

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION



Recent revisions and amendments:

- ❖ 2nd March 2009 (Matthew Smith, President)
- ❖ 1st June 2009 (Matthew Smith, President)
- ❖ 6th May 2011 (Charlie Howell, President)
- ❖ 25th February 2013 (ECBC Exec)
- ❖ 26th November 2014 (ECBC Exec)
- ❖ 30th November 2015 (Georgina Lee, President)
- ❖ 12th February 2017 (Jonathan Tan, President)
- ❖ 18th April 2018 (Alice Butcher, Vice-President)



1. THE CONSTITUTION AND SCHEDULES OF EXETER COLLEGE BOAT CLUB

- 1.1 This document is the Constitution of ECBC and shall be referred to as “the Constitution”.
- 1.2 The documents attached to the Constitution are the Schedules and Guidelines of ECBC and shall be referred to as “the Appendices”.
- 1.3 The current Constitution and its Schedule must be made publicly available; with the exception of Appendices 2 and 3.
- 1.4 A full review of the Constitution Shall be undertaken by the Executive Committee at least once every three years.
- 1.5 Amendments to the Constitution may be proposed and seconded only by Eligible Member of ECBC (See 5.3).

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- 1.5.1 Proposed amendments must be presented with an argument in sufficient detail to and for the understanding of all Eligible members at least seven days in advance of a vote.
- 1.5.2 Proposed amendments must be approved by a two-thirds majority in a vote taken by Eligible Members of ECBC; where quorum shall be 20 Eligible Members.
- 1.6 Amendments to the Appendices may be proposed and seconded by any Eligible Member of ECBC (See 5.3).
- 1.6.1 Proposed amendments may be approved by: 1) A two-thirds majority in a vote taken by Eligible Members of ECBC; where quorum shall be 20 Eligible Members. 2) A simple majority in a vote taken by the Officers of ECBC at a Full Meeting of the Executive Committee (See 6.1 and 6.4); where quorum shall be 5 members of the Executive Committee.



2. DEFINITIONS

- 2.1 Exeter College Boat Club is the rowing and sculling club of Exeter College, Oxford and shall be referred to in this document as “ECBC” or “the Club”. It shall be recognised that ECBC does not exist as a legal entity and as such, is not capable of making contracts or holding assets.
- 2.2 The Alumni Club (formerly the ECBCA) provides guidance and advice to the executive committee.
To be amended in line with the newly formed alumni club.
- 2.3 Oxford University Rowing Clubs is the amalgamation of the College and University rowing clubs of Oxford University and shall be referred to in this document as “OURCs”. OURCs is responsible for regulating the on-water conduct of its constituent clubs, and for organising most inter-collegiate races (including Torpids and Summer Eights).
- 2.4 British Rowing is the governing body for rowing in England and shall be referred to in this document as “BR”.
- 2.5 The Environment Agency is the major navigational authority for the non-tidal River Thames and shall be referred to in this document as the “EA”.



EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

3. OBJECTIVES AND VALUES OF ECBC

- 3.1 The primary objectives of ECBC are to:
- i. promote rowing amongst the members of Exeter College by providing facilities, training and coaching through which the sport may be enjoyed safely;
 - ii. produce a men's and a women's 1st VIII of the highest possible quality;
 - iii. produce both men's and women's lower boats of a competitive standard;
 - iv. be an inclusive club through encouraging participation from novice level upwards; especially with regards to novice involvement in Nephthys and Christ Church Regatta.
- 3.2 The secondary objectives of ECBC are to:
- i. encourage its crews and members to enter external rowing events, particularly the Head of the River races in London and the Henley Regattas (Henley Royal Regatta and Henley Women's Regatta);
 - ii. encourage and assist its members in furthering their rowing careers, particularly through their participation in University squad rowing.
- 3.3 The primary values of ECBC are:
- i. Co-operation
 - ii. Respect for others
 - iii. Integrity
 - iv. Honesty
 - v. Perseverance
 - vi. Commitment
 - vii. Equality



