of the Club shall be those resident members of Corpus Christi College Cambridge who have rowed at least six outings in the last 12 months, or who have declared their desire to do so to any one of the Captains in writing, but for whom the Club has been unable to make provision. In all Sections, rowing shall mean rowing, sculling, coxing or coaching.
2. Members of other Colleges within Cambridge University may row for CCCBC if they have permission from their own College Captain and the appropriate CCCBC Captain. This only occurs where provision for crews cannot be made with College members alone. They shall not be afforded membership of CCCBC.
3. The aims of the Club shall be as follows.
  - a. To encourage and make provision for rowing by resident members of Corpus Christi College, within the bounds of logistical and financial possibilities;
  - b. To produce the best crews from the Club to race;
  - c. To represent Corpus Christi College with the highest level of endeavour.
4. The Committee shall run the affairs of the club.
5. The Committee shall be composed as follows:
  - a. The Committee shall have the following officers elected as specified in the election regulations:
    - i. Captain of Boats;
    - ii. Men's Captain;
    - iii. Women's Captain;
    - iv. Men's Lower Boats Captain;
    - v. Women's Lower Boats Captain;
    - vi. Junior Treasurer;
    - vii. Secretary;
    - viii. Lieutenant;
    - ix. Social Secretary
  - b. The committee may appoint a Graduate Representative if no other positions are held by graduates. The Graduate Representative shall be a non-voting member of the Committee.



- c. The committee may appoint a Sponsorship Officer, who shall be a nonvoting member of the Committee. The Sponsorship Officer need not be present at Committee meetings.
- d. The committee may also co-opt other roles as they see fit, who shall not have a vote and need not be present at meetings. These roles may include an officer in charge of Old Members Boat Club, an Inclusivity Officer, a Coxing Representative, and a Webmaster.
- e. The Senior Treasurer shall be a non-voting member of the committee.
- f. The Secretary shall be responsible for maintaining an accurate list of the current members.

### 6. The Committee.

- a. The Committee shall meet at least twice a term.
- b. The Secretary shall act as secretary to the Committee. He/She shall call meetings of the Committee as requested by a member of the Committee.
- c. At least four days' notice must be given to all members of the Committee of meetings.
- d. Agenda points for meetings can be submitted by any member of the Committee and should be submitted to the Secretary at least 48 hours in advance of meetings.
- e. The Captain of Boats shall be the Chairperson. The Chair shall have a vote and casting vote where necessary.
- f. The quorum shall be at least half of the current Members of the Committee as specified in section 5a.
- g. The Secretary shall keep minutes of all meetings. These are to be approved as a correct record of accounts at the beginning of the following meeting. They shall be forwarded to the Committee after approval.

### 7. Responsibilities.

- a. A copy of the constitution should be available on the Boat Club Website. All Members of the committee should be fully conversant with its contents.
- b. No equipment of the Club shall be used without authorisation of the relevant Captain, or by such persons as may be empowered by the Captain to authorise such use, subject to the rules the Committee make. In the event of a disagreement, the Committee shall decide. Where the use of equipment is exceptional, permission from both the Senior Treasurer and the Boatman shall also be sought.



- c. Any equipment used by the Club, or by other Colleges (for example the tub, ergometers, sculls, etc.), shall be the responsibility of the Captain of Boats.
  - d. The Captain of Boats and Senior Treasurer shall be the primary contacts between College Staff and/or Fellows, and the Committee. The Captain of Boats shall support the Men's and Women's Captains in the development of the Club. The Captain of Boats shall ensure that all responsibilities are distributed accordingly and performed correctly.
  - e. Before Week Six in the Lent Term, the Captain of Boats or someone of their designation, with the assistance of the Boatman, shall create an inventory of the Club's equipment, including boats, blades, ergometers and other miscellaneous items. This inventory should include the condition, current value and cost of replacement of each item. The Committee shall review this list and act upon any implications.
  - f. The organisation of the Men's side of the Club will be carried out in its entirety by the Men's Captain and Lower Boats Captain.
  - g. The organisation of the Women's side of the Club will be carried out in its entirety by the Women's Captain and Lower Boats Captain.
  - h. The selection and organisation for crews shall be carried out by the Men's and Women's Captains and Lower Boats Captains.
  - i. Any paperwork required of the Club shall be processed by the Secretary including the Annual Renewal of the Club's British Rowing Membership.
  - j. The Lieutenant shall be responsible for the organisation of racing and training kit for the Club's crews and for the organisation of Boat Club Dinners.
  - k. The Men's and Women's Lower Boats Captains shall carry out the organisation of Novice Rowing.
  - l. An electronic document will be kept with a detailed list of responsibilities for all positions and all Committee Members will be familiar with its contents.
  - m. In the event of a post not being filled, the remaining Committee Members must ensure that duties and responsibilities pertaining to the post are performed.
  - n. The Committee may assign other responsibilities at their discretion.
8. Trophies and Colours
- a. The Men's and Women's Captains may award Lent and May Colours as they see fit, typically for anyone who has raced in a Bumps crew in that respective term. Anyone receiving Lent or May Colours may purchase a Club Blazer;



