

# ST. JOHN'S COLLEGE BOAT CLUB

## Preamble

1. The full name of the Boat Club shall be St. John's College Boat Club, hereafter referred to as 'the Club'.
2. Words importing the masculine shall include those of all identities and none.
3. All previous Constitutional Documents are hereby revoked. Previous resolutions of the Club shall not be invalidated by these Constitutional Documents except insofar as they are inconsistent with its express provisions, in which case such resolutions are immediately superseded.

## Definitions

In these Documents, the following terms have these meanings:

Constitutional Documents	the Constitution; Standing Orders; Bye-Laws; Election Regulations; Appendices;
Durham College Rowing	the body within Durham University overseeing College level rowing clubs and organisations, hereafter referred to as 'DCR';
British Rowing	the national body overseeing all affiliated competitions, hereafter referred to as 'BR';
Durham University	the University of Durham incorporated by Royal Charter;
St. John's College	St. John's College of Durham University, hereafter known as 'the College';
St. John's Common Room	an independent charity comprising of students from the College which represents students of the College, in the form of a students union, hereafter referred to as the 'SJCR';
Undergraduate Term	an undergraduate term as specified by Durham University;
Week	seven consecutive days;
Year	a calendar year.

# Constitution

## Clause I: Membership

1. Membership of the Club will be by subscription on an annual or termly basis, either as a competitive or a recreational member.
2. The subscription fee and the due date for payment will be set by the Board of Governors.
3. A competitive member has full access to the Club's equipment, coaching and use of boats to allow for a competitive rowing schedule. Competitive members may be selected to row for the club in competitions outside Durham.
4. A recreational member has access to the Club's equipment, with priority given to competitive members, providing they are deemed to have sufficient competence for the equipment they are requesting. This decision is to be made by the Club Captain.
5. Both categories of members are entitled to:
  - 5.1. to attend, speak and vote at all club meetings;
  - 5.2. to vote at the elections of officer of the Club and in referendums; and,
6. candidature, subject to the conditions of the post;
7. The Captain and the Treasurer shall keep a list that is to be revised once each term.

## Clause II: Removal of Members

1. Only the Board of Governors has the power to remove a member of the Club.
2. If the desire to remove a member is due to their performance in an Club Officer position, the Complaints Procedure should be followed, as laid out in Clause X.
3. To remove a member the Executive Committee must:
  - 3.1. notify the member of their intention to file for removal and must allow seven days for discussion with the member;
  - 3.2. after at least seven days present the case for removal to the Board of Governors who must hear the case from the Executive Committee and an appeal from the member, if the member so desires.
4. The Board of Governors will then vote on the removal of the member, decided upon by a simple majority.

## Clause III: Affiliation

1. The Club shall be a constituent member of Durham College Rowing, and it shall be affiliated to British Rowing. Members of the Club will be bound to observe the rules of DCR and of BR. The Club shall also be associated the College, and the Club.
2. To disaffiliate with either of the above organisations, the Board of Governors must vote with a 66% majority and change point 1 of this Clause accordingly.
3. The process for all other affiliations and disaffiliations will be described in the Byelaws.

## Clause IV: Board of Governors

1. The club and its property shall be managed and administered by a board of governors henceforth known as 'the Board', in accordance with this Constitution.
2. The Board will act as the constitutional authority for the club, and so shall decide all questions that may arise as to the interpretation of the constitution.
3. No one may be appointed a Governor if he would be disqualified from acting under the provisions of this Clause's 'Disqualification and Removal of Governors' subsection.
4. The Board shall consist of:
  - 4.1. The Senior Tutor of the College, the Director of Finance and Administration of the College, the Club Captain, the Regatta Blue Club President;
  - 4.2. Two Elected Governors.

5. Members of the Board shall be de facto recreational members of the Club with no requirement to pay subscription fees. If, however, they wish to be competitive members, the full fee shall be levied.

### **Co-opting Elected Governors**

6. The Board shall co-opt by a simple majority of those present and voting, up to two such persons as they consider suitable (having regard to their skills and experience) as Governors. Unless their appointment is terminated in accordance with this Clause's 'Disqualification and Removal of Governors' subsection, Governors shall remain in office for terms of up to four years calculated from the date of appointment.
7. When a new Governor is co-opted, the existing Governors shall justify their decision to the Club at the next General Meeting at which the appointment must be ratified by a simple majority of those present and voting at the meeting.
8. At the end of their term of office a Governor shall be eligible for re-appointment, by a simple majority of those Governors present and voting, for further terms of up to four years, up to a limit of two consecutive terms.

### **Powers and Duties of the Board**

9. The Board shall be responsible for overseeing the management and administration of the Club, in accordance with the Constitutional Documents, and as recommended by DCR and BR, may exercise all the powers of the Club as stated in Clause V. No alteration of the Constitutional Documents shall invalidate any prior act of the Governors that would have been valid if that alteration had not been made. A meeting of the Governors at which a quorum is present may exercise all powers exercisable by the Governors.
10. The Board's powers under Clause V shall include, but not be limited to, ultimate responsibility for:
  - 10.1. the governance of the Club;
  - 10.2. the budget of the Club;
  - 10.3. the strategy and direction of the Club.
11. The Board shall provide the Club with a regular update of its meetings and decisions (with at least one such update each undergraduate term) either orally or in writing.

### **Disqualification and Removal of Governors**

12. A Governor shall cease to hold office if he:
  - 12.1. becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
  - 12.2. resigns as a Governor by notice to the Club (but only if at least five Governors will remain in office when the notice of resignation takes effect);
  - 12.3. is absent without the permission of the Governors from all their meetings held within a period of six consecutive months, and the Board resolve that his office be vacated.
13. An elected Governor shall cease to hold their office if they are the subject to a successful Vote of No Confidence in a meeting of the Board of the Governors, where at least two thirds of the Governors have voted in favour.

### **Proceedings of the Board**

14. The Board may regulate their proceedings as they see fit, subject to the provisions of this Constitution.
15. Any Governor may call a meeting of the Board.
16. Questions arising at a meeting must be decided by a simple majority of votes.
17. In the case of an equality of votes, the Chair of the Board shall have a second or casting vote.
18. No decision may be made by a meeting of the Board unless a quorum is present at the time the decision is purported to be made.
19. The quorum shall be five or the number nearest to two thirds of the total number of Governors, whichever is the greater or such larger number as may be decided from time to time by the

Governors.

20. A Governor shall not be counted in the quorum present when any decision is made about a matter upon which that Governor is not entitled to vote.
21. If the number of Governors is less than the number fixed as the quorum, the continuing Governors or Governor may act only for the purpose of filling vacancies or of calling a general meeting.
22. Governors shall inform the Board of matters where they have a personal vested interest, upon which the Board may act accordingly.
23. The Board shall elect a Chair of the Board who shall chair meetings of the Governors.
24. If the Chair of the Board is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Governors present may appoint one of their number to chair that meeting.
25. The Chair of the Board shall have no functions or powers except those conferred by this Constitution, or delegated to him in writing by the Board.
26. A resolution signed, either physically or electronically, by all the Governors entitled to receive notice of a meeting of Governors or of a committee of Governors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) a committee of Governors duly convened and held.
27. The resolution may comprise several documents containing the text of the resolution in like form each signed by one or more Governors.
28. The Board must in reasonable circumstance meet once per undergraduate term, to be organized and convened by the Club Captain working with the staff of the College.