4. AFFILIATIONS AND COMPLIANCES

- 4.1 ECBC shall affiliate to OURCs at the beginning of each academic year and pay the affiliation fee to OURCs by the Sunday of the fifth week of Michaelmas term as per the OURCs Constitution (C5.10).
- 4.2 Through affiliation to OURCs, ECBC is bound also to the Council for Oxford University Rowing (COUR). COUR is the University-sanctioned executive authority for the overseeing of all safety matters concerning rowing within the University. All safety matters on which COUR makes a ruling shall be binding.
- 4.3 ECBC shall affiliate to and maintain registration with BR at the beginning of each calendar year.

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- 4.4 ECBC shall register all its racing and training craft (including motor launches) with the EA prior to the beginning of each calendar year.



5. MEMBERSHIP OF ECBC

- 5.1 Members of Exeter College may become members of ECBC.
- 5.2 Honorary membership of ECBC may be granted to non-members of Exeter College (e.g. Old Members, coaches and other persons with a strong Exeter connection) by the Executive Committee, if they adjudge it to be appropriate.
- 5.3 Eligible Members are those members of ECBC who are eligible to vote in the General Procedure for Selection of Executive Officers (see 7.1) and in votes on constitutional and schedule amendments (see 1.4-1.5). To be an Eligible Member, a member of ECBC must have fully paid their membership fees where applicable (see Appendix 1), be a member of Exeter College, and at least one of the following:
- i. a member of the Executive Committee;
 - ii. a member (coxswain, rower or coach) of an active ECBC crew;
 - iii. a former member of a crew that has been active within the academic year in which the vote is taking place.

[It should be noted that members of ECBC as defined here are not necessarily entitled to membership of OURCs and may not fulfil eligibility requirements for bumping races.]



6. OFFICERS OF ECBC

- 6.1 The affairs of ECBC shall principally be managed by the Executive Committee, with guidance and support from the ECBCA, and with the ultimate executive control of the Exeter College Bursary and Accountant.
- 6.2 The Executive Committee shall consist of:
- i. the President (Captain of Boats);
 - ii. the Vice-Presidents;
 - iii. the Captain of the Men's Squad;
 - iv. the Captain of the Women's Squad;
 - v. the Treasurer;

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- vi. the Secretary;
 - vii. the Senior Member;
 - viii. the Alumni Secretary
- 6.3 The Executive Committee may, if necessary, appoint other (non-executive) officers to help with specific affairs of ECBC. These Appointed Committee members may include:
- i. a Web Secretary
 - ii. a Sponsorship Secretary;
 - iii. a Water Safety Officer;
 - iiii. 2 x Social Secretaries
 - iiv. Captain of Coxes
- 6.4 The Executive Committee may, if necessary, appoint Vice Captains to shadow the Captains and help in co-ordinating training and assisting with specific affairs of ECBC. These Vice Captains will be appointed at the discretion of the Executive Committee (following a recommendation by the Captain) and will hold their position for a term at a time.
- 6.5 The Senior Member must be a Fellow or Junior Dean of Exeter College.
- 6.6 Members of the Executive Committee shall hold their Offices for 4 terms, starting from the term after their election. Their 4th term is intended to be a hand-over term, in which the outgoing incumbent is available to provide advice and support to the incoming incumbent.
- 6.7 Members of the Appointed Committee shall hold their Offices for 4 terms, starting from the term after their election.
- 6.8 Should more than one individual run for an Appointed Committee member role, the President shall organise elections and hustings to enable the members of ECBC to vote for their preferred choice.



7. THE RULES

- 7.1 Procedures for the Selection of Executive Officers
- 7.1.1 General Procedure for the Selection of Executive Officers:
- i. The President, Treasurer, Secretary, Alumni Secretary, and both Vice-Presidents, shall be selected in Michaelmas Term, after the end of Christ Church Regatta. The Captains shall be selected in Trinity Term, after the end of Summer Eights.

