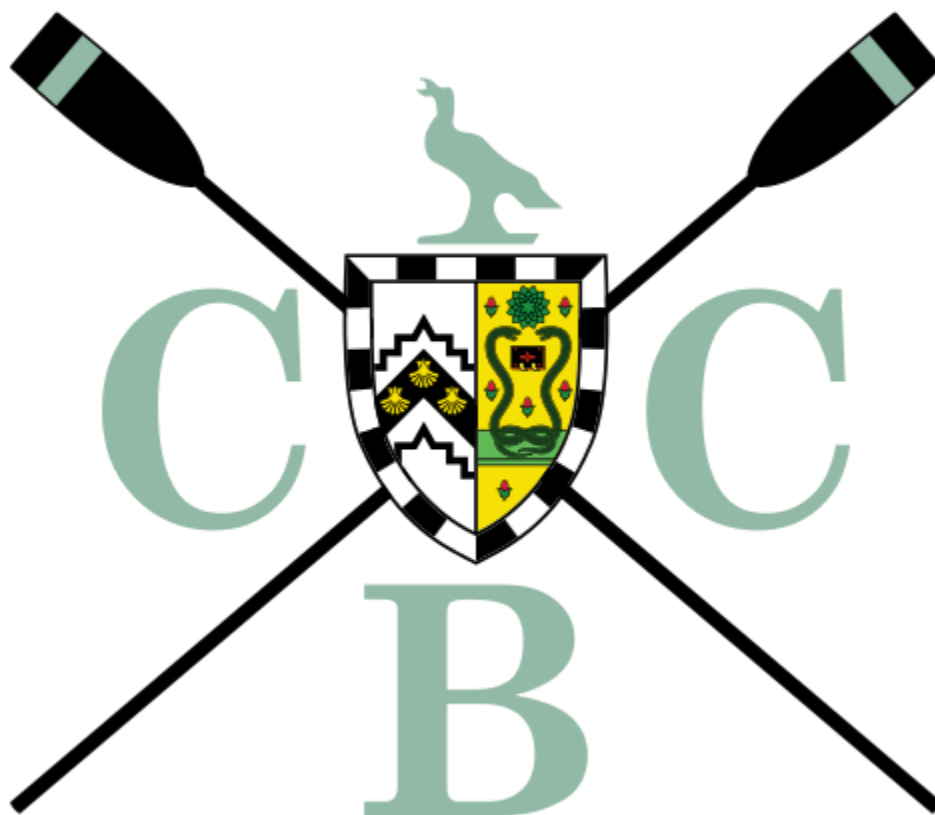


# Caius Boat Club Constitution

Ratified January 2024



# I: General

1. That the Club shall be named “The Caius Boat Club” (“the Club”).
2. That the Club shall consist of members of Gonville and Caius College, (“the College”).
3. That the Club and its members shall abide to the Rules of the River as defined in the most recent version of the Cambridge University Combined Boat Clubs (“the CUCBC”) Handbook. This will include the CUCBC safety regulations.
4. That the Club and its members shall abide all rules, regulations and other requirements of British Rowing (“BR”).
5. That the objectives of the Club are:
  - 5.1. To promote and provide opportunities for participation in the sport of rowing for the student body of the College.
  - 5.2. To represent, compete, and maximise the success of the Club in rowing competitions. Particularly in Lent and May Bumping races.
  - 5.3. To provide, where possible, wider benefit to the College and the rowing community
  - 5.4. To recognise the value of each member and treat each crew fairly while maintaining efficient use of the resources available.
  - 5.5. To treat both men’s and women’s side fairly, explicitly justifying any difference in resource allocation.
6. That this constitution and the code of conduct shall be published and made readily available to all members, officers, senior committee members and employees of the Club.
7. That the Constitution shall be reviewed formally at least once every 3 years and a record of such review provided, and any amendments attached to the Constitution.

