

Constitution of the Lincoln College Boat Club

PART 1: PURPOSE

1. The name Club shall be the Lincoln College Boat Club, hereafter referred to as 'LCBC' or 'The Club'. The LCBC Committee shall be referred to as the 'Committee'.
2. The aim of The Club is to promote rowing at all levels among its members. The Club, with the support of the Lincoln College Boat Club Society and Amalgas undertakes to provide equipment, finance and coaching to enable and encourage all its members to participate in rowing competitions in Oxford and elsewhere.

PART 2: MEMBERSHIP

1. Membership of the LCBC shall consist of:
 - a. Active Members, being all current members of Lincoln College MCR or JCR who have rowed or coxed in an LCBC boat.
 - b. Senior Members, being Active Members who have either:
 - i. rowed or coxed an LCBC first boat in either Torpids or Summer Vllls; or
 - ii. are or have been on the LCBC Committee.
 - c. Associate Members, being all associate members of Lincoln College MCR or JCR who have rowed or coxed in an LCBC boat.
 - d. Honorary Life Members, who shall be elected at the discretion of the LCBC by the passing of a motion at a General Meeting to that effect. Honorary Life Members have no voting rights, but shall be entitled and encouraged to take part in general LCBC matters.

Collectively, these members are referred to as 'LCBC Members' or 'Members'.

PART 3: THE COMMITTEE

Membership of the Committee

1. Members of the Committee shall be Members of the LCBC, who shall be nominated by two Senior Members, and elected in accordance with Part 4 of this Constitution. Senior Members may nominate as many Members as they wish.

2. By standing for election to the Committee, each nominee acknowledges that, upon election, they have a continuing obligation to assist future Committee members to understand their role on the Committee.
3. There shall be at least one member of each the Lincoln JCR and MCR on the Committee. In the event that elections to the Committee do not result in the election of at least one member of the Lincoln JCR and MCR, the elected Committee must appoint a special Committee member to act as the JCR or MCR delegate (as appropriate) to ensure that this clause is complied with. This position shall be known as the 'JCR/MCR Delegate' (as appropriate).

Powers and Responsibilities of the Committee

4. All LCBC Committee members shall, in the course of their duties, represent the interests of the Club and its Members.
5. Each Committee member may delegate their responsibilities to persons of their choice but shall remain solely responsible for the careful execution of these duties. This provision does not apply to signature requirements for financial matters outlined in Part 7 of this Constitution.
6. The Committee is responsible for the administration and functions of the Club in the following order of seniority:
 - a. President/Captain of Boats, who shall not hold any other Committee position at the same time as holding the office of President. The President shall be responsible for the following:
 - i. The general efficient running of the Club in accordance with this Constitution and any other rules and requirements that bind the Club, including but not limited to the OURCs rules as they exist from time to time;
 - ii. Being the figure head and representative of the Club to all external bodies, sponsors, the amalgamated clubs and the LCBC Society;
 - iii. Liaising with Lincoln College, LCBC Members, and the LCBC Society about all matters relevant to the LCBC including the purchase of new equipment; and
 - iv. Maintaining and updating the President's Folder, making it available to other Committee members upon request and handing it over to the successor to the office of President.
 - b. Treasurer, who shall not hold any other Committee position at the same time as holding the office of Treasurer. The Treasurer shall be responsible for the following:
 - i. Keeping an accurate account of the finances of the Club;
 - ii. The financial affairs of the Club including ensuring the prompt payment of regular expenses including but not limited to the payment of coaches, Environmental Agency boat licenses, British Rowing affiliation, and OURCs affiliation;