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- ii. The Incumbent President shall open nominations by announcing, in writing (by letter or e-mail), the Offices on the Executive Committee for which new incumbents are to be selected, and the date on which the elections are to take place. The election shall be at least 5 days after the announcement.
- iii. Only current members of the Executive Committee may run for the Office of President. When this is not possible, candidates from outside the Executive Committee can be considered.
- iv. Only rowers from the men's 1st VIII and women's 1st VIII may run for the position of Men's Captain and Women's Captain, respectively. When this is not possible, candidates from the lower boats can be considered.
- v. Any ECBC member may run for other offices, provided they have been proposed and seconded by Eligible Members of ECBC. Deadlines for nominations shall be set by the incumbent President.
- vi. Selection shall be by confidential ballot, organized by the President. Only Eligible members may vote in the ballot. For each Office, the option to re-open nominations (RON) shall be included on the ballot paper; the nominee gaining the greatest number of votes shall be returned as the new Officer. In the event of a tie, the president may organize a re-vote (to select between tied nominees) or simply select the new Officer from the tied nominees. Quorum in all Ballots shall be 20 Eligible Members
- vii. Incumbent Executive Committee members shall have their votes weighted to twice the voting power of a vote from non-Executive Committee members.
- viii. The Senior Member Shall be selected by invitation of the Executive Committee.

7.1.2 Special Procedure for the Selection of Executive Officers:

- i. In the event of a removal of an Executive Officer (see 7.2), or the early yielding of Office by any Executive Officer, a replacement shall be selected at the earliest possible date. If the President is removed, the Treasurer shall organize the selection of a replacement.
- ii. The President (or Treasurer), shall open nominations as outlined in the General Procedure for the selection of Executive Officers.

7.2 Procedure for the Removal of Executive Officers:

- i. Officers may delegate some of their duties, but they remain ultimately responsible for the execution of them.
- ii. If an officer is unacceptably incompetent or deliberately negligent in the execution of their duties this should be reported to a member of the Executive Committee, who may then call an Emergency Meeting of the Executive Committee (see 7.5.).
- iii. At the Emergency Meeting, or at any Full Meeting of the Executive Committee, the officer may be removed by the approval of a two-thirds majority of those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee. The Officer being considered for removal may attend the meeting, but must leave before the vote takes place.
- iv. An Officer that has been removed is ineligible for further election to any ECBC Office during the academic year in which they are removed.

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

7.3 Procedure for the Selection of Appointed Committee Members:

- i. The President shall open nominations by announcing in writing (by letter or e-mail), the positions for which new incumbents are to be selected. The selection date shall be at least 5 days after the announcement.
- ii. Any ECBC member may run for a position, provided they have been proposed and seconded by Eligible Members of ECBC.
- iii. For each position, nominees must be approved by a simple majority in a vote taken by the Executive Committee, at a Full Meeting. Quorum shall be 5 members of the Executive Committee.
- iv. The President shall have the right to veto the approval of any nominee.

7.4 Duties of Officers

7.4.1 The Duties of the Officers outlined in the following sections shall be considered the minimum obligations to be fulfilled by the holders of the Office. Failure to fulfil these obligations shall be considered grounds for charges of negligence and removal from Office (see 7.2). All Officers are required to uphold and promote the values of ECBC (see 3.3) during their time in office.