# II: Officers and Committee

8. That the Officers of the Club be:
  - 8.1. The Captain of Boats, who shall be a bona fide student of the University in statu pupillare, and a member of the Club and who shall be responsible for rowing in the college.
  - 8.2. The Men's Vice-Captain of Boats, who shall be a bona fide student of the University in statu pupillare, and a member of the Club and who shall be responsible for supporting the Captain in his duties with respect to men's rowing in the college.
  - 8.3. The Women's Vice-Captain of Boats, who shall be a bona fide student of the University in statu pupillare, and a member of the Club and who shall be responsible for supporting the Captain in his duties with respect to women's rowing in the college.

- 8.4. The Senior Treasurer, who shall be a senior member of the college, who shall have overall responsibility for the financial affairs of the Club who shall be appointed by the College.
- 8.5. The President, who shall have a senior role in the running of the club, in particular helping to maintain relations with sponsors and alumni who shall be appointed by the committee.
- 8.6. The Boathouse Manager who shall be an employee of the Master and Fellows of the College, who shall be responsible for the upkeep and maintenance of the Boathouse and equipment and be a source of advice and assistance in furthering rowing in the college.
- 8.7. The Secretary, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for the administration of the Club.
- 8.8. The Junior Treasurer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for the accounts of the Club.
- 8.9. The Social Secretary, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who shall be responsible for social events organised by the club.
- 8.10. The Safety Officer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who shall be responsible for the Health and Safety procedures and adherence of the club.
9. That the Junior Committee of the Club shall consist of the Officers as detailed in item 8 and 11 excluding the President, the Senior Treasurer, and the Boathouse Manager.
10. That the Standing Committee shall be elected according to Part V
  - 10.1. That the standing Committee consist of The Captain of Boats, the Vice Captains, and the Junior Treasurer
11. That the Captain may co-opt to the Committee further Officers as he sees fit, which may include but are not limited to:
  - 11.1. The Sponsorship Officer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for managing the affairs of the Club in relation to their sponsors.
  - 11.2. The Kit Officer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for the procurement of racing and recreational kit for the members of the club
  - 11.3. The Alumni Officer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for the administration of the affairs of the Club in relation to its alumni.
  - 11.4. The Training Camp Officer, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for the organisation of training camps for the club.
  - 11.5. The Coxing Captain, who shall be a bona fide student of the University in statu pupillare, and a member of the Club, who will be responsible for advancing the development of coxing.

12. That the Standing Committee shall decide the non-elected officers of the Junior committee according to a simple majority with the Captain of Boats having casting vote.
13. That the Junior committee has the power to allocate funds for the employment of coaches and other employees, on a per hour basis, but any salaried position shall be in consultation with the Senior Committee and the College.
  - 13.1. That the Senior Committee, the Club and the College should be in agreement over any salaried appointment.
  - 13.2. That any person who is employed, including per hour, by the club shall be defined in this constitution and any other club documents as an “employee”.
  - 13.3. That the Club has the statutory responsibilities for all employees.
  - 13.4. That current members of the club (as defined in III: Membership) shall not be paid for coaching.
  - 13.5. Any exceptions to 13.4 should be agreed on by the relevant Vice Captain(s), Junior Treasurer, Captain of Boats, and Senior Treasurer, recorded in written form (e.g. via email), and reviewed on a termly basis.
14. That all officers of the Junior Committee shall serve for one year from the final day of the Henley Royal Regatta, or 23:59 on the 31<sup>st</sup> July, whichever is earlier in the year, culminating in a dedicated handover meeting with the successor to the position. All officers shall also provide a handover document to their successor, detailing what is expected of the successor in performance of the role.
15. That the Captain of Boats shall determine the specific tasks of the Officers after their appointment and before the start of Full Michaelmas Term.
16. That the Captain may create sub committees to deal with specific matters that may arise as he sees fit.