- b. Members of the Men's or Women's 1st Mays VIII may have a Pelican pocket on their blazer. Members of the Men's or Women's 2nd Mays VIII may have a Lily pocket on their blazer. The Men's and Women's Captains may, at their discretion, award the right to have a Pelican or Lily pocket to other members of the Club;
- c. The Men's and Women's Captains may award College Blades to any crew who bumped up at every available opportunity, or went up four or more places and who have not been bumped over the course of the week in the Lent or May Bumps, as long as they have raced in at least three races;
- d. At the Mays dinner, the Men's Captain shall award the Christopher Robin Trophy for the most deserving Senior Rower in a Men's Crew for that academic year;
- e. At the Mays dinner, the Women's Captain shall award the Anne Ahmed Trophy for the most deserving Senior Rower in a Women's Crew for that academic year;
- f. At the Mays dinner, the Captain of Boats shall award the XXXXX Trophy to any crew gaining College Blades. In the event of more than one crew being awarded College Blades, it will go to the most deserving crew, at the discretion of the Captain of Boats;
- g. Any additional awards can be made at the discretion of the Captains.

### 9. Senior Officers

- a. The Captain of Boats, Men's Captain, Women's Captain, Junior Treasurer and Senior Treasurer shall be deemed Senior Officers of the Corpus Christi College Boat Club.
- b. Before taking office, each Senior Officer has to declare their eligibility using the Senior Officer Eligibility Declaration, as approved by the College Executive Body (EB) and as required by Part 2 of the Education Act 1994. Signed copies must be returned to the Head of Governance of the College and will be retained on file while the Senior Officer holds the office and for three years after.
- c. Only the Senior Officers can be named on bank mandates, and the approval of any two of them is sufficient to authorise financial transactions, supported by minutes of a decision made by the committee where appropriate.
- d. If the bank mandate includes other Fellows or members of staff of the College, such as the Senior Treasurer of the amalgamated clubs or members of the Finance Office, such as the Chief Clerk or Financial Accountant, the same or an equivalent Eligibility Declaration must also be completed and retained in line with clause 9.b above.

### 10. Health and Safety



- a. The Lieutenant shall be the Club's Health and Safety Officer.
- b. Any Member of the College wishing to row with the club must first carry out a safety induction. The Captains should carry this out with the assistance of the Boatman at the beginning of each term as required and shall include:
  - i. A tour of the College Boat House;
  - ii. A talk about boat safety including safe removal and return of boats to and from the Boat House;
  - iii. Instruction on how to use and store ergometers safely.
- c. A form detailing name, subject, year, previous sporting experience, and medical conditions, the completion of the induction detailed above and the ability to swim 100m fully clothed, shall be completed and signed by any member of the College wishing to row. This form may be completed by electronic means.
- d. The Lieutenant shall review each form, and once he/she is satisfied, a copy shall be retained by the club.
- e. Only people who have completed this form can borrow keys to the College Boat House. Any member of the Club who loses a key shall be liable to replace that key.
- f. Any accidents occurring should be reposted to the Lieutenant, who records them in the accident logbook. Any recurring accidents, or accidents which have the potential to occur again, must be reported to the Committee, who shall take appropriate and pre-emptive action.
- g. Any serious incidents, particularly those that require medical attention by Members of the Club, shall be reported to the Senior Treasurer and the Head Porter.