7.4.2 Duties of the President:

- i. Acquiring and managing ECBC resources in a fair and principled manner, consistent with the objectives of the club;
- ii. Calling and preparing the agendas of Full Meetings and acting as chairperson of all meetings of the Executive Committee;
- iii. Maintaining a copy of the Constitution and its accompanying Schedules;
- iv. Maintaining a list of Eligible and temporarily inactive Members;
- v. Delegating additional tasks and duties, necessary for the operation of the boat club, to appropriate members of the Executive Committee;
- vi. Resolving disputes within the Executive Committee;
- vii. Representing ECBC to College and other authorities and organisations;
- viii. communicating with the ECBCA, and maintaining a good relationship with the alumni in general;
- ix. Organising the selection of Officers of ECBC;
- x. Organising the end-of-year Executive Committee Portrait;
- xi. Defining “blades” for ECBC crews and awarding the ‘xx’ tankard to exceptional crews who were not awarded blades (both awards are to be made at the President’s discretion) Ensuring effective handovers take place between Executive members, and that detailed handover documents are in place.

7.4.3 Duties of the Vice-Presidents:

- i. Maintaining an updated inventory of all ECBC equipment;
- ii. Organising the maintenance and upkeep of the Boat House;
- iii. Assisting the President in the execution of his duties.

7.4.4 Duties of the Treasurer:

- i. Managing the Boat Club’s accounts, including CS01, CS02, and the Club’s Business Account with Lloyd’s Bank;
- ii. Preparing a draft budget for the year (see 7.6);

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- iii. Arranging payments and acquisitions;
- iv. Organising the collection of Battels from ECBC members;
- v. Organising fundraising events with the Secretary;
- vi. Maintaining a good working relationship with the Bursary and the Accountant of Exeter College.

7.4.5 Duties of the Secretary:

- i. Keeping a record of all meetings of the Executive Committee;
- ii. Sourcing and ordering ECBC kit;
- iii. Organising boat club dinners;
- iv. Organising the Boat House Bar at Summer Eights;
- v. Organising fundraising events with the Treasurer;
- vi. Preparing the weekly newsletter and sending it to all members of the Boat Club.

7.4.6 Duties of the Men's Captain and the Women's Captain:

- i. Working together to organise and oversee the training of the 1st VIIIs, including the organization of training camps;
- ii. Working together to oversee the training of the lower boats, working with the Vice-captains to produce boats of the highest possible quality at each level;
- iii. Working together to organise entries for external regattas, including British Rowing membership for all competitors;
- iv. Working together to ensure that all members of ECBC abide by the rules of OURCs;
- v. Attending all OURCs Captains' meetings and representing the views and interests of ECBC at them.

7.4.7 Duties of the Alumni Secretary:

- i. Directing the creation of the club's newsletter;
- ii. Overseeing the invites for club dinners;
- iii. Receiving and replying to queries from alumni about the club's activities;
- iv. Communicating with the Development Office to increase membership of the alumni club.

7.4.8 The responsibilities of the Senior Member Shall include:

- i. Overseeing ECBC activity;
- ii. Advising and informing the Executive Committee;
- iii. Representing ECBC to the College when appropriate;
- iv. Acting as an advocate for ECBC;
- v. Encouraging and monitoring safety in ECBC activities.

7.5 Meetings and Motions

7.5.1 Full Meetings of the Executive Committee

- i. The President is to call at least 4 Full Meetings of the Executive Committee each term; Full Meetings may be called by the President, the Vice-Presidents, the Men's Captain, or the Women's Captain.
- ii. Full meetings must be called at least 5 days in advance, with Agendas sent out at least 2 days in advance.

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

- iii. Motions may be proposed by any member of the Executive Committee.
- iv. All members of the Executive Committee shall have automatic speaking and voting rights.
- v. All members of the Appointed Committee shall have automatic speaking rights and may be granted voting rights by the President for specific meetings.
- vi. Motions passed at Full Meetings must be tasked to at least one member of the Executive Committee.
- vii. Motions passed at Full meetings must be executed as soon as possible or on a timeline agreed upon by the Committee during the discussion of the motion.
- viii. With the exception of the budget (see 7.6.i), all motions at Full Meetings will require the approval of a simple majority of those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee.