## **Clause V: Powers**

1. The Club may:
  - 1.1. Levy a subscription fee on all members to aid in the running of the Club;
  - 1.2. provide services and facilities for its members;
  - 1.3. purchase, lease, hire, or receive property including land, buildings, and equipment, and equip it for use;
  - 1.4. sell, manage, lease, mortgage, exchange, dispose of, or deal with all or any of its property (subject to any consent required by law);
  - 1.5. borrow and raise money on such terms and security as the Club may think suitable (subject to any consent required by law);
  - 1.6. raise funds and invite and receive contributions from any person(s);
  - 1.7. employ and pay employees and professionals or other advisors;
  - 1.8. open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
  - 1.9. cooperate with other bodies;
  - 1.10. set aside funds for special purposes or as reserves against future expenditure;
  - 1.11. insure the property of the Club against any foreseeable risk and take out other insurance policies to protect the Club when required;
  - 1.12. enter into contracts to provide services to or on behalf of other bodies;
  - 1.13. incorporate and transfer all its assets and liabilities to a limited liability legal entity and to pay any costs associated with doing so;
  - 1.14. support fundraising activities carried out by its members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding Governor of any funds raised.
2. The income and property of the Club shall be applied solely towards the promotion of its objectives set out by the Board. No part shall be paid or transferred directly or indirectly to members of the Club except for payment in good faith of:
  - 2.1. any payment made to any beneficiary of the Club (including a member);
  - 2.2. reasonable and proper remuneration to any person for any services given to the Club and of reasonable travelling and other out-of-pocket expenses necessarily incurred in carrying out the duties of any member, Officer or Governor of the Club;
  - 2.3. interest on money lent to the Club at a reasonable and proper rate;

- 2.4. any reasonable and proper rent for premises let to the Club;
- 2.5. fees, remuneration or other benefits in money or money's worth to any company of which a Governor or Connected Person holds not more than one percent of the capital.
3. Except as provided below no Governor may sell goods, services or any interest in land to the Club; be employed by, or receive any remuneration from, the Club; or receive any other financial benefit from the Club. This shall not prevent any payment in good faith by the Club of:
  - 3.1. any payments made to any Governor or Connected Person in their capacity as a beneficiary of the Club;
  - 3.2. reasonable and proper out of pocket expenses of the Governors;
  - 3.3. reasonable and proper remuneration to any Governor or Connected Person for any goods or services supplied to the Club on the instructions of the Governors provided that:
    - 3.3.1. for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Governors and Connected Persons under contracts of employment with the Club;
    - 3.3.2. subject to point 3.3.1 of this Clause, the authorisation under this provision shall not extend to the service of acting as Governor;
    - 3.3.3. if the person being remunerated is a Governor the procedure described in point 22 of Clause III must be followed in considering the remuneration of the Governor and in relation to any other decisions regarding the remuneration authorised by this provision;
    - 3.3.4. if the person being remunerated is a Connected Person the procedure described in point 22 of Clause III must be followed by the relevant Governor in relation to any decisions regarding such Connected Person;
    - 3.3.5. subject to point 3.6 of this Clause, this provision may not apply to more than half of the Governors in any financial year (and for these purposes such provision shall be treated as applying to a Governor if it applies to a person who is a Connected Person in relation to that Governor);
  - 3.4. interest on money lent by any Governor or Connected Person to the Club at a reasonable and proper rate;
  - 3.5. any reasonable and proper rent for premises let by any Governor or Connected Person to the Club;
  - 3.6. where a vacancy arises on the Board with the result that point 3.3.5 of this Clause applies to more than half of the Governors, the Club may continue to pay remuneration to its Officer Governors and any Connected Persons receiving remuneration in accordance with point 3.3.5 of this Clause provided that the Club uses all reasonable endeavours to fill the vacancy as soon as possible.

## **Clause VI: Club Officers**

1. The Club shall have Officers, as specified in the Election Regulations. They shall be elected in accordance with Election Regulations.
2. The job descriptions of Club Officers shall be as detailed in Appendix I.
3. Certain members of the Executive Committee may appoint additional Officers, not listed in the Appendix, who are delegated to perform certain parts of their job descriptions. Details of this can be found in Appendix I.
4. Removal of Club Officers shall be in accordance with the Standing Orders.
5. All powers and responsibilities as outlined in all other Constitutional Documents are subject to the approval of the Board.

## **Clause VII: Non-Discrimination**

1. At all times, the Club and its Officers shall be bound by this Clause.
2. All the Members of the Club shall have the right not to be discriminated against on the grounds of their Age, Appearance, Beliefs, Caring Responsibilities, Caste, Class, Disability, Educational Background or current Educational Status, Gender, HIV Status, Marital or Family Status, Nationality, Political Affiliation, Religion, Immigration Status, Race/Ethnicity, Sexuality,

Non-contagious Illness, Irrelevant Criminal Conviction, Trade Union Activity or Affiliations to Legal Organisations.

## **Clause VIII: Club Meetings**

1. The Club Captain shall chair all Club Meetings, in accordance with the Standing Orders.
2. A valid decision of a Club Meeting shall be a resolution duly proposed and seconded and passed by a simple majority of those present, unless specified otherwise, at a quorate meeting.
3. Quoracy shall be defined in the Standing Orders unless specified otherwise.
4. All Club Meetings shall be held within Undergraduate term time or Club preseason training weeks.

### **Annual General Meetings of the Club**

5. There shall be an Annual General Meeting (hereafter 'AGM') of the Club held in the final week of Easter term as defined by Durham University, unless otherwise specified.
6. The Club shall hold an AGM once in each year. Not more than 15 months shall pass between the date of one AGM and the next. The AGM shall be held at such time and place as the Governors shall think suitable to allow the maximum number of members to attend.
7. Notice for an AGM shall be given at least 14 clear days before the date of the meeting, except when this meeting follows directly a meeting postponed due to inquoracy where there shall be no requirement for the period of notice. The Club Captain shall be responsible for issuing such notice.
8. The agenda, and all relevant papers must be sent out to all members at least 5 clear days in advance of the meeting.
9. Notice for an AGM must include an agenda for that meeting. The business shall include:
  - 9.1. receiving the Accounts;
  - 9.2. receiving the Budget;
  - 9.3. receiving a list of the current affiliations of the Club and a list of all donations made in the last year;
  - 9.4. receiving the Board's Report;
  - 9.5. open questions to the Board;
  - 9.6. discussing and dealing with any other business put before them by the Board.
10. The quorum for an AGM shall be one sixth of the total membership (including both competitive and recreational members).

### **Ordinary General Meetings of the Club**

1. There shall be Ordinary General Meetings (hereafter 'OGM') of the Club.
2. Any member of the Executive Committee shall have the right to call an OGM in accordance with the Standing Orders.
3. There must be at least one OGM held in each undergraduate term.
4. Notice for an OGM shall be given at least 14 clear days before the date of the meeting. The person who called the meeting shall be responsible for issuing such notice.
5. The agenda must be published prior to the meeting in accordance with the Standing Orders.
6. The business for each meeting shall be as outlined in the Standing Orders.

### **Extraordinary General Meetings of the Club**

1. There shall be Extraordinary General Meetings (hereafter 'EGM') of the Club.
2. Any member of the Board or Executive Committee shall have the right to call an EGM in accordance with the Standing Orders.
3. If presented with a petition to call an EGM signed by at least 50% of the members of the Club (including both competitive and recreational), the Executive Committee must call an EGM.
4. Notice for an EGM shall be given at least 24 hours before the time of the meeting. The person who called the meeting shall be responsible for issuing such notice.
5. Discussion at an EGM shall be restricted to the matters specified in the notice.
6. In all other respects the procedure of the meeting shall be governed as per the provisions for an

OGM.

## **Clause VIII: Indemnity of Officers and Governors**

1. Every Elected Officer and Governor of the Club shall not be liable for any loss, damage or misfortune which may happen to or be incurred by the Club in the course or as a consequence of the execution of his duties or in relation thereto; provided that this shall not affect his liability for the consequences of his own negligence or the consequences of a malicious act on his part.
2. Failure to obtain authorisation for expenditure shall be prima facie evidence for negligence.

## **Clause IX: Complaints Procedure**

1. There shall be a complaints procedure as outlined in the Standing Orders.

## **Clause X: Winding-Up**

1. In the event that a majority of those voting in a referendum, duly called to debate the dissolution of the Club, vote in favour of said proposition, then any remaining funds, after the satisfaction of all liabilities, shall not be divided amongst the members but passed to another institution with similar objectives to those of the Club, for its use in the fulfilment of those objectives.
2. The Board pursuant to Clause V may transfer the assets and liabilities of the Club to another legal entity where the Constitution is as similar as possible to this Constitution allowing for variations necessitated by the different legal structure. Following the transfer, the Board may resolve to wind up the unincorporated association.

## **Clause XI: Amendment of the Constitutional Documents**

1. Any part of the Constitution may be amended by a successful referendum, conducted in accordance with the Standing Orders, in which at least half of the members (including competitive and recreational) of the Club vote.
2. Before an amendment to the Constitution can take effect, it must be approved by the Board with a simple majority.
3. Any part of the Standing Orders may be amended by:
  - 3.1. a successful referendum, conducted in accordance with the Standing Orders, in which at least half of the members of the Club vote; or
  - 3.2. a successful motion passed by a 66% majority in two consecutive Club Meetings, where only one can be an EGM, where the wording of the motion is not changed after the first successful passing.
4. Details on amendments to other Constitutional Documents can be found in the Standing Orders.
5. No part of the Constitutional Documents may be altered by implication.
6. Correction of typographical and internal referencing errors may be corrected without approval.