### 11. Finance.

- a. The Junior Treasurer, with the assistance of the Senior Treasurer, shall be responsible for the management of all monies and preparation of accounts.
- b. The Club's finances shall be organised as follows.
  - i. The College Account. Monies shall be distributed from the JCR annual budget into this account, and held by the College. These monies shall be used to maintain properly the equipment and facilities of the Club for its Members. Expenditure due to miscellaneous repairs and maintenance by the Boatman may be claimed from this account. Subscription fees paid by Members, see Section 11i, shall be paid into the College account. Expenditure for Boat Club Dinners and other internal functions will be claimed from this account;
  - ii. The Club Account. This will be held in a bank or building society, currently Lloyds. These monies shall be spent as the Committee sees



- fit but are primarily for race entries. Any sponsorship monies shall be paid into this account;
- iii. The College Donations Account. This account is held by the College. Charitable donations given to the Club, often by old members, will be paid into this account. This account shall be used for purchasing capital items, at the discretion of the Senior Treasurer and the Committee. Capital items are usually boats and blades. Sponsorship expressly for purchasing capital items, shall be held in this account.
- c. The rules for handling the Club's monies shall be as follows.
- i. All income shall be paid into one of the three accounts;
  - ii. Expenditure, cheques and bank transfers of less than or equal to £250 from the Club Account may be authorised by the Junior Treasurer and any one of the Captains. Either Captain shall be able to call a Committee meeting to discuss such expenditure;
  - iii. Expenditure, cheques and bank transfers of over £250 from the Club Account must be authorised by the Senior Treasurer and any one of the Captains, after consultation with the Junior Treasurer. Either Captain shall be able to call a Committee meeting to discuss such expenditure;
  - iv. Any withdrawals taken without the authorisations required in Section 10c Parts ii-iii will be deemed unauthorized expenditure. The Committee shall be responsible for investigating this and taking appropriate action over such unauthorized withdrawals;
  - v. Expenditure from the College Account or the College Donations Account, except for internal expenditure within the College, must be authorized by the Senior Treasurer and the Junior Treasurer, after consultation with the Captains. Either Captain shall be able to call a Committee meeting to discuss such expenditure;
  - vi. Expenditure of over £1000 from the College Account or the College Donations Account must be authorized by the Senior Treasurer and the Committee.
- d. In the event of the Junior Treasurer being absent, or unable to perform their duties, expenditure shall be authorized by the Committee as well as the Senior Treasurer.
- e. Any Sponsorship agreements with external parties must be first signed by both the Captain of Boats and the Senior Treasurer before taking effect.
- f. Interim accounts shall be submitted to the Committee each term. The Junior Treasurer with the help of the Senior Treasurer shall compile these.
- g. Proper accounts shall be kept for each calendar year and shall be prepared not later than Week One of the Lent Term immediately following the calendar year to which they refer. The accounts so prepared shall be made available to any member of the Club who requests them, circulated to all Committee Members



and the Senior Treasurer and sent, on request, to all bodies donating monies to the Club.

- h. Any persons incurring any unauthorized expenditure shall be liable for that expenditure.
- i. A termly subscription fee, to be decided by the Committee, shall be levied on the College Bills of each term's rowing Members, with the exception of persons who only coach. For these purposes, any Members rowing over the Long Vacation shall also be charged. Discretion on who is charged lies with the respective Captains but is typically for those having more than four outings in any given term.

### 12. General Meetings

- a. The Secretary shall call a General Meeting of all Members of the Club at the request of:
  - i. The Committee
  - ii. Fifteen Members of the Club, in writing.
- b. Seven days' notice must be given. Notice must also be given to the Senior Treasurer.
- c. The Chair shall be taken by the first available eligible officer according to the following list:
  - i. Captain of Boats;
  - ii. Men's and Women's Captains;
  - iii. Junior Treasurer;
  - iv. Secretary;
  - v. Lieutenant;
- d. The Chair shall have a vote and a casting vote. No person may take the Chair when a motion of no confidence against him/her is being debated. The Senior Treasurer may be called to the Chair if no eligible officer is available to do so.
- e. The General Meeting shall discuss any motions proposed by the Committee.
- f. The General Meeting shall discuss any motions proposed by any member of the Club provided they have the written support of ten members.
- g. The Secretary must receive motions at least 72 hours before the General Meeting. The Secretary shall publish the motions for discussion at least 48 hours before the General Meeting as per the circulation in Section 12b.
- h. Members of the Club may propose a vote of censure or no confidence in a named Committee Member. Such votes will be by secret ballot. Other votes will be by show of hands.