- iii. Presenting a termly budget to Committee at the first Committee meeting of each term beginning of each term and to the Amalgamated Clubs once a year;
 - iv. Consulting the Committee regarding priorities for capital and other expenditure
 - v. Booking and payment of tank sessions;
 - vi. Organising any training camp with the President, Men's and Women's Captains and Captain of Coxes;
 - vii. Maintaining and updating the Treasurer's Folder, making it available to other Committee members upon request and handing it over to the successor to the office of Treasurer;
 - viii. Ensuring the prompt addition of the new Treasurer and President as authorized signatories of the Club's account before removing themselves and the outgoing President; and
 - ix. Ensuring that payments are executed promptly and providing account statements during the interim period before the new Treasurer and President have been added as signatories to the Club's account.
- c. Secretary, who shall not hold any other Committee position at the same time as holding the office of Secretary. The Secretary shall be responsible for the following:
- i. The general, non-financial administration of the Club, including giving notice of meetings and the keeping of records in accordance with Parts 5 of this Constitution;
 - ii. Ordering Club clothing and liaising with the clothing provider;
 - iii. Running elections in Trinity Term in accordance with Part 4 of this Constitution;
 - iv. The fulfilment of the LCBC marshalling and umpiring responsibilities;
 - v. Obtaining the Environmental Agency boat licenses;
 - vi. Maintaining a list of Active Members;
 - vii. Maintaining and updating the Secretary's Folder, making it available to other Committee members upon request and handing it over to the successor to the office of Secretary.
- d. Men's/Women's Captains, who shall be responsible for the following:
- i. Organising men's and women's rowing, respectively, in the Club;
 - ii. Appointment of coaches for each crew;
 - iii. Crew selection, in consultation with coaches;
 - iv. Organising and distributing long-term training programmes for each crew (for at least the term, if not the whole year). This programme should be developed by coaches or at least in consultation with coaches;
 - v. Organisation of training sessions (The organisation of training and coaching of lower boats may be delegated to Vice Captains and Lower Boat captains.);
 - vi. Maintaining a record of the performance of coaches and keeping the Treasurer informed of this in order to facilitate the accurate payment of coaches ;
 - vii. Entering crews for regattas;
 - viii. Ensuring that an LCBC representative attends OURCs meetings;
 - ix. Ensuring that all crews comply with OURCs rules for rowing on the Isis and entering Isis competitions, including compliance with OURCs swim and capsized test requirements as they exist from time to time; and
 - x. Maintaining and updating the Captain's Folder, making it available to other Committee members upon request and handing it over to the successor to the office of Captain.

- e. Captain of Coxes, who shall be responsible for the following:
 - i. Training and organising coxes;
 - ii. Maintaining coxing equipment;
 - iii. Requesting coxing upgrades;
 - iv. Assisting the Captains with selection decisions regarding coxes;
 - v. General water safety including understanding the notes and requirements of British Rowing code of Practice for water safety and being able to advise other members of the Committee on their implementation;
 - vi. Completing the annual Safety Audit; and
 - vii. Maintaining and updating the Captain of Coxes' Folder, making it available to other Committee members upon request and handing it over to the successor to the office of Captain of Coxes.

- f. Men's/Women's Vice Captains, who shall be responsible for the following
 - i. Supporting their respective Captains;
 - ii. If required by their Captain, the organisation of outings for second and lower boats; and
 - iii. Assuming the Men's/Women's captain's responsibilities in the event of their absence and if requested to do so by the President or Secretary.

- g. Vice Captain of Coxes, who shall be responsible for the following
 - i. Supporting the Captain of Coxes;
 - ii. Assuming the Captain of Coxes' responsibilities in the event of their absence and if requested to do so by the President or Secretary.

- h. Men's/Women's Lower Boat Captains/Novice's Captain, who shall be responsible for the following:
 - i. Recruiting and training of novices, including the organisation of at least one 'rowing taster' session for freshers; and
 - ii. Setting boats for Christchurch Regatta in consultation with respective Captain and coaches.

- i. Social Secretaries, who shall be responsible for the following:
 - i. Organising social events including boat club dinners and crew dates;
 - ii. Running of the Club bar during Summer Eights; and
 - iii. Any other social areas of club business delegated by the Committee.

- j. Communications Officer, who shall be responsible for the following:
 - i. Maintaining the Club website and social media profiles (Facebook, Twitter, Instagram etc.) including updating of race results and the Photo Gallery; and
 - ii. Ensuring that information about the activities of the Club, competitions on the Isis and the results of the Club are available on the website and social media profiles of the club as soon as possible

- k. Equipment Officer, who shall be responsible for the following:

- i. Liaising with the boatman and ensuring the general maintenance of the boat house and equipment; and
 - ii. Liaising with the members of LCBC to ensure proper care and maintenance of the boat house and equipment as needed.

 - I. Welfare Officer, who shall be responsible for the following:
 - i. Being an approachable figure in LCBC that can advise members on matters related to their well-being;
 - ii. Liaising with the Committee to help foster a positive culture and welcoming community for all rowers;
 - iii. Providing information on welfare matters and liaising with the welfare team at Lincoln College as appropriate; and
 - iv. Receiving Peer Support training through the University Counselling Services if they wish to do so.