7.5.2 Emergency Meetings of the Executive Committee

- i. The President may, at their discretion call an Emergency Meeting of the Executive Committee with no minimum notice period and no obligation to distribute an agenda.
- ii. If the President has been found to be otherwise engaged, negligent, or if there is no incumbent President, any member of the Executive Committee may call an Emergency Meeting.
- iii. Motions may be proposed by any member of the Executive Committee, at the meeting, with no prior notice.
- iv. All members of the Executive Committee shall have automatic speaking and voting rights.
- v. All members of the Appointed Committee shall have automatic speaking rights and may be granted voting rights by the President for specific meetings.
- vi. Motions passed at Emergency Meetings must be tasked to at least one member of the Executive Committee.
- vii. Motions passed at Emergency Meetings must be executed as soon as possible or on a timeline agreed upon by the Committee during the discussion of the motion.
- viii. Motions passed at Emergency meetings will require the approval of two-thirds majority of those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee.

7.6 Expenditure

- i. The Treasurer is to produce a budget for the following Academic Year at the First Full Meeting of the Executive Committee in Michaelmas Term. The budget is to be approved as a motion requiring the approval of a two-thirds majority of those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee.
- ii. Expenditure amounting to greater than £200, not accounted for in the approved budget will have to be approved at a Full or Emergency Meeting of the Executive Committee, requiring the approval of a simple majority of those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee.
- iii. Changes to the budget will have to be approved at a Full or Emergency Meeting of the Executive Committee, requiring the approval of a two-thirds majority of

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

those members of the Executive Committee present. Quorum shall be 5 members of the Executive Committee.

- iv. Expenditure amounting to less than £200 may be approved by either the Treasurer or the President at their discretion.



8. BOAT CLUB DINNERS

- 8.1 A Boat Club Dinner shall be held each term, after the term's major regatta.
- 8.2 All ECBC members must behave well at Boat Club Dinners, and treat College and its staff with respect. Poor behaviour, or behaviour that brings the reputation of ECBC into disrepute, may be punished, at the discretion of the Executive Committee, by a fixed fine of up to £30, or - for extreme transgressions - expulsion from ECBC.



9. KIT AND APPAREL

- 9.1 Non-racing apparel shall be of the designs specified 9.5.
- 9.2 The design of non-racing apparel may only be changed at a Full Meeting with the approval of a two-thirds majority of the Executive Committee. Quorum shall be 5 members of the Executive Committee. If any design is changed, Kit Graphics shall be updated appropriately. A record of old designs should also be maintained in 9.5 and 9.6.
- 9.3 The design of racing kit (all-in-ones and zephyrs) shall be of the designs specified in 9.5.
- 9.4 The design of racing kit may only be changed at a Full Meeting with the approval of a two-thirds majority of the Executive Committee. Quorum shall be 5 members of the Executive Committee. If any design is changed, 9.5 shall be updated appropriately. A record of old designs should also be maintained in 9.6.
- 9.5 This is a record as to the types of official ECBC kit and apparel that exist and are available, and as to who may wear them. Additional Kit and Apparel may be introduced by the Secretary of the Club at their discretion.
 - 9.5.1 Non- Racing Apparel:
 - i. The Boat Club Blazer. These blazers may be worn by any member of

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

ECBC who has competed in Summer Eights as a member of the men's or women's 1st VIII. They can be made to order by Walters Of Oxford (www.shepherdandwoodward.co.uk). [Description: Scarlet flannel blazer with black piping.]

