

# Constitution of Mansfield College Boat Club

The purpose of Mansfield College Boat Club shall be to promote the sport of rowing among the members of the College, to represent the college in rowing competitions and to organise the provision of facilities for such purposes.

This constitution is intended to provide a framework for the smooth functioning of the Boat Club within College regulations. The Boat Club is founded on personal relationships, volunteered time and collective effort. For such an organisation, no set of rules and procedures can exist without the patience, understanding and commitment of all its members.

## A. GENERAL

1. The Club shall be known as 'Mansfield College Boat Club'.
2. All resident members of the college, who have represented Mansfield in any organised rowing competition on the Isis, or elsewhere, during their time at Mansfield and having paid the initial fee, shall be deemed ordinary members of the Club.
3. All resident members of the college who are not otherwise ordinary members and who have represented the University in any rowing competition during the previous twelve months shall be deemed to be honorary members of the Club.
4. Honorary members of the Boat Club shall be appointed by the committee and the Senior Member.
5. All ordinary members competing in any term shall pay a subscription to the Club for that term. The amount shall be determined at the conclusion of each term, and will be subject to the majority agreement of the Committee (As of Michaelmas 2007 battels are £55 for 1st VIII's, £28.50 for 2nd VIII's and novice boats and £25 for coxes)
6. All members shall satisfy the Club that they have made themselves aware of all regulations concerning the use of equipment, and of all regulations of those bodies to which the Boat Club is affiliated, including the rules of the river.

## B. THE COMMITTEE

1. The Club shall have the following officers:
  - President,
  - Men's Captain,
  - Women's Captain,
  - Captain of Coxes,
  - Men's Vice-Captain,
  - Women's Vice-Captain,
  - Treasurer,
  - Secretary,
  - Alumni Officer,
  - Safety Officer,

- Events Officer,
  - Senior Member.
2. The Committee shall consist of the officers of the Club together with additional co-opted members as shall from time to time be appropriate. Such co-opted members are those to whom specific responsibilities have been delegated (e.g. captain of lower boats, advisors to the committee or web officer of the club).
  3. The Committee shall meet at the commencement and conclusion of each term. Further committee meetings shall be held as necessary. The Secretary shall be responsible for informing all members of the committee of the time and venue of the meeting.
  4. The President (or in his or her absence the Secretary, with notes to be taken by the Treasurer) shall chair meetings of the Committee.
  5. All members of the committee, including the co-opted members shall be given a single vote. The chairman of the committee meeting will have the power to exercise a casting vote when necessary.

## **C. THE PRESIDENT**

1. The President shall be responsible for the general efficient running of the Club and shall represent the Club to outside bodies. They shall be responsible for liaising with the Senior Member and shall chair meetings of the Club and its committee.
2. The President shall, in consultation with the Safety and Equipment officer, maintain a safety policy for the use of the Boat Club equipment and shall ensure that all members are made aware of it, by signing a safety form, or by means of a presentation.
3. The president should ensure British rowing affiliation is maintained, along with other memberships and forms such as environment agency registration and boat insurance, to allow Mansfield College Boat Club to function.
4. The President should liaise with the bursar of college, and attend, or arrange for another member of committee to attend, termly Long-bridges boathouse management meetings. The president should also ensure all equipment is insured at all times and should inform the bursar when changes in equipment occur (selling or buying new boats etc.).
5. The President and/or Senior Member shall award Blades for Torpids, and for Eights to any Head crew and to any crew that, on each of the four days, gains at least one bump and is not bumped.
6. The President shall also oversee the awarding of blazers, which shall be given to any member who rows in one of the first boats for Summer VIII's. For 2021, when a Summer Torpids was held as a result of multiple terms interrupted by bad weather and coronavirus, blazers were to be awarded for the first boat in this competition. Honorary blazers shall be awarded with the consensus of the respective squad's first boat.
7. The President shall bring to the attention of the Governing Body any issue where the committee feels that the Senior Member is not acting in the best interests of the Club.