### III: Membership

17. The Members of the Club are anyone who:
  - 17.1. Is eligible to row for the Club for at least one competition, under the CUCBC handbook rules;
    - 17.1.1. That this be any member of the college, or under CUCBC rules eligible to row for the club.
  - 17.2. Has agreed to be bound by the Rules and Regulations of the Club, including, but not limited to:
    - 17.2.1. This Constitution;
    - 17.2.2. Code of Conduct
    - 17.2.3. CUCBC and BR Rules and Guidelines;
    - 17.2.4. The College Regulations;
  - 17.3. Has not been suspended or expelled from the Club;
  - 17.4. Has not been expelled from, or refused membership of, BR;
  - 17.5. And has not resigned their membership of the Club.
18. That no person who is eligible under item 17 shall be denied membership

19. That Members will signify their acceptance of the Rules and Regulations of the Club by signing a form which may also contain relevant health and safety declarations, as advised by the Safety Officer. The Secretary and/or Boatperson shall keep these forms
20. That Senior Members of the Committee and the Boathouse Manager shall be considered Members of the club
21. That a Member of the Club may resign their membership at any time giving one week's notice by writing to the secretary.
22. That Members may be removed from the club under the disciplinary procedures outlined in Part IX
23. That Members shall be required to pay a subscription fee or "Subs", not including their novice term.
  - 23.1. That the details of the Subs shall be published at the beginning of the academic year by the Junior Treasurer
24. That members may, with the permission of the Captain of Boats or a delegate, use any and all facilities of the club.

## IV Meetings

25. That meetings of the Junior Committee be requested by any officer, and called by any of the Standing Committee as often as business may require, and that the Secretary give at least two days' notice thereof to every person entitled to attend such meetings as per item 27.
26. That if Officers representing more than half of the votes of the Committee are absent, then the Committee meeting shall be dismissed
27. That those entitled to be present at any Junior Committee meeting are all those members of the Junior Committee of the club as detailed in items 8 and 11, as well as any other member of the club with the Captain's permission and, by exception, other people with the Captain's express permission, including but not limited to, coaching staff.
28. That at all meetings of the committee the Captain, or in his absence the Secretary, take the Chair. If both of these persons are absent, a Chairman will be elected at the meeting.
29. That the Secretary make an account of all business transacted at meetings of the Committee and that at the opening of every meeting the minutes of the previous meeting, either pre-circulated to all members or read at the meeting, shall be approved. This may then be circulated to other members of the Club by request, by means of email, or via the website. Only members of the Club should be able to look at the minutes and appropriate security measures undertaken to ensure this is the case, save for anyone with the express permission of the Captain.
  - 29.1. That these minutes shall be distributed to all Officers of the Club within 48 hours of the conclusion of the meeting, and made available to the members within a week of the conclusion of the meeting
  - 29.2. That the minutes shall be kept within the Club records
  - 29.3. That if the Secretary is absent then this responsibility shall be delegated by the Captain or another member of the Standing Committee

30. That all Officers are able to vote within a committee meeting, with the Standing Committee each receiving two votes
  - 30.1. That each Officer shall each have the votes assigned to their role, even if in a shared role
31. That decisions of the Committee, excluding those otherwise provided for by this Constitution, shall be decided by a simple majority, in which the Captain of Boats has the casting vote.
32. That all votes will be by a show of hands or other public assent unless the Chair decides a secret ballot is necessary
  - 32.1. In the case of a secret ballot, the number of votes for either option shall be recorded in the minutes.
33. That any other Point of Order at a Committee meeting not provided for in this Constitution shall be dealt with by the meeting's chair.