## **Clause XII: Interpretation of the Constitutional Documents**

1. The Board shall act as the final interpreter of the Constitutional Documents.
2. In the event of a conflict between two parts of the Constitutional Documents, the following shall be the order of precedence:
  - 2.1. Constitution;
  - 2.2. Standing Orders;
  - 2.3. Byelaws;
  - 2.4. Election Regulations;
  - 2.5. Regatta Blue Club Regulations;
  - 2.6. Appendices;

# Standing Orders

## Standing Order I: Executive Committee

1. An Executive Committee of elected members, hereafter referred to as the 'Executive Committee', shall administer the Club.
2. The Committee shall be divided into two tiers.
  - 2.1. Tier one shall consist of:
    - 2.1.1. Club Captain
    - 2.1.2. Vice Captain
    - 2.1.3. Men's Captain
    - 2.1.4. Women's Captain
    - 2.1.5. Head Coxswain
    - 2.1.6. Treasurer
    - 2.1.7. Head Boatman
  - 2.2. Tier two shall consist of:
    - 2.2.1. Social Secretary
    - 2.2.2. Secretary to the Regatta Blue Club
    - 2.2.3. Publicity Officer
    - 2.2.4. Novice Development Officer
3. No two tier one positions may be held by any one member
4. All members of the Executive Committee must be members of the Club

### Executive Meetings

5. There shall be a meeting of the Committee at least once per term
6. The Club Captain shall have the power to call a Committee meeting at any time he deems necessary.
7. A quorum for a meeting of the Executive shall be 6. Business may still be discussed without a quorum present, but no decision shall be final until ratified by a quorum.
8. The Executive may invite individuals to attend Executive meetings. The attendance of these individuals shall be subject to the control of the Executive.
9. The Vice Captain shall be responsible for maintaining accurate minutes of the Executive Committee meetings.
10. The Vice Captain shall be responsible for publishing summaries of the Executive Committee meetings, except where the discussion is inappropriate for publication, within a week of the meeting.

## Standing Order II: Club Officers

1. Anyone elected or appointed to a position within the Club shall be hereafter referred to as a 'Club Officer'

### Removal of Officers

2. No Club Officer may be required to resign except by means of a Vote of No Confidence by the Club, or, under exceptional circumstances, a Club Officer (who is not a member of tier one) may be removed by means of a unanimous vote of the Tier 1 Executive. Exceptional circumstances shall be limited to actions or omissions pertaining to:
  - 2.1. the finances of the Club;
  - 2.2. the legal requirements incumbent upon the Club;
  - 2.3. maintaining the reputational standing of the Club; or
  - 2.4. the welfare of the Club members.
3. A successful Vote of No Confidence shall take effect immediately.
4. Removal of an Officer by means of a unanimous vote of Tier 1 shall take effect immediately.

5. If a Motion of No Confidence is accompanied by the signatures of one sixth of the membership, a suspension shall take effect immediately. The motion must then be put to the Club at the next Club meeting.

### **Suspension of Officers**

6. No Club Officer may be suspended except by means of a Vote of Suspension by the Club, or, under exceptional circumstances, a Club Officer (who is not a member of the Tier 1 Executive) may be suspended by means of a unanimous vote of the Tier 1 Executive. Exceptional circumstances shall be limited to actions or omissions pertaining to:
  - 6.1. the finances of the Club;
  - 6.2. the legal requirements incumbent upon the Club;
  - 6.3. maintaining the reputational standing of the Club; or
  - 6.4. the welfare of Club members.
7. A successful Vote of Suspension shall take effect immediately.
8. Suspension of an Officer by means of a unanimous vote of Tier 1 Executive shall take effect immediately.
9. If a Motion for Suspension is accompanied by the signatures of one sixth of the membership, the suspension shall take effect immediately. The motion must then be put to the Club at the next Club meeting.

### **Censure of Officers**

10. A Motion of Censure may be brought against any Club Officer to indicate the Club's strong disapproval of the actions or omissions of the Officer.
11. Any Club Officer may be censured by the Club by means of a successful Motion of Censure.
12. If two Motions of Censure are passed at separate meetings against any Officer during his term of office, then the Officer shall immediately face a Motion of No Confidence, proposed and seconded by the Standing Orders and Byelaws, except when the second Motion of Censure was preceded by an unsuccessful Motion of No Confidence.

## **Standing Order IV: Club Meetings**

### **Conduct of General Meetings**

1. The Club Captain shall chair the meeting but may not vote.
2. If the Club Captain is unable or ineligible to chair a meeting of the Club, then the following shall deputise for him in order:
  - 2.1. the Vice Captain;
  - 2.2. the Men's or Women's Captain;
  - 2.3. any other member of Executive Committee.
3. The ruling of the Chair in procedural matters shall be final insofar as it has been overruled by a Challenge to the Chair as specified in the Byelaws.
4. The Vice Captain shall be responsible for taking accurate minutes of the proceedings of Club Meetings. The Vice Captain shall also be responsible for publishing these minutes on the Club accounts, and if not, keeping them available for inspection upon request.
5. There shall be no votes cast by proxy or in absentia at Club meetings.

### **Ordinary General Meetings**

6. Motions for an OGM may be submitted to the Chair up to 6 clear days before the meeting. Further motions may be accepted at the Chair's discretion after this point, except where otherwise stated.
7. The agenda for an OGM shall be published at least 72 hours before the meeting. This will contain the text of any motions submitted up to this point.
8. A quorum for an OGM shall be one sixth of the membership.

9. An inquorate OGM may proceed at the chair's discretion, unless there is a call for quoracy from the floor. If no such call is made, then those present shall count as a quorum.

### **Extraordinary General Meetings**

10. An EGM may be called by the Club Captain or Vice Captain.
11. The Club Captain or a Vice-Captain must call an EGM when petitioned to do so by one sixth of the membership. If so petitioned, the meeting must take place between 24 and 72 hours after the petition is presented to the Club Captain or one of the Vice-Captains.
12. A quorum for an EGM shall be one sixth of the membership.

## **Standing Order V: Motions of No Confidence**

1. A Motion of No Confidence shall require a simple majority at a Club meeting to be passed.
2. The complete procedure for a Motion of No Confidence shall be explained by the Chair before the start of debate.
3. Any Club Officer against whom a Motion of No Confidence is being brought shall not be permitted to chair that meeting.
4. Motions of No Confidence shall be submitted to the Chair at least 6 clear days before the date of the meeting. No Motions of No Confidence shall be accepted after this time.
5. In the event that the Chair receives a Motion of No Confidence against a Club Officer, duly proposed and seconded by members of the Club, the Chair shall immediately forward to that Officer the full text of the motion.
6. Once a Motion of No Confidence has been submitted, it cannot be amended aside from typographical errors.
7. In the event of an unsuccessful Motion of No Confidence, the Officer shall immediately face a Motion of Censure proposed and seconded by the Standing Orders and the Byelaws.

## **Standing Order VI: Motions of Suspension**

1. A Motion of Suspension shall require a simple majority at a Club meeting to be passed.
2. The complete procedure for a Motion of Suspension shall be explained by the Chair before the start of debate.
3. Any Club Officer against whom a Motion of Suspension is being brought shall not be permitted to chair that meeting.
4. A Motion of Suspension may be procedural or substantive.
5. The suspension shall be in effect until the next Club meeting when it shall automatically lapse. A vote may then be taken to extend the suspension.

## **Standing Order VII: Motions of Censure**

1. A Motion of Censure shall require a simple majority at a Club meeting to be passed.
2. The complete procedure for a Motion of Suspension shall be explained by the Chair before the start of debate.
3. Any Club Officer against whom a Motion of Censure is being brought shall not be permitted to chair that meeting.
4. A Motion of Censure may be procedural or substantive.

## **Standing Order VIII: Finances**

1. The Treasurer shall be responsible for the administration of the finances of the Club.
2. The Treasurer shall present the accounts at least twice per annum.
3. Any item of expenditure up to and including £100, not already included in a budget line, shall be subject to approval by the Club Treasurer.

4. Any item of expenditure above £100, not already included in a budget line, shall be subject to approval by the Club.
5. Any item of expenditure above £500, not already included in a budget line, shall also be subject to approval by the Board.