 - m. JCR/MCR Delegate, who shall be responsible for the following:
 - i. Promoting LCBC events and recruitment drives in their common room.
7. All Committee Members that intend to coach novices or seniors are **strongly encouraged** to register for and attend a coxing licensing meeting at their earliest possible convenience, if they have not already done so. This is to promote safe coaching of our coxes during outings, and ensure that the rules of steering on the Isis are kept to correctly by all crews. It is the responsibility of the outgoing committee to ensure that this is passed on to the incoming committee for the following year.
8. The Committee has the power to make rules for the use of the LCBC boat house and other facilities that bind Members (the Rules). The Rules must not be inconsistent with the OURCs Constitution and Rules. Rules must be passed by motion at an LCBC Committee Meeting and brought to the attention of Members as soon as practicable after the motion is passed. A copy of the Rules must be clearly displayed in the LCBC boat house and on the LCBC website.

PART 4: COMMITTEE ELECTIONS AND HANDOVER

Elections

1. Elections for the LCBC Committee shall be held annually on the Sunday of 6th Week of Trinity Term or as defined by motion at Committee Meeting.
2. The outgoing Secretary shall serve as Returning Officer for the elections.
3. Any Active Member shall be eligible to stand for election to any post.
4. Each person standing for election to the Committee must be nominated by at least two Senior Members. Nominations must reach the Returning Officer no less than 72 hours before the election and must be signed by the candidate and the two proposers.

5. The Returning Officer shall notify Members of the election meeting at least 10 days before the election. This requirement is met if the Returning Officer posts notice of the election in the boat house and on the LCBC website. The Secretary is also encouraged to email Active Members.
6. The election meeting shall be open to all LCBC Members. All Members, except Honorary Life Members, are eligible to vote in Committee elections. The candidate standing for each position is not entitled to vote in the election for that position.
7. A quorum for an election shall be 16 Members, excluding Honorary Life Members.
8. Voting may be by show of hands or by secret ballot administered by the Returning Officer and counted by the Committee, at the discretion of the Returning Officer.
9. Committee Members are elected by simple majority of those present and eligible to vote.
10. If two or more candidates stand, the candidate who achieves the majority of the votes from those present and eligible to vote shall be elected. If no candidate achieves a majority, a second vote shall be taken between the two candidates who received the highest number of votes on the first ballot. In the event of a tie between the final two candidates for a post the casting vote may be given by the incumbent President.
11. Results of the election must be posted on the LCBC website.

By-elections

12. In the event that an LCBC Committee position is unfilled and the Committee passes a motion to this effect, a bye-election shall called for that position to be held no later than two weeks from the date on which the position was vacated.
13. In the event that the Committee considers it unnecessary to call a bye-election, the Committee may fill the vacant position by passing a motion at a Committee Meeting with a 75% majority of those Committee Members present and eligible to vote. The Committee must fill the vacant position no later than two weeks from the date on which the position was vacated.
14. Between the date on which the position was vacated and the date on which the position is filled, the LCBC Committee shall assume the responsibilities of that role. If the position that is unfilled is that of President, Secretary, or Treasurer no amendments to this Constitution may be made until the position has been filled.
15. The Secretary shall serve as Returning Officer for the bye-election. If the position of Secretary is unfilled, the President shall appoint another member of the Committee to serve as Returning Officer.

16. The bye-election shall be held in accordance with the requirement outlined in Part 4 of this Constitution.

Handover

17. Handover to the newly elected Committee shall occur on Friday of 8th Week of Trinity Term or as defined by motion at Committee Meeting.

PART 5: MEETINGS AND STANDING ORDERS

Committee Meetings

1. The LCBC Committee shall meet at least two times a term. The Secretary shall notify each of the Committee members of the date, time and venue of the meeting, including a proposed agenda, at least 48 hours before the meeting.
2. Committee meetings shall be chaired by the most senior Committee Member present.
3. A quorum for all Committee Meetings shall be two-thirds of current Committee Members.
4. Emergency meetings of the Committee or the LCBC may be called upon the request of any Committee Member to the Secretary. The Secretary shall notify each of the Committee Members of the date, time and venue of the meeting at least 24 hours before the meeting. If 24 hours notice is not possible, the Secretary must make every reasonable attempt to notify Committee Members of the meeting.

Conduct of Committee Meetings

5. The agenda for Committee Meetings shall be provided to Committee Members at least 24 hours before the meeting.
6. Any Committee Member is entitled to propose a motion or agenda item to be added to the agenda of a Committee Meeting. All motions and agenda items proposed must be added to the agenda.
7. Notice of all motions and agenda items for Committee Meetings must be given to the Secretary at least 48 hours prior to the meeting. Notice of all motions or agenda items for Emergency Committee meetings must be given to the Secretary as soon as possible before the meeting.
8. Motions and agenda items not on the agenda may be introduced only at the approval of half of the Committee Members present at that the meeting.