## V Election of Offices

34. That the provisions of this part exclude the offices of Senior Treasurer, Boathouse Manager and President
35. That the Standing Committee: the Captain and Men's and Women's Vice Captain and the Junior Treasurer be elected by means of an anonymous ballot held during Easter Term each year, no later than the weekend before the May Bumps with the exact date to be chosen by the previous Standing Committee to suit the current state of the club, following hustings for the position.
36. That any Member of the Club, who reasonably expects to be a Member for the full term of office, may be nominated for election to any Office. This includes current Officers who may stand for re-election and/or election to a different Office
37. That those who are eligible to vote are any Members who shall be Members of the club in the academic year for which the elections are run. In addition, any members who have rowed in the top two boats in either Lent or May Bumps shall be eligible to vote.
  - 37.1. That in addition, any current members of the committee shall be able to vote for the position of Captain of Boats, and any member of the club who has represented the club in the top two boats on either side of the club in any year shall be able to vote for the Vice Captain on their respective side of the club, that being either the Men's Vice-Captain or the Women's Vice-Captain.
  - 37.2. No member shall be eligible to vote for an Office for which they are a candidate
  - 37.3. That coaching staff are not eligible to vote.
  - 37.4. That those not eligible to vote may attend and be involved in hustings at the permission of the Returning Officer
38. That The Senior Treasurer acts as the returning officer and he/she along with the Captain may determine the capacity of individuals to vote, including, by exception, exempting members of the top two boats on either side of the club from voting, or enabling a member of the club who is injured and would otherwise be eligible to vote, where appropriate.

39. That a Candidate may withdraw themselves at any time before the vote for the position for the position for which they are a candidate.
40. That the procedure for voting shall be, for each Office, as follows:
  - 40.1. The candidates confirm their intention to run for an office.
  - 40.2. The candidates are allowed a given time to deliver a speech, followed by questions to all candidates.
  - 40.3. The Returning Officer confirms the option available. These may consist of any number of candidates and/or groups of candidates. There will always be an option for re-open nominations "RON".
  - 40.4. Candidates for the Office being voted upon leave the room.
  - 40.5. The Members shall vote by writing the vote on a slip of paper and placing into a container.
  - 40.6. This shall be anonymous, and anyone attempting to breach this anonymity shall have, at the discretion of the Returning Officer, their vote discounted.
  - 40.7. The votes shall then be counted by the Returning Officer and confirmed by a member of the standing committee not up for election for the given role.
  - 40.8. If any one option receives a majority of the votes cast then they will be elected. If RON receives a majority of the votes cast then the provisions of clause 38 shall apply
  - 40.9. Otherwise, the option which receives the fewest votes will be eliminated and the vote repeated.
  - 40.10. The Candidates will be allowed into the room and the name of the person elected will be immediately announced by the Returning Officer
41. That if no candidates are found or RON is selected for an Office then a by-election will take place on the following weekend for that Office using the same procedure as the annual election. If there is still no candidate for an Office, further action will be at the discretion of the newly-elected Standing Committee
42. That Members may not circulate any material beyond a manifesto provided to the Secretary according to the deadline provided by the Secretary
  - 42.1. That the deadline shall be no less than 72 hours after notice has been given by the Secretary.
43. That any complaints regarding the conduct of candidates should be made in writing to the Returning Officer who will investigate the complaint immediately and rule on any consequences, which may include disqualification of a candidate, before the election or by-election
  - 43.1. That this may be appealed to the Committee and after an investigation including no less than 3 Officers, the decision of the Committee on this matter shall be final.

## VI Resignation, and removal of Officers

44. That any Officer may be removed from their Office by a vote of no-confidence passed by the Committee with a two-thirds majority
  - 44.1. Any two Officers on the Committee may request this vote

- 44.2. The Officer being voted on may not vote on this matter
- 44.3. Such a vote will take effect immediately and the person removed must be notified as soon as reasonably possible by the Chair of the meeting at which the vote occurs
- 45. That the removal of an Officer will be separate from any disciplinary procedure and shall not be influenced by the disciplinary procedure.
  - 45.1. That any external disciplinary procedure shall not be prejudiced by a removal of an officer.
- 46. That if an Officer holds multiple Offices, a separate vote of no-confidence is required for each Office
- 47. That an Officer may resign by giving written notice to the Captain of Boats
  - 47.1. That any resignation must have 2 Weeks' notice