### **The Boat Club Fund**

6. There shall be a ring fenced fund within the Club accounts known as the 'Boat Club Fund'.
7. The Boat Club Fund shall be largely comprised of income from donations and fundraisers.
8. The purpose of the Boat Club Fund is to save for and finance future plans requiring large expenditure such as the buying of boats or boathouse repairs.
9. The Boat Club Fund should be recorded separately in the accounts.
10. Spending of the Boat Club Fund, including internal transfers to other funds, will be by approval of the Board only, with a 66% majority.
11. All spending plans must first be explained to the Club at the next General Meeting.

## **Standing Order IX: Complaints Procedure**

1. Any complaint relating to the work carried out by an individual Club Officer, group of Club Officers, any individual in a position ratified by the Club, or the Executive Committee shall be heard according to the procedure set out below.
2. This Standing Order shall not restrict a member of the Club from enjoying his right to follow the complaints procedure as set out in the College Regulations, if he wishes to do so in the first instance.
3. If a member of the Club feels that he has been unfairly dealt with by an Officer or Officers as stipulated in point 1 of this Standing Order, or that he has been unfairly disadvantaged by opting out of Club membership, then he has the right to complain and have that complaint dealt with promptly and fairly.
4. If the complaint is against a member of the Executive Committee, then the complainant shall in the first instance see the Club Captain who shall then endeavour to resolve the complaint as stipulated in this Standing Order.
5. In the case of any complaint, the complainant must provide evidence to support his claim insofar as is possible. A written note of any verbal comments will be made by the Club Captain. If at this stage the Club Captain feels the complaint is of a nature that commands the College Officers' immediate attention, then he shall redirect the complaint to be dealt with in line with the College's complaints procedure. Otherwise, the Club Captain shall endeavour to resolve the complaint to the complainant's satisfaction.
6. If the complainant is still unsatisfied then he shall have the right to seek a satisfactory resolution via an investigation undertaken by an independent person appointed by the Executive Committee. Ordinarily this person shall be the Club Captain or, if inappropriate, the Club Vice-Captain or, if still inappropriate, a ratified person of integrity in the Club.. This person, hereafter 'the Investigator', shall be responsible for conducting an independent investigation.
7. The Investigator shall have up to seven days to make the necessary investigations and, at the end of that time, shall report on the complaint.
8. The proceedings for the reporting of the investigation shall take the following form.
  - 8.1. Present at the proceedings shall be:
    - 8.1.1. the Investigator (in the chair);
    - 8.1.2. the Club Captain and Club Vice-Captain;
    - 8.1.3. an appropriate individual minuting;
    - 8.1.4. the complainant and/or are representative of his choice;
    - 8.1.5. and the complained of and/or a representative of his choice.
  - 8.2. The Investigator shall have the power to call witnesses and gather evidence, as well as requiring the complainant and complained of to submit verbal or written statements on the matter.
  - 8.3. The Investigator shall report his findings and both the complainant and complained of shall have the right to respond to the report.

- 8.4. The Investigator shall then consider the matter in light of the statements made and seek to produce a resolution satisfactory to the complainant.
9. If the investigation fails to produce a satisfactory resolution, the complaint shall be referred to College to follow the complaints procedure as set out in the College Regulations.

## **Standing Order X: Conduct of Referendums**

### **Process of a Referendum**

1. The following shall be the process for the conduct of a referendum:
  - 1.1. the referendum must be called;
  - 1.2. a debate must be held to discuss the topic of the referendum;
  - 1.3. the referendum must be opened;
  - 1.4. the referendum must be closed;
  - 1.5. there shall be a period for appeals; and
  - 1.6. the appeals process must be concluded and the result of the referendum confirmed.
2. This entire process must take place within one university term.

### **Calling a Referendum**

3. A referendum may be called if:
  - 3.1. a motion to call a referendum is passed at a Club meeting;
  - 3.2. there is a unanimous vote of the Executive Committee to call a referendum; or
  - 3.3. one sixth of the membership petitions the Club Captain to do so.

### **Debate on a Referendum**

4. A debate must be held before the opening of the referendum.
5. The debate must be held on the topic of the referendum and all Club members must be invited to attend.
6. The debate must be held at such a time and place as the Club Captain shall think suitable to allow the maximum number of members to attend.
7. Notice for the debate must be given no less than 48 hours before the start of the debate. Such notice must include the time and place of the debate and should also include the title of the debate.

### **Opening of a Referendum**

8. The referendum must open within 14 days of the referendum being called.
9. Notice for the opening of the referendum must be given no less than 48 hours before the referendum opens. Such notice must include the question which is to be voted upon and the period for which the referendum shall be open. The notice shall also include the time at which the period for appeals opens and the duration of that period.

### **Closing of a Referendum**

10. The referendum must close no less than 48 hours and no more than 28 days after the referendum opened.
11. The results must be published to the Club by the Club Captain no more than 12 hours after the close of the referendum.

### **Appeals Process**

12. The period for appeals shall open immediately after the referendum closes.
13. The period for appeals shall last no less than 48 hours and no more than 7 days, as determined by the Club Captain.

14. All appeals about the conduct of the referendum shall be made in writing to the Club Captain.
15. The Club Captain may rule the referendum out of order on the grounds of gross electoral malpractice or if a quorum is not reached.
16. Any appeals received within the period for appeals must be dealt with satisfactorily by the Returning Officers.

### **Miscellaneous**

17. Otherwise, the timing of the referendum shall be entirely at the discretion of the Club Captain in consultation with the Club Captain and Club Chair.
18. A quorum for a referendum shall be one third of the membership.
19. Each option in the referendum shall have the right to produce a manifesto.
20. All campaigning including materials and manifestos must follow the rules laid down in the Byelaws and Election Regulations and must be approved by the Club Captain or an Assistant Returning Officer.
21. The method by which ballots are cast in a referendum shall be decided by the Club Captain.
22. The successful option in a referendum shall be that which receives a plurality of the votes.
23. If a referendum is ruled out of order, then the Club Captain must call an EGM to be held within a week to decide whether a further referendum shall be held.

## **Standing Order XI: Interpretation of the Constitutional Documents**

1. Subject to the control of the Board, the Club Captain shall be the interpreter of the Constitutional Documents. Any question concerning their interpretation shall be referred to the interpreters who shall issue a ruling which shall be binding unless overturned by an ordinary motion of the Club. In the event of such a ruling, the Club Captain shall be automatically mandated to propose an amendment to the Constitutional Documents to resolve any dispute.
2. Any question concerning the interpretation of these Constitutional Documents in relation to the conduct of a meeting shall be settled by a ruling of the Chair, which may be challenged as specified in Standing Orders and Byelaws. Any such ruling shall lapse at the close of the meeting.
3. If the Chair's ruling is successfully challenged under the Standing Orders and Byelaws, the disputed interpretation shall be resolved for the purposes of the meeting by a simple majority.
4. Any question concerning the interpretation of these Constitutional Documents in relation to the conduct of an election or referendum shall be settled by the ruling of the Club Captain, which may be challenged as specified in the Standing Orders and Election Regulations. Any such ruling shall lapse after the entire procedure for the election or referendum has been completed.

## **Standing Order XII: Amendment of the Constitutional Documents**

1. Any part of the Byelaws, except where otherwise specified, may be amended by a successful ordinary motion passed by a 66% majority at a Club meeting.
2. Any part of the Election Regulations, except where otherwise specified, may be amended by a successful ordinary motion passed by a 66% majority at a Club meeting.
3. Any part of the Regatta Blue Club Regulations, except where otherwise specified, may be amended by a successful ordinary motion passed by a simple majority at a Club meeting.
4. Any part of the Appendices may be amended by the Executive Committee only.

## **Standing Order XIV: Data Protection**

1. The Club shall endeavor at all times to comply with the latest data protection regulations as issued by the UK Government.

### **Definitions**

2. The following are defined for the purpose of use throughout this Standing Order:

**Data** – information about an individual recorded on paper that is intended to go on a computer and electronic records stored on a computer.

**Personal data** – data from which a living individual can be identified, eg. name, address, driving licence number, date of birth, NI number and passport number.

**Confidential data** – data given in confidence and not in the public domain, to be maintained within an agreed timescale, eg. medical or financial information.