9. All motions shall require a simple majority of those present and eligible to vote, except where stated otherwise by this Constitution. Voting shall be by show of hands.
10. Accurate minutes of each meeting, including a list of 'action points' arising in each Committee Meeting shall be taken by the Secretary and provided to the Committee Members within 7 days of the Committee Meeting. Minutes shall also be made available to all Members upon request.

Annual General Meetings

11. The LCBC shall meet annually. The AGM can be held at the same time as the General Elections.
12. The Secretary shall provide written notice of the date, time and venue of the Annual General Meeting to all Members, including a proposed agenda, at least 10 days before the meeting. This requirement is met if the Secretary posts notice of the meeting in the boat house and on the LCBC website. The Secretary is also encouraged to email Active Members.
13. An AGM shall be chaired by the President unless the President is not present, in which case the AGM shall be chaired by the most senior Committee Member present.
14. A quorum for all AGMs shall be 16 Members, excluding Honorary Life Members.

Extraordinary General Meetings

15. If required under any part of this Constitution, the Secretary shall call an Extraordinary General Meeting ('EGM').
16. The Secretary shall provide written notice of the date, time and venue of the EGM to all Members, including a statement of reasons for the calling of the EGM, at least 48 hours before the meeting. This requirement is met if the Secretary posts notice of the meeting in the boat house and on the LCBC website. The Secretary is also encouraged to email Active Members.
17. An EGM shall be chaired by the Secretary unless the reason for the EGM is to consider the dismissal of the Secretary, in which case the EGM shall be chaired by the President.
18. A quorum for all EGMs shall be 16 Members, excluding Honorary Life Members.

Conduct of General Meetings

19. The Secretary shall provide the agenda of General Meetings to all Members at least 48 hours before the meeting.
20. Every AGM agenda shall include reports by, at least, the President, Secretary, Treasurer, Men's and Women's Captains and the Captain of Coxes.

21. Any Member is entitled to propose a motion to be added to the agenda of a General Meeting. All motions proposed must be seconded by another Member.
22. Notice of all motions for AGMs must be given to the Secretary at least 72 hours prior to the meeting. Notice of all motions for EGMs must be given to the Secretary as soon as possible before the meeting.
23. All motions submitted must be included in the agenda and include the name of the proposer and seconder.
24. Motions not on the agenda may be introduced only at the approval of half of the Members present at that the meeting. Every motion shall be proposed and seconded.
25. All motions shall require a simple majority of those present and eligible to vote, except where stated otherwise by this Constitution. Voting shall be by show of hands.
26. Minutes of each meeting shall be taken by a Committee Member and made available to all Members upon request.

Standing Orders

27. Standing orders shall apply to all LCBC AGMs and EGMs :
 - a. All Members shall address their remarks to the chairperson;
 - b. Limitations of speeches and/or discussions shall be at the discretion of the chairperson;
 - c. The right of priority in speaking on any particular motion shall be at the discretion of the chairperson;
 - d. Visitors to meetings may be admitted or asked to leave at the discretion of the chairperson.

PART 6: TENURE, DISMISSAL AND RESIGNATION OF COMMITTEE MEMBERS

1. Each outgoing Committee member has an obligation to assist incoming Committee members with understanding their responsibilities under this Constitution including preparing and updating a Handbook relating to their role, where required to do so under Part 3 of this Constitution.

Tenure

2. The Committee shall hold office for one year. If any member of the Committee wishes to continue in their office, they shall stand for re-election in accordance with the general election procedure outlined in Part 4 of this Constitution.

Dismissal

3. All Committee members hold office subject to the provisions of this Constitution and may be removed from office if their conduct so warrants.
4. To dismiss a Committee member a vote of dismissal by the LCBC Members, excluding Honorary Life Members, is required.
5. A proposal for a vote of dismissal must be signed by at least 16 Active Members of the LCBC and shall be sent to the Committee.
6. Upon receipt of a proposal for dismissal, the Secretary shall call an Extraordinary General Meeting in accordance with Part 4 of this Constitution.
7. A vote of dismissal shall be effective if approved by at least 75% of those present at the EGM and eligible to vote under Part 4.
8. If a vote of dismissal is passed, the Committee member concerned shall cease to hold office immediately and another Committee member shall assume the dismissed member's duties pending a bye-election in accordance with Part 4 of this Constitution.