## **D. DUTIES OF CAPTAINS AND VICE CAPTAINS**

1. The Men's and Women's Captains shall be responsible for the organisation of men's and women's rowing respectively. They shall appoint coaches for each crew and be responsible, in consultation with the coaches, for crew selection.
2. The Captains will be responsible for entering boats in regattas on the Isis and elsewhere and, so far as possible, for arranging transport of boats.
3. The Captains shall organise training sessions.
4. The captains shall be responsible for deciding which crews may train and compete in which boats.

5. The Captains will assist the Captain of Coxes in the organization and training of coxes.
6. The Captains will, wherever possible, cooperate in order to foster positive relations between the two squads, and collaborate to promote the overall success of MCBC.
7. The Captains shall be responsible, for the liaison with the Boatman and the committee of St. Hilda's Boat Club for ensuring the general maintenance of the Boat House and equipment.
8. The Captains shall be responsible for water safety, and keep the boat club informed of relevant issues and information.
9. The Captains shall be responsible for the re-stocking of the first-aid kit by the first week of Michaelmas term, and for its continued maintenance throughout the year.

## **Di. THE CAPTAINS**

1. The Men's and Women's Captains shall be responsible for the men's and women's half of the above duties, respectively.
2. The Captains should delegate the above responsibilities amongst themselves and the vice-captains.

## **Dii. THE VICE-CAPTAINS**

1. The Vice-Captain shall act with the Captain to perform the above duties of captains. They will help the captain decide how best to delegate the tasks amongst themselves.

## **E. CAPTAIN OF COXES**

1. The Captain of coxes is responsible for recruiting and training coxes, ensuring that the Club has a pool of coxes trained for the following year. This includes giving confidence to novices and the teaching of bumps racing.
2. The Captain of Coxes is responsible for organizing coxes for outings during training.
3. The Captain of Coxes is responsible for organizing the marshalling and umpiring rotas for regattas as required

## **F. THE TREASURER**

1. The Treasurer shall be responsible for the financial affairs of the Club including the payment of regular expenses. They shall consult the committee regarding the priorities for capital and other expenditure and shall not unreasonably refuse to authorise expenditure where funds are available.
2. The account of the boat club shall be controlled by the Treasurer. Each term the Treasurer shall present a full and detailed account of all boat club finances to the President. More frequent accounts may be requested by the President.
3. The treasurer shall give a figure for the balance of the account and the outgoings and incomings for the term in the form of a cash-flowsheet at every committee meeting.
4. The outgoing Treasurer shall present the Committee and ordinary members with a full description of the year's expenditure and income at the AGM.

## **G. THE SECRETARY**

1. The Secretary shall be responsible for the general administration of the Club, including the giving notice of meetings and the keeping of records.
2. The Secretary shall be responsible for ordering all Club clothing and photographs and liaising with the Treasurer to ensure that members are charged correctly for such items.
3. The Secretary shall be responsible for keeping the MCBC website up to date with news, events and crew lists.
4. The Secretary shall be responsible for maintaining MCBC's social media presence.

## **H. THE ALUMNI OFFICER**

1. The Alumni Officer will be responsible for the maintenance of the Friends of MCBC, including the financial and administrative records, and the FofMCBC database. They will liaise with College and the committee regarding the running of the society.
2. The Alumni, Sponsorship and Funding officer shall be responsible for seeking sponsorship wherever possible and raising the profile of the boat club to businesses. They also shall maintain good relations with companies who have sponsored the boat club under previous committees, and do their best to ensure that funding continues.
3. They will be required to present a record of the income from 'Friends of MCBC' at the AGM and to liaise with the Treasurer regarding payments to the MCBC account.
4. The Alumni Officer will be responsible for the annual newsletter to the 'Friends of MCBC', to be sent out in Trinity term.
5. They will be responsible for the promotion of the society to the current year's finalists.
6. They will be responsible for ensuring the invitation of members of the 'Friends of MCBC' to the social events agreed by the committee, including the annual FoMCBC dinner.

## **I. THE SAFETY OFFICER**

1. The Safety Officer will be responsible for the safety of the club members.
2. The Safety Officer will be responsible for informing all rowers, coxes and coaches of relevant safety information and keeping the safety information up to date and available.
3. COUR is the University sanctioned executive authority for the overseeing of all safety matters concerning rowing within the University. All safety issues on which COUR makes a ruling shall be binding.