### **Data Collection and Storage**

3. Data may be collected from Club members by way of electronic form which may be sent to the Captain's official Club email address.
4. Data may be collected from members of the Regatta Blue Club by way of electronic form or email which may be sent to the Regatta Blue Club Secretary's official Club email address.
5. All personal data must be held on password protected servers and no data may be transferred to, or kept on, any other form of server.
6. The Captain and Vice Captain shall be responsible for collecting personal data on all Club members, and transferring details electronically to a password protected server, with password access. Such data shall include:
  - 6.1. email addresses;
  - 6.2. contact details;
  - 6.3. date of birth;
  - 6.4. relevant health details.
7. The RBC Secretary shall be responsible for collecting personal data on all RBC members, and transferring the details electronically to a password protected server, with password access. Such data shall include:
  - 7.1. email addresses;
  - 7.2. contact details;
  - 7.3. year of graduation from Durham University.
8. Club and RBC Members shall be required to keep their details up-to-date and notify the Vice Captain, or RBC Secretary respectively, of any changes.
9. Confidential information must be destroyed within one year after the member has left the club, or upon request by a member at any time.

### **Data Access**

10. All Club and RBC members have the right to view their personal data being held by the Club.
11. Those with access to Club member's personal data shall be the:
  - 11.1. Club Captain;
  - 11.2. Vice Captain;
  - 11.3. Senior Tutor of St John's College.
12. Those with access to RBC member's personal data shall be:
  - 12.1. Club Captain;
  - 12.2. Vice Captain;
  - 12.3. Senior Tutor of St John's College;
  - 12.4. RBC Secretary
  - 12.5. RBC President.
13. The Club Captain or Vice Captain reserve the right to, at any time, refuse competitive membership to those who are deemed unfit to row based on data provided in the above mentioned forms in line with Clause VII of the Constitution.
14. All Squad Captains and crew coaches will be made aware of any additional risk that a rower in their crew may be in. This will include, but is not limited to, medical risks. Such information must be treated with the utmost confidence by the captains and coaches.

15. All databases containing Club and RBC member's personal data shall be password protected. These passwords shall be changed each time a new individual takes on any of the roles mentioned in the this subsection.

# Byelaws

## Byelaw I: Conduct of Club Meetings

1. All speeches shall be made through the Chair.
2. Questions of clarification and points of information shall be allowed at the Chair's discretion throughout the meeting.

### Challenge to the Chair

1. If the Chair, using his discretion under these Constitutional Documents, is challenged, then the following procedure must be followed.
  - 1.1. He must immediately relinquish the chair.
  - 1.2. The challenger has two minutes to state the reasons for the challenge.
  - 1.3. The Chair has two minutes to give reasons for the decision(s) he has taken.
  - 1.4. A maximum of three minutes will then be allowed for discussion.
  - 1.5. The challenger and the Chair may then briefly summate.
  - 1.6. The meeting will then move to a vote. If the motion is passed then the Chair's decision is overruled.
2. The ruling of the Chair on all matters of procedure and conduct at the meeting shall be final, except insofar as it has been overruled by a Challenge to the Chair.
3. Any members refusing to obey these rulings shall be ejected unless an apology is forthcoming and accepted by the Chair.

## Byelaw II: Motions

1. All business seeking a resolution shall usually be in the form of a motion but the Chair may allow discussion of any subject at his discretion.
2. All motions not specified elsewhere in the Constitutional Documents shall require a simple majority of those voting to be passed. A tied vote shall be considered lost.

### Form of Motions

3. The form of the motion shall usually be as below, with motions not tabled in this format being accepted at the Chair's discretion.

'This Club Notes:'

(factual points by way of introduction to the motion')

'This Club Believes:'

( in response to the notes, giving the reasoning behind the need for action)

'This Club Resolves:'

(the proposed immediate action of the Club)

4. The motion must be proposed by a Club member (the Proposer) and seconded by another Club member (the Secunder).
5. The text for substantive motions shall not be altered by the Chair in any way, excluding typographical mistakes, without the agreement of both the Proposer and Secunder of the motion.

### Consideration of Motions

6. When a motion is placed before the house proposed and seconded by the Constitutional Documents, it shall be considered as follows:
  - 6.1. The Chair shall ask if there is an official opposition to the motion. If this is not the case, the meeting shall move to a vote.
  - 6.2. If there is opposition, the Chair shall then ask for someone from the floor of the meeting to speak in favour of the motion. This person shall then act as the proposer of the motion.

- 6.3. The motion shall then be debated in accordance with the rest of this Byelaw, save that if there is nobody willing to speak in favour of the motion, the initial speech and summation by the proposer shall be ignored.
- 6.4. No motion proposed by the Constitutional Documents may be withdrawn for any reason, including procedural motions, unless the meeting is found to be inquorate.
7. Consideration of a motion shall take the following form.
  - 7.1. The Chair shall first take a speech from the Proposer or Secunder of the motion or, at the Chair's discretion, their nominee. The Chair shall then accept questions to the Proposition.
  - 7.2. The Chair shall then call for a speech against the motion. If there is opposition, the Chair shall then accept questions to the opposition.
  - 7.3. Further discussion may take place until the time for the motion has elapsed.
  - 7.4. Any further discussion may only continue if a procedural motion is proposed to extend the time limit.
  - 7.5. After discussion of a motion, the Chair shall take a summation from the opposition and then from the proposition. These two summations shall not exceed two minutes each and no new information may be brought into them.
  - 7.6. The meeting shall then move to a vote.

### **Amendments to Motions**

8. Amendments may be brought from the floor at any time during the consideration of a motion.
9. If the proposition of the substantive motion accepts the amendment it becomes part of the substantive motion.
10. If it is not accepted by the proposition of the substantive motion, the substantive motion shall be set aside whilst the amendment is discussed and voted upon. This amendment to the substantive motion must be proposed and seconded.
11. If this motion is then passed, it stands as part of the substantive motion which is brought back before the meeting.
12. If the proposition of the substantive motion does not accept the amended motion, it shall be withdrawn, unless there are members present who accept the amended motion who will then become the Proposer and Secunder of the amended substantive motion.
13. If a Motion for Spending is amended during a meeting, any approval from Finance Committee that the motion may have enjoyed shall be withdrawn and shall therefore require a higher majority to pass as per point 6 of Byelaw III.
14. Further amendments may be introduced but no more than one amendment may be before the meeting at any one time and no amendment may be proposed while the original amendment is before the meeting.
15. For the sake of clarity and good order during meetings, members shall endeavour to submit amendments to the Chair in advance of the meeting.

### **Procedural Motion**

16. The following procedural motions may be proposed at any time.
  - 16.1. That the order of the Agenda be altered as follows.
  - 16.2. That this meeting moves to the next business at once.
  - 16.3. That the motion not be put.
  - 16.4. That the motion not be put, but the issue be considered by....
  - 16.5. That the motion not be further amended.
  - 16.6. That the motion be taken in parts.
  - 16.7. That the motion be voted upon by secret (paper) ballot.
  - 16.8. That the motion be voted upon anonymously (i.e. the Proposer, Secunder and official opposition leave the room while the vote is taken).
  - 16.9. That the meeting move at once to summations and then to the vote.
  - 16.10. That the time allowed for this motion be extended by....
  - 16.11. That the meeting be adjourned for a specified time (maximum 30 minutes).
  - 16.12. That the meeting be ended.
  - 16.13. Challenge to the Chair.

- 16.14. Motion of Censure.
- 16.15. Motion of Suspension.
- 16.16. Motion to Exclude (can be proposed by the Chair).
- 16.17. Motion to suspend the requirements for candidature (only applies to the election under consideration).
17. Procedural motions set aside all business until they are voted on. There shall be one speech in favour of the procedural motion, and, if there is opposition, one against. The meeting shall then move to a summation by the Proposer and then to a vote. The motion for the meeting to be ended takes precedence over any other business before the House, except procedural motions pertaining to the Chair. It may be discussed, and if passed, all business before the House is deemed to have been withdrawn and there shall be no further discussion on any subject.

## **Voting**

18. If there is no opposition to a motion (or amendment), the Chair may take it as carried on a general 'aye'. If any Club member shouts 'no', or words that might be taken to indicate opposition to the motion, the motion shall be treated as opposed and must be taken on a vote.
19. The Chair and Secretary shall normally be the tellers.

## **Byelaw III: Finances**

### **Motions For Spending**

1. Any item of expenditure up to and including £100 not already included in a budget line shall be subject to approval by the Club Treasurer.
2. Any item of expenditure up to and including £100 not already included in a budget line in which the Club Treasurer has a conflict of interest shall be subject to approval by the Board.
3. Any item of expenditure over £100 not already included in a budget line shall require a successful Motion For Spending (hereafter 'MFS') to be passed at a Club meeting. The motion must detail the item of expenditure and the amount of funds to be released, and must have previously been approved by the Board.
4. An MFS shall be motion duly proposed and seconded by members of the Club in accordance with Byelaw 1, which seeks to release funds from the Club for the purposes outline in the motion. MFS must be included in the agenda for that meeting, emergency MFS may only be accepted at the Club Chair's discretion.
5. All such motions shall be reviewed by the Executive prior to the Club meeting at which they are to be presented.