Resignation of Committee Members

9. Any Committee member, other than the Secretary, wishing to resign shall send a letter of resignation to the Secretary. If the Secretary wishes to resign, the Secretary shall send a letter of resignation to the President. The letter shall set out the reasons for resignation. Such a letter shall become effective 7 days after receipt by the Secretary or President, as appropriate.
10. Upon receiving written notice of resignation of any Committee member, the Committee (less the resigning member) may call a bye-election in accordance with Part 4 of this Constitution.

PART 7: LCBC FINANCES

Income

1. The income of the Club shall consist of the termly payment from the Amalgas Fund, and any sponsorship money, gifts or any other financial assistance received from any source.

Budget

2. The Treasurer shall prepare and discuss the annual draft budget with the Committee at or before the beginning of Michaelmas term and the termly draft budget at the first Committee Meeting of each term.
3. The Committee must approve the annual budget before the beginning of Michaelmas Term and the termly budget at the first Committee Meeting of each term. A budget shall be approved by a 75% vote at a Committee meeting.
4. The approved budget shall be administered by the Treasurer.
5. Reallocation of expenditure of an amount £200 or over within the budget may be undertaken by ordinary motion at a Committee meeting and with the approval of the Treasurer. An amount of under £200 may be reallocated at the discretion of the Treasurer.

Treasurer's Reports and Access to Financial Information

6. The Treasurer shall report in writing on the administration of the budget, as well as the finances of the Club, to the Committee at least once a term and at the AGM.
7. The Treasurer shall supply the Committee annually with a copy of the Club's budget and the accounts and with any further information that is requested of the Treasurer from time to time. The Treasurer shall supply the LCBCS and the Lincoln College Bursar annual with a copy of the Club's accounts and a copy of the budget, if so requested. Each term, the Treasurer shall arrange for at least one Committee Member (other than the President) to inspect the Club's books, to confirm in writing that they have done so, and to report any potential irregularities to the Committee.
8. The Treasurer shall present the previous year's accounts to the Amalgas meeting in Michaelmas. The presentation shall be prepared in consultation with the previous year's Treasurer, who may also deliver the presentation.
9. The Club's books shall be available for inspection by any Member of the Club or a Member of the LCBCS Committee upon no less than 7 days' written notice to the Treasurer.

Expenditure

10. The Treasurer and President shall be granted full access to the Club's accounts for the duration of their tenure.
11. Payments from the Club's accounts of £200 or less shall be authorised individually by either the Treasurer or the President.
12. Payments from the Club's accounts of £200 or more shall be authorised jointly by the Treasurer and President. In the event that a payment is made to the President, the payment shall be authorised by the Treasurer and the Secretary. In the event that a payment is made to the Treasurer, the payment shall be authorised by the President and the Secretary.

13. 'Authorisation' means, in the case of cheque, signing of the cheque, and in the case of electronic transfer, written consent to the transaction given to the person effecting the transfer of funds.

PART 8: AMENDING THIS CONSTITUTION

1. Amendments to this Constitution may be proposed as a motion by any Member. Such proposals shall be submitted in writing to the Secretary.
2. Amendments to this Constitution must be accepted by unanimous decision of the Committee at Committee Meeting or at an Annual General Meeting by approval of at least two-thirds of the Members present and eligible to vote.
3. An up to date copy of this Constitution, as amended, shall be made available for reference by every Member. The Committee shall make changes to the Constitution known to Members via the LCBC website or at LCBC Annual General Meetings.
4. Any procedure or resolution that contravenes the terms of this Constitution is null and void. Actions of a Committee Member that contravene this Constitution can be grounds for a vote of no confidence or dismissal.
5. Adoption of this Constitution must be by unanimous decision of the Committee. By adopting this Constitution the Committee acknowledges that all actions taken by the Committee under the prior constitution are valid under this Constitution if undertaken in accordance with the terms of the prior Constitution.
6. Any action taken by the Committee under the prior constitution, but not in accordance with that constitution, can be deemed constitutional by motion at a Committee Meeting.
7. In the event of a dispute as to the interpretation of this Constitution, the matter shall be resolved by ordinary motion at a Committee Meeting.

PART 9: Indemnity clause

1. Members of the Club and their visitors and guests use the boathouse, boats and other facilities provided by the Club entirely at their own risk, and impliedly agree to and accept the following limitation of liability.
2. The Club will not be responsible for any damage to or loss of property belonging to members, their guests or visitors, nor will the Club accept liability for personal injury sustained by members, their guests or visitors arising out of use of the Club premises, the Club boats, or any other facilities supplied by the Club, or participation in any event

organised by the Club, whether or not such damage or injury shall be occasioned by the neglect, default or negligence of any of the Committee.