## **J. THE EVENTS OFFICER**

1. The Events officer shall be responsible for the organisation of social events at the Mansfield College Boat club. These include but are not limited to:
  - a. Social Crew dinners with other Oxford University Rowing Clubs.
  - b. The organisation of fund-raising events in conjunction with the Captain and President.
  - c. The organisation of Alumni Events in conjunction with the Alumni officer.
  - d. Friends and Family events.

2. The Events officer shall be responsible for the maintenance and formation of relationships with other Oxford University Rowing Clubs.
3. The Events officer will assist the President and Captains in the wider publicity of the Mansfield College Boat Club and the maintenance of a productive relationship with the JCR, MCR and SCR.
4. The Events Officer will be responsible for assisting The President in the organisation of Summer VIIIs dinner.

## **K. THE SENIOR MEMBER**

1. The Senior Member shall be responsible for the long-term interests of the Club for representing the interests of the Club to the Governing Body of Mansfield and for informing the committee of decisions of the Governing Body which affect the functioning of the Club.

## **L. TERMS OF OFFICE**

1. The Senior Member shall be appointed by the college Governing Body after consultation with the officers of the Club. All other officers shall be appointed annually.
2. With the exception of the Senior Member, the term of office for officers shall be one year, from the ratification of their nomination until the appointment of a successor. Officers shall be eligible for nomination for any post in following years.
3. Officers may resign at any stage during their period of office by expressing their wish in writing to the President or, in the case of the President to the Senior Member. The Committee shall nominate a replacement for the remainder of the period of office. The nomination will be posted to all ordinary members of the club, after which a 24 hour complaints period will open. If no objections are raised, the nomination will be considered passed. If any objections are made, the vote shall proceed to a General Meeting, during which the standard election process shall take affect.
4. Any officer rusticated, sent down, or otherwise out of residence for a period in excess of two weeks of term time shall be deemed to have resigned.

## **M. ELECTION OF OFFICERS**

1. Ordinary members or committee members can be responsible for the nomination of officer. All nominations should be ratified by the President twelve hours before the elections.
2. A list of those nominated shall be circulated to all ordinary members with the notice of the Annual General Meeting giving at least twelve hours notice.
3. The elections shall occur at the Annual General Meeting, with each nominee being allotted 90 seconds to hush. Following hushes of all candidates for each position, all ordinary members will have the opportunity to ask questions to candidates, beginning with a question from the current position-holder.
4. Once hushes and questions are complete, the election shall occur by secret ballot in the form of single transferable vote. Two members of the current committee shall count the votes.

## **N. REMOVAL OF OFFICERS**

1. In cases where it is considered that an officer of the club is not adequately performing his or her duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least ten members of the Club shall be submitted to the Secretary (or if the officer concerned is the Secretary to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting by posting notices on the notice board giving at least seven days notice of the meeting.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by secret ballot and shall require a two-thirds majority in order to be carried. The quorum will be 14 members of the Boat Club.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by the procedure outlined above save that the prior notice of the Committee's nominee need not be given and that the votes shall take place at the same extraordinary meeting.

## **O. GENERAL MEETINGS**

1. An Annual General Meeting shall be held each year at the end of Trinity term. Other General Meetings may be called by the Committee when necessary.
2. All members of the Club are entitled to attend the General Meetings.
3. At least five days notice of the time and venue of a general meeting shall be posted by the Secretary. The Senior Member shall also be informed in writing of the time and venue of general meetings.
4. Any member of the Club may submit a motion for debate at a General Meeting by informing the Secretary of the motion in writing in advance of the meeting.

## **P. THE CONSTITUTION**

1. Changes to the constitution may be proposed and debated at the Annual General Meetings in the normal way but require a two-thirds majority of those present in order to be passed. No changes may be approved if there are fewer than seven members present at the meeting.
2. The Senior Member in consultation with the President shall have the power to adjudicate in all matters regarding the interpretation of the Constitution of the Club.
3. This Constitution shall come into force upon the ratification by the members of the Boat Club and by the Senior Member