- ii. The Boat Club Bowtie. These ties may be worn by any member of ECBC who has competed in Torpids or Summer Eights as a member of the men's 1st VIII. They can be bought from Walters Of Oxford. [Description: Silk bowtie with red and black diagonal stripes.]
- iii. The Torpids Blazer. These blazers may be worn by any member of ECBC. They can be made to order by Walters Of Oxford. [Description: Cream blazer with magenta piping. Three magenta scallop shells embroidered on breast pocket.]
- iv. The Torpids Bowtie. These ties may be worn by any member of ECBC. They can be made to order by Walters Of Oxford. [Description: White Marcella cotton bowtie with a magenta scallop shell embroidered on each wing.]
- v. The Women's First Eight Brooch. These silver brooches may be worn by any member of ECBC who has competed in the women's first eight or torpid. They can be ordered by contacting www.badgesplus.co.uk.
- vi. The President's Blazer. This blazer may be worn by the President of ECBC. It is a Torpids blazer of the old style. [Description: Cream blazer with peony red piping. Three peony red scallop shells embroidered on breast pocket.]
- vii. The Captain's Blazer. This blazer may be worn by the Captains of the Men's and Women's Squad. It is the Boat Club Blazer, with one additional Stripe on the cuff of each arm.

9.5.2 Racing Kit:

- i. The Men's All-In-One. These all-in-ones may be worn by any male member of ECBC who is competing as a representative of ECBC. They can be made to order by JL and OFS. [Description: Crimson all-in-one with two white stripes down each side. ECBC coat of arms embroidered in white onto chest.]
- ii. The Women's All-In-One. These all-in-ones may be worn by any female member of ECBC who is competing as a representative of ECBC. They can be made to order by JL and OFS. [Description: Crimson all-in-one with one black stripe down each side. ECBC coat of arms embroidered in black onto chest.]
- iii. The 1st VIII Zephyr. These zephyrs may be worn by any member of ECBC who is competing or has competed in Summer Eights as a member of a 1st VIII. They can be made to order by Stitch Rowing. [Description: White zephyr with red and black collar and cuffs. ECBC coat of arms and "1st VIII" embroidered onto left chest.]
- iv. The 2nd VIII Zephyr. These zephyrs may be worn by any member of ECBC who is competing or has competed in Summer Eights as a member of a 2nd VIII. They can be made to order by Stitch Rowing. [Description: Red zephyr with red and black collar and cuffs. ECBC coat of arms and "2nd VIII" embroidered onto left chest.]

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

IV.3 Old Designs:

- i. The Boat Club Blazer – Old Style. These blazers are often worn by Old Members of ECBC. [Description: Peony red flannel blazer with black piping.]
- ii. The Boat Club Bowtie and Necktie— Old Style. These ties are often worn by Old Members of ECBC. Neckties can be bought from Walters Of Oxford. [Description: Peony red and black diagonal-striped silk bowtie or necktie. Stripes of alternating thickness: thick peony, thin black, thick peony [sic], thick black, repeated.]

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

9.6 MATTHEW SMITH'S KIT GRAPHICS

Blazers and Racing Kit:



Accessories:



10. SAFETY

- 10.1. ECBC shall complete an annual safety audit as required by affiliation to BR (see 3.3). This is ultimately the responsibility of the President but a Water Safety Officer may be appointed for this role.
- 10.2. ECBC shall ensure that each of its members complies with all safety regulations that are prescribed or recommended as good practice in British Rowing's "Row Safe: a guide to good practice in rowing" document (formerly the 'Water Safety Code'), a copy of which should be held by the

EXETER COLLEGE BOAT CLUB: THE CONSTITUTION

President (see 7.1.viii).

- 10.3. ECBC shall ensure that each of its members complies with the safety directives of OURCs and COUR, particularly with regard to completion of a swim test before competing in any regatta (see OURCs Rules and Regulations Relating to Conduct of College and University Boat Clubs R3.a).



11. TERMINATION

The club shall not terminate except by the resolution of a special meeting of the full Executive Committee called for this purpose. In such an event, any surplus assets shall be handed over to a body with similar objectives or to a charity agreed at the meeting.



END OF DOCUMENT

APPENDICES

- I. Membership Fees**
- II. Alumni Engagement Strategy**
- III. Corporate Sponsorship Strategy**
- IV. Declaration of Health and Safety to Row**