## **Byelaw IV: Affiliated Organisations**

1. To be affiliated with the Club an external organisation must:
  - 1.1. have aims and objectives in its constitution or charter compatible with those of the Club, and have its constitution or charter, and any alterations made to it after affiliation, ratified by an ordinary motion of the Club (except for minor changes which are ratified in accordance with point 5 of this Byelaw);
  - 1.2. have an ordinary motion of the Club passed with a simple majority authorising their affiliation.
2. The Club may pass a motion to disaffiliate an external organisation. This motion must be included in the agenda of the meeting and requires a simple majority to succeed.
3. Upon disaffiliation, for whatever reason, the organisation must pay back to the Club.
4. All affiliations and disaffiliations must be approved by the Board before they can take effect.
5. Any minor changes to an external organisation's constitution or charter can be ratified by a unanimous vote of the Executive Committee.

## **Byelaw V: Use of Club Equipment**

1. No non-Club members may use any equipment belonging to the Club without prior permission of the Club Captain.
2. The decision to lend any equipment of the Club shall be decided by the Executive Committee on a case-by-case basis and the relevant insurance documents must be signed.
3. Crew coaches shall be entitled to retain a key to the Boat House, subject to a deposit of an amount to be set by the Executive Committee and to availability.
4. All damage to equipment or property of the Club shall be reported to the Club Captain and Head Boatman immediately and logged by the Boatmen for repair.

# **Election Regulations**

## **Election Regulation I: Administration**

1. All elections and referendums conducted by the Club shall be administered by the Senior Returning Officer, which shall ordinarily be the Club Captain.
2. If the Club Captain is not eligible to be the Senior Returning Officer, the Executive shall select one of their number to do so.
3. The Club Captain and/or Senior Returning Officer shall not propose or second candidates in any Club election.
4. Any ruling which the Senior Returning Officer makes in connection with an election or referendum shall be final.

## **Election Regulation II: Methods of Election and Terms of Office of Club Officers**

1. Each candidate for a manifesto position must have one proposer and one seconder who must be members of the Club. Candidates for non-manifesto positions who are unable to attend a meeting must have a proposer attend in their place and hust for them if required.
2. Elections shall be conducted in the following ways.
  - 2.1. Executive Committee elections shall be conducted by paper ballot.
  - 2.2. Other Club Officer elections shall be conducted by general 'aye' subject to Election Regulation XI.
  - 2.3. All those elected shall take office immediately, except for the Executive Committee as outlined in Election Regulation XIV.
3. The following actions shall be taken in the event of a vacant position.
  - 3.1. If a position on the Executive become vacant before the term specific in these Regulations, and a successor has not been elected, a by-election shall be held by electronic vote within 14 days of the vacancy occurring. The candidate elected shall take up office upon the declaration of the result.
  - 3.2. If an Officer position becomes vacant before the term specified in these Regulations, and a successor has not been elected, a by-election may be held at the next ordinary Club meeting with the agreement of the Club Captain. The candidate elected shall take up office at the close of the meeting at which he was elected.
  - 3.3. If any position becomes vacant and the next incumbent has been elected but has not taken office, then he shall be informed of the vacancy and have 48 hours to make a decision as to whether to take office. If he decides to take up office, then he shall take office for the remainder of his predecessor's term of office as well as his own normal term. If he declines to fill the vacancy or does not reply within 48 hours, the procedure in point 3.6 of this Regulation shall be followed, except that no by-election need be held.
  - 3.4. If the holder of a position becomes temporarily incapacitated, the procedure in point 3.6 of this Regulation shall be followed until the holder decides to return to his position.
  - 3.5. If the position of Club Captain becomes vacant, the Vice Captain shall take on the responsibilities of that post relating to the Club until a by-election can be held.
  - 3.6. If any other Officer or Executive Committee Post becomes vacant before the term specified in these regulations, and the Executive Committee is of the opinion that this post has a necessary task to perform before a by-election can be held, the Executive Committee may either appoint any Club member(s) to occupy the vacant post and fulfil the tasks required or jointly take on the responsibilities of the post until a by-election can be held or until the successor takes up office.

## **Election Regulation III: Joint Elections to a Single Position**

1. A Joint Candidate shall be defined as two (or more) members of the Club who are standing as a single candidate for the purposes of election.
2. Tier one positions may not be filled by Joint Candidates.
3. A Joint Candidate may stand for a tier two position only if a procedural motion to allow this is passed immediately beforehand and subject to the conditions of candidature. All members are jointly and severally responsible for the actions of the Joint Candidate as a whole.
4. If elected, Joint Candidates shall be treated as an individual (including for the purposes of motions of censure, suspension, no confidence, resignation and voting or quoracy in the capacity of the position).

## **Election Regulation IV: Methods of Election and Terms of Office of Club Representatives to External Organisations**

1. Elections of representatives to external organisations shall be subject to Club regulations and the rules of the external organisation. If there is a conflict between the rules of the external organisation and the Club's regulations, the former shall take precedence.
2. In the event of a vacancy in any of these positions, the Club Captain shall determine substitute representatives in accordance with Election Regulation II pending the filling of the vacancy.

## **Election Regulation V: Holding of Incompatible Offices**

1. Tier one Executive Committee positions cannot be held concurrently with any other 1 Executive Committee position:
2. Club members may stand for a position that is incompatible with a position that they currently hold.
3. When a person takes office they must offer their resignation to the Club for any incompatible office or committee post which they hold.
4. The Club shall decide by a simple majority whether to accept any such resignations, except when considering an offer of resignation from a member of the Tier one Executive, which must be accepted. If a resignation is rejected, point 1 of this Regulation shall not apply in that instance.

## **Election Regulation VI: Deadlines and Notices of Elections**

1. The Senior Returning Officer shall set the dates of the ballot and the deadline for the submission of executive manifestos for Executive Committee elections. The deadline for these shall not be fewer than 6 clear days but not more than 13 clear days before the first date of the ballot.
2. Notice of all elections and the close of manifestos shall be given not fewer than 5 clear days before the deadline.

## **Election Regulation VII: Manifestos**

1. Candidates for all positions listed under Appendix I as requiring a manifesto shall submit a manifesto before the deadline. The Senior Returning Officer shall publish them online. Failure to submit a manifesto before the manifesto deadline shall result in the candidate being ruled out of order.
2. Manifestos shall be no longer than 250 words. All manifestos shall be headed with the title and date of the election it relates to, the name of the candidate and of his proposer and seconder, and a word count. This shall not be included in the word count. Manifestos for Executive elections shall include at least one photograph of the candidate.
3. Manifestos shall not contain any statement which refers to any other candidate for the same positions or any statement which if published could result in legal action being taken against the Club.

## **Election Regulation VIII: Election Publicity**

1. Election publicity is anything which is believed to have been produced, published or distributed with the intention of affecting the outcome of an Club election, or in the knowledge that it would be likely to influence the outcome of a Club election. This shall be decided by the Senior Returning Officer.
2. Election publicity shall not include private communication between persons known to each other.
3. All election publicity must be approved by the Senior Returning Officer. The Senior Returning Officer must keep a record of all publicity submitted to them for approval.
4. No candidate shall pay a third party to assist in the distribution of election publicity.
5. No person may remove, deface or destroy any item of approved election publicity before the date of the election without the permission of the candidate or the Senior Returning Officers.
6. The Senior Returning Officer shall ensure that all election publicity that does not comply with these election regulations is removed as soon as possible.
7. Candidates for election may not spend any money on their campaigns.
8. Any member of the Club wishing to campaign on behalf of an option in a referendum (other than the proposer and seconder of that option) must obtain the permission of the Senior Returning Officer.
9. Such campaigns shall abide by all the regulations applicable to campaigns for candidates in elections, except those concerning distribution and expenditure limits.
10. All referendum publicity must be approved and signed by the Club Captain or Senior Returning Officer. Any referendum publicity not so marked may be removed without warning by any member of the Club.