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- i. The quorum shall be ten. To be passed, a motion must be approved by a two-thirds majority of those voting, excluding abstentions.
  - j. The results of a correctly passed motion shall be binding on the Committee and the Club.
  - k. Officers of the Club shall be required to immediately relinquish their posts if a vote of no confidence in them is passed at a General Meeting and a by-election will subsequently be held.
- 13. The Master of the College shall be President of the Club.
- 14. Upon the resignation of the Senior Treasurer, the Senior Tutor shall appoint a Fellow of the College as the new Senior Treasurer of the Committee.
- 15. The Committee may also appoint Honorary Vice Presidents on the nomination of any Committee Member.
- 16. Dissolution.
  - a. The Club shall not dissolve except by a resolution of a General Meeting convened for this purpose (Section 12).
  - b. Should the Club decide to dissolve itself, all assets and liabilities will become the property of the Corpus Christi College Junior Combination Room (JCR).
- 17. Electoral Regulations.
  - a. The elections shall take place in the Easter term, and an online ballot will typically be used.
  - b. The Secretary shall be the Returning Officer, assisted by the Junior Treasurer. If either the Secretary or the Junior Treasurer is ineligible to act as Returning Officer (either because they are candidates or otherwise), the Committee shall appoint substitutes.
  - c. The system of Single Transferable Votes shall be used as is used by the JCR in its elections.
  - d. All posts will come to ballot automatically with the Re-Opening of Nominations (RON) as an obligatory alternative to the candidature. Should it be necessary to re-open nominations for any post following the ballot, a second ballot shall be held within the Full Term. Nominations for this second ballot shall open as soon as the result of the first ballot is known, and it will not be possible to Re-Open Nominations (RON). These nominations shall close four days later. The results shall take immediate effect.
  - e. Electoral lists shall be maintained of members of the Club as specified in Section 1. It shall be the duty of the Secretary to maintain these lists.





- f. All members may stand for posts.
- g. To stand for a position the candidate must submit a signed piece of paper, or equivalent electronic means, to the Returning Officer with the name and signature of both a proposer and a seconder.
- h. The post of Men's Captain must be both proposed and seconded by a member of the Men's 1st Boat from the past 12 months.
- i. The post of Women's Captain must be both proposed and seconded by a member of the Women's 1st Boat from the past 12 months.
- j. The post of Men's Lower Boats Captain must be proposed by a member of the Men's 1st Boat from the past 12 months and can be seconded by any member of the Club.
- k. The post of Women's Lower Boats Captain must be proposed by a member of the Women's 1st Boat from the past 12 months and can be seconded by any member of the Club.
- l. In the event of a vacancy, a by-election shall be held within three full term weeks, in accordance with the rules governing an election.
- m. It is not possible to hold more than one post. If a candidate stands for more than one post, the one highest on the list below shall be counted first. Should the candidate be elected, his/her second preference votes will be divided out amongst other candidates for the second post.
- n. The hierarchical list of posts is as follows:
  - i. Captain of Boats;
  - ii. Men's Captain/Women's Captain;
  - iii. Men's Lower Boats Captain/Women's Lower Boats Captain;
  - iv. Lieutenant;
  - v. Junior Treasurer;
  - vi. Secretary;
  - vii. Sponsorship Officer.

In the event of a candidate standing for both Men's and Women's Captain or Men's and Women's Lower Boats Captain, the higher position will be determined by whether the Men's or Women's 1st VIII lies higher in May Bumps.

- o. A provisional electoral role shall be posted at least fourteen days before the election. A final electoral role and nomination sheet shall be posted at least ten days before the election. The nomination sheet shall be open for at least seven days.
- p. The ballot shall be open in College for at least eight hours between 0900 and 2100.

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- q. The new Officers shall take office on the day after the May Bumps finish. If the Bumps are cancelled the Officers shall take office on the day after May Bumps was due to finish.

### 18. Racing Kit

- a. The official colours of the Club shall be Burgundy and White (as on the College Blades), and racing kit should be worn for continuity.
- b. If a crew decides to race in Zephyrs, tradition dictates that these be White with Burgundy trim for the 1st VIII and Burgundy with White trim for the 2nd VIII.

### 19. Coaches

- a. It is the policy of the Club not to pay coaches (although they will usually be invited to the Dinner at the end of the given term at the expense of the Club).

### 20. British Rowing Membership

- a. It is the policy of the Club not to pay British Rowing Membership fees for its members. Any members wishing to race in BR races must fund their own membership or purchase the appropriate day passes.

### 21. Miscellaneous

- a. Changes to the Constitution must be passed at a General Meeting.
- b. A copy of the Constitution shall be provided to any member on request.

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