## **Election Regulation IX: Hustings**

1. Hustings shall consist of:
  - 1.1. all candidates speeches; then
  - 1.2. a period for questions of clarification insofar as they relate specifically to candidates' speeches or manifestos; then
  - 1.3. questions to candidates.
2. If a candidate is unable to attend, then his proposer or seconder may hust on his behalf.
3. The Chair shall rule out of order any question which he deems to be unfair to any candidate or group of candidates, or which is likely to lead to an answer which is defamatory or offensive, or which cannot be answered without breaching Election Regulations.
4. Hustings shall be held for any position that is listed in Appendix I as requiring a manifesto.
5. Hustings shall be held if the number of candidates (excluding RON) exceeds the number of available positions.
6. Hustings shall be held if any member of the Club so requests before the commencement of voting.
7. The Chair of such hustings shall be the Chair of the meeting at which the election takes place and recorded in the minutes of the meeting, except that hustings for executive positions shall be chaired by the Senior Returning Officer and minuted by the Secretary or, if inappropriate, by another member of the Executive Committee.

## **Election Regulation X: Voting Procedures**

1. In the case of an election at a Club meeting, any member of the Club who is present at the meeting shall be entitled to vote, except the Chair.
2. The election may be conducted in the following ways.
  - 2.1. General 'aye'.  
Votes by general 'aye' shall be overseen by the Chair, and if there is a single 'no' then the vote shall go to a show of hands.
  - 2.2. Show of hands.

Votes by a show of hands shall be overseen by the Chair and the Senior Returning Officer and shall require a simple majority. The Senior Returning Officer may use his discretion to call an 'overwhelming' verdict.

### 2.3. Paper ballot.

Votes by paper ballot shall be overseen by the Chair and the Senior Returning Officer and shall take place during the meeting. The ballot papers are to be provided by the Senior Returning Officer.

3. Where the number of candidates is equal to or less than the number of places to be filled, then those candidates may be considered severally by general 'aye', provided there is no objection from any person entitled to vote or there is a call to hust.
4. If the position to be elected requires the submission of a manifesto, or there has been an objection to taking a vote by general 'aye', or a call to hust is made, then the candidate must leave the room and the vote shall be by a show of hands.
6. Where the number of candidates is greater than the number of places to be filled in a multiple-post election, then a paper ballot will be mandatory.
7. Executive elections shall be conducted by paper ballot.
8. This clause is subject to a procedural motion to hold the vote by other means outlined in the motion.

## **Election Regulation XI: Vote-Counting Procedures**

### **Vote by General 'Aye'**

1. In a vote by a general 'aye' the Chair, in the absence of a 'no', shall deem the candidate elected. A 'no' shall be taken as an objection to the voting method and the procedure outlined in point 2.1 of Election Regulation X shall then be followed.

### **Vote by Show of Hands**

2. A vote by show of hands shall be counted by the Senior Returning Officer and at least one of the Assistant Returning Officers and announced immediately.

### **Vote by Paper Ballot**

3. A vote by paper ballot shall be counted as soon as is practical by the Returning Officers after the meeting at which the vote took place.
4. The Senior Returning Officer shall be present at the count.
5. Each candidate in the election shall be entitled to attend the count. No person present at the count may reveal any details regarding the count to anyone not present at the count whether directly or indirectly, until the result has been formally announced by the Senior Returning Officer. Candidates unable to be present at the count may nominate any member of the Club who is not a Returning Officer to be an observer in his place.
6. The procedure for the counting of ballots shall follow the Single Transferable Vote system as interpreted by the Senior Returning Officer, the basics of which are outlined below.

#### **Round 1**

The first round of counting shall allocate the posts reserved for restricted categories (e.g. degree requirements) using the first preference votes of ballots under a first past the post system. If this is not required, then start at round 3.

#### **Round 2**

Those who are elected under this first past the post system shall have their ballots re-allocated based on the second preference votes.

#### **Round 3**

The quota shall be calculated by totalling the number of ballots cast, dividing that by the number of positions left available, and then adding 1 to that total.

#### **Round 4**

The votes for each candidate shall be totalled (including second preference votes from round 1).

#### **Round 5**

If a candidate's total is equal to, or more than the quota, then they are elected, and their ballots shall be re-distributed among the other candidates and restart the process at round 3, unless all positions are filled, in which case the count has finished. If not, then move to round 6.

#### **Round 6**

If no candidate is elected, then the candidate with the lowest number of votes is eliminated from the process and their votes are re-distributed. This is continued until a candidate reaches quota. When this happens, move back to round 5.

7. If at any time during the process there is a tied vote which affects the outcome of the election, then the candidate to be elected shall be selected by a random method determined by the Senior Returning Officer. If one of the tied candidates is RON, then RON's candidature shall be withdrawn.
8. If a ballot paper is not marked with a clear, unambiguous preference, as determined by the Senior Returning Officer, it shall be deemed spoilt and invalid.

### **Election Regulation XII: Declaration of Results**

1. Results for elections shall be declared electronically as soon as is practical at the conclusion of the count. Full numerical results shall be available on request and kept by the Vice Captain.

### **Election Regulation XIII: Actions on Breaches of Election Regulations**

1. In the event of a serious breach of Election Regulations, the Senior Returning Officer, in consultation with the tier one, as long as none of them are affected by the breach, may either rule one or more candidates out of order, or rule the election as a whole out of order.
2. Where a candidate is ruled out of order following the count, and it is possible to re-count the votes, this shall be done.
3. The election shall be ruled out of order if in the opinion of the Senior Returning Officer there are reasonable grounds to believe that:
  - 3.1. any votes were cast prior to the first date of voting;
  - 3.2. the vote was open for a significantly shorter period than prescribed by these regulations;
  - 3.3. turnout is below one sixth of members of members eligible to vote;
  - 3.4. the voting system was subject to any other form of gross electoral malpractice; or
  - 3.5. there has been a serious breach of any other part of the Constitutional Documents which may have affected the outcome of the election.
4. The Senior Returning Officer, in consultation with the Assistant Returning Officers, may, in exceptional breaches of the Election Regulations, take such actions against one or more candidates as he deems necessary to restore fairness to the election. In the event of such actions, the Senior Returning Officer must present his decision at the next Club meeting.
5. The result of an election shall not be declared or published if the election has been ruled out of order, or if there is a significant chance that it will be.
6. If an election is ruled out of order, the election shall be re-run as soon as practical as deemed by the Returning Officers.

## **Election Regulation XIV: Elections of Executive Positions**

1. All Executive Positions will be elected at the Annual General Meeting to be held in the final week of Easter term, as defined by Durham University.

# Regatta Blue Club Regulations

1. There shall be an association for alumni of the Club named the 'Regatta Blue Club' (hereafter referred to as the 'RBC').
2. Membership of the RBC is open to all those who were previously members (either competitive, recreational or equivalent), along with their families.

## RBC Committee

3. The RBC Committee shall consist of:
  - 3.1. the President of the RBC
  - 3.2. the Secretary of the RBC
  - 3.3. the Club Captain
4. The President shall be:
  - 4.1. an alumnus of the Club;
  - 4.2. in office for terms of a maximum of 4 years, and may not serve more than 2 consecutive terms;
  - 4.3. In order to serve another term the President must stand for reelection in an open contest;
  - 4.4. a member of the Board while in office.
5. In appointing a new President the candidate must be:
  - 5.1. proposed and seconded by members of the RBC;
  - 5.2. elected by the Board and Executive Committee requiring a simple majority;
  - 5.3. ratified by the Club at the next General Meeting.
6. The President shall be subject to the complaints procedure as stated in Clause IX of the Constitution, unless in conflict with point 7 of this Regulation.
7. The President may be removed by a Vote of No Confidence which in such an instance shall follow the following procedure:
  1. A letter must first be written and signed by at least 20 RBC members, or one third of the RBC membership, whichever is less. This letter will outline the reasons to call for such a vote and will be presented to the RBC Secretary.
  2. The RBC Secretary will then send this letter to the Executive Committee who will begin proceedings for the vote.
  3. The Club Captain must notify the RBC President at least 7 days before a vote is to advertised, giving time to discuss the matters raised, and offer the opportunity to stand down.
  4. If the President does not willingly step down, the President will advertise the vote, laying out the concerns raised by those calling for the vote.
  5. The RBC membership must then be given 10 days to cast their vote electronically on the motion.
  6. If the RBC membership vote in favour of a Vote of No Confidence, the RBC President must step down and the process for finding a new President begin in good time thereafter.
8. The President shall also be subject to removal as laid out in Clause IV of the Constitution.
9. The Secretary of the RBC shall be a current member of the Club.

## Benefits

10. Members of the RBC should expect to receive termly updates regarding the Club from the RBC Secretary
11. Members of the RBC shall be invited to Club alumni events which shall include:
  - 11.1. formal and informal dinners;
  - 11.2. race spectating;
  - 11.3. fundraising events for the Club and other organisations the Club deems appropriate.
12. Members of the RBC may be granted use of boats, and other Club equipment, subject to the approval of the Executive Committee.

## Finances

13. The RBC must budget all events for which the Club will make a financial outlay and have approval from the Club Treasurer and the Executive Committee.
14. The RBC may not budget any events which will make a net loss for the Club on that event without prior approval of the Club in the form of a Motion for Spending in accordance with Byelaw III.
15. In the event that an event loses the Club money on that event, the Club must be notified and a decision made as to how to recuperate the losses.

## **Appendix**

### **Appendix I: Job Descriptions of Club Officers**

#### **Captain of Boats**

Election: AGM

Prerequisites: Manifesto

Description: The Captain of Boats shall be the Club's representative on any committee of DCR or of BR and shall inform the Executive Committee of any relevant decisions made. The Captain shall be responsible for coordinating the Executive Committee in the day-to-day running of the Club. The Captain shall be ultimately responsible for the management of all club equipment, in coordination with the Board, as stated above. The Captain shall be responsible for general administrative issues, including the issue of Boathouse keys. The Captain shall have the power to impose fines, at the discretion of the Board, in situations where damage is caused to Club property due to negligence. The Captain may invite any person, not a member of the Club or College, to become a Club member of the Club and invite crew coaches who are not Club members to coach and crew at such time as he sees fit. The Captain shall be a signatory of the Club account. The Captain may co-opt any current member of the Club to take on responsibilities on behalf of the Club, after a majority vote of the Executive Committee, in accordance with Clause VI of the Constitution. The Captain will have the duty to ensure there is progression of any long term plans.

#### **Vice Captain**

Election: AGM

Prerequisites: Manifesto

Description: The Vice Captain shall, in conjunction with the Club Captain, ensure that all members of the club are aware of relevant information, including communications from DCR and BR. The Vice Captain shall prepare an agenda for non-emergency meetings of the Club and the Executive Committee. The Vice Captain shall write the minutes of all meetings at which they are present. The Vice Captain shall be responsible for entering crews in competitions and shall keep a record of the Club's performance which shall be communicated to the Social Media Secretary for dissemination. The Vice Captain shall be responsible for the seeking of all sponsorship of the Club. The Vice Captain shall have responsibility for the design and ordering of Club stash and shall coordinate with the Captain and Regatta Blue Club Secretary for the ordering of club Blazers. The Vice Captain shall be responsible for maintaining good Health and Safety practices within the Club. The Vice Captain shall be responsible for ensuring the Club abides by the Health and Safety rules of DCR and BR. They shall be responsible for First Aid in the Club and displaying on the boathouse wall all qualified first aiders within the Club, as well as any other documentation required by DCR and BR. They shall be responsible for producing or reviewing a document on good water practice guidelines and responsible for informing all new members of the Club of the above rules and guidelines. They shall be responsible for ensuring the Club's annual Health and Safety audit is completed before the BR deadline.

#### **The Squad Captains**

Election: AGM

Prerequisites: Manifesto

Description: There shall be two Squad Captains: a Men's Squad Captain and a Women's Squad Captain. They shall be responsible for the organisation of crews. The Squad Captains shall organise the weekly timetable of training, ensuring that they book boats and rowing machines in advance of training. They shall set both long and short term goals and communicate these to the squad as a

whole. They shall be responsible for the behaviour and good practice of their crew on the water and when away from Durham as a team, whether training or racing. The Squad Captains shall be responsible for representing their squad in meetings of the Executive Committee. They shall organize and converse with crew coaches, in order to ascertain the state of crews, as regards to fitness and competence to row, at any time.

### **The Treasurer**

Election: AGM

Prerequisites: Manifesto

Description: The Treasurer shall be responsible for the keeping of accurate accounts by the Club, these may be called for at any time by the Executive Committee. The Treasurer shall present both the Board and the Club with termly accounts and, if asked, inform the Club at any meeting of the current financial situation. The Treasurer shall be answerable to the Executive Committee for any discrepancy with the accounts. The Treasurer shall be responsible for obtaining subscription monies or receipts from Competitive and Recreational members of the Club. The Treasurer shall be responsible for the maintenance of the Club account. The Treasurer shall be a signatory of the Club account. The Treasurer shall, with the Captain, make a termly inventory of all equipment owned by the Club for insurance purposes and present this inventory to College. The Treasurer shall be responsible for any further insuring of equipment and any claims resulting from this. The Treasurer, with the Captain, shall be required to have given consent before any Club expenditure is incurred and be responsible for applications for financial assistance from the college.

### **The Social Secretary**

Election: AGM

Prerequisites: Manifesto

Description: The Social Secretary shall be responsible for organizing social events within the Club. This includes coordinating with the Regatta Blue Secretary for the organisation of Alumni events.

### **The Head Boatman/Boatwoman**

Election: AGM

Prerequisites: Manifesto

Description: The Head Boatman/Boatwoman shall be responsible for the general condition, storage and safety of all equipment, including the boathouse and shall ensuring necessary repairs are made. They shall be responsible for the upkeep and maintenance of boats. They shall be responsible for coordinating and educating teams of volunteers to assist them in their role.

### **The Head Coxswain:**

Election: AGM

Prerequisites: Manifesto

Description: The Head Coxswain shall be responsible for the recruitment and training of new coxes and to teach them the basics of coxing. They shall coordinate the senior coxswains in their weekly outings and select coxswains for racing. They shall be aware of and resolve issues that arise between coxes and their crew on a day-to-day basis.

### **The Novice Development Officer**

Election: AGM

Prerequisites: Manifesto

Description: The Novice Development Officer shall, in conjunction with the Club Captain and Vice Captains, be responsible for recruiting new members of the club. The Novice Development Office shall coordinate a team of coaches and give them guidance in the training of new members during Michaelmas term. The Novice Development Officer shall be responsible for the maintenance of a fair timetable of novice boat usage. The Novice Development officer shall aid the Captains in the integration of Novice rowers throughout Epiphany term.

### **The Publicity Officer**

Election: AGM

Prerequisites: Non-Manifesto

Description: The Publicity Officer shall have access to all the clubs social media accounts and shall be responsible for the growth and usage of said accounts, keeping members and others aware of races and other developments within the club. The Publicity Officer shall also be responsible for the maintenance of the Club website, writing at least termly new articles.

### **The Regatta Blue Club Secretary**

Election: AGM

Prerequisites: Manifesto

Description: The Regatta Blue Club Secretary shall liaise with the Regatta Blue Club President, and provide a link between them and the Executive of the Boat Club. The Regatta Blue Club Secretary shall write and distribute newsletters or such similar communications to members of the Regatta Blue Club at least once per term. The Regatta Blue Club Secretary shall Organise any Alumni events, such as: meet-ups at regattas and Regatta Blue Club crews. The Regatta Blue Club Secretary shall manage, with the publicity officer, the Regatta Blue Club social media accounts. The Regatta Blue Club Secretary shall coordinate fundraising efforts to ensure Regatta Blue Club members are aware of any fundraising programmes and can contribute. The Regatta Blue Club Secretary shall In conjunction with the Treasurer, manage the sale and distribution of Regatta Blue Club merchandise.

### **The Regatta Blue Club President**

Election: As required

Prerequisites: See Regatta Blue Club Regulations

Description: The Regatta Blue Club President shall liaise with the Regatta Blue Club Secretary and the Captain of Boats. The Regatta Blue Club President shall ensure that there is consistency in the management of the Regatta Blue Club and that key duties are fulfilled. The Regatta Blue Club President shall assist the secretary in the organisation of any events and regular communications.

## **Appendix II: Criteria for the Awarding of Colours**

1. Colours shall be awarded on the basis of the completion of two of the following criteria:
  - 1.1. winning either a BR approved regatta;
  - 1.2. winning a non-BR Approved or DCR regatta or head race;
  - 1.3. holding a position on the Executive Committee;
  - 1.4. rowing for SJCBC for three years;
  - 1.5. being someone whom the Executive Committee feels has contributed extraordinarily to the Club.
2. If a member has fulfilled only one of these criteria they will be eligible for half-colours.