## VII Absence of Offices

- 48. That an Office shall be considered vacant if the Officer resigns, is removed from their post, or ceases to be a Member of the Club
- 49. That a vacant Office shall be fulfilled by means of a by-election unless the vacancy occurs less than 21 days from the next Annual Election in which case it shall remain vacant until the election.
- 50. That the by-election shall follow the same procedure as in Part V as soon as deemed reasonably possible by the Returning Officer and the Captain of Boats
- 51. That Officers elected in a by-election will serve until the end of the term of the Officer which they have replaced
- 52. That an Officer is deemed unable to perform a duty if:
  - 52.1. The Office is vacant for any reason
  - 52.2. The Officer is unwilling to perform such a duty
  - 52.3. The Officer is unable to perform the duty for any reason
- 53. That if an Officer that is not the Captain of Boats is unable to perform a duty, the Captain shall decide who shall perform the duty or duties.
- 54. That if the Captain is unable to perform any duty, the Officer first in line from the following list who is able to fulfill the duty is required to fulfill it. If multiple Officers are equal in line and able, the eldest Officer shall be required to fulfill a duty.
  - 54.1. That the list shall be:
    - 54.1.1. The Men's/Women's Vice Captain(s)
    - 54.1.2. The Secretary
    - 54.1.3. The Treasurer
    - 54.1.4. The Coxing Captain
    - 54.1.5. The Men's/Women's Lower Boat Captain
    - 54.1.6. The Welfare Officer
    - 54.1.7. The Social Secretary
    - 54.1.8. The Boatperson
    - 54.1.9. The Senior Treasurer



## VIII The Committee of the Gonville Boat Club

55. That “The Gonville Boat Club”: the alumni organisation formed in support of the Caius Boat Club, have its own committee that is self elected by members of GBC. The purpose of this committee will be to meet annually to discuss how to allocate the funds generated by GBC to the Club. Applications to this fund must be made by the Captain, who is entitled to be present at these meetings.

## IX Conduct, Grievances, and Disciplinary Procedures

56. That any member violating any of the rules or regulations of the Club or being judged guilty of unsatisfactory conduct by a panel raised by the Club or by College, University, Police, or other authority may, by decision of the Committee, be suspended or expelled.
57. That in order for a Member to be Suspended or Expelled, the Committee must convene an investigation panel hearing of no less than 5 Officers, either of the Committee or of another Clubs’ Committee, where both complainant and respondent shall be heard separately.
- 57.1. That the names of the panel members shall be published no less than ten days before the hearing.
- 57.2. That both the complainant and the respondent may object to any members of the panel on reasonable grounds within a week of their appointment.
- 57.3. That the panel may also call upon witnesses if relevant to the case.
- 57.4. That the complainant and respondent both may bring a friend to support them at the discretion of the panel.
- 57.4.1. That the panel should make all attempts to allow for this within reason, and should give reasons for disallowing persons.
58. That in line with college regulation the standard of proof used when making determinations under this procedure is on the balance of probabilities. This means that it is necessary to prove that it is more likely than not that a breach of the Club Regulations occurred before the Decisionmaker can impose any sanctions on the Respondent. Decisions must be supported by evidence; it is not enough to simply believe that something is likely to have happened. This requirement means that there may be some cases in which the Club decides that it is not appropriate to take or continue action under this procedure.
59. That the burden of proof that a breach of the Club Regulations has occurred rests with the Club. This means that it is for the Club to prove that there has been a breach of the Club Regulations, it is not for a Respondent to prove that a breach of the Club Regulations did not take place.

60. That if the complaint presents a significant threat to the Club, an accusation of a breach of college regulations, or an accusation of a criminal offence the Club shall refer the concern to the College authorities and minimise harm without punishing either complainant or respondent, and not prejudicing any potential proceedings.
  - 60.1. That the definition of these shall be determined in a case by case basis in consultation with the College.
  - 60.2. That the Club and its officers should not be seen as qualified or able to speak to the details of any complaint which fits the above description.
61. That any guilty finding by College, University, or Police shall be taken as proof of guilt and subsequent actions taken.
  - 61.1. That any finding of not-guilty from these authorities shall not preclude the Club from taking action, but means that the Committee should not be compelled to take such action.
62. That any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Humans Rights Act 1998 or any other policies of the Club and/or the College and/or BR.
63. That any individual or member with a complaint about treatment by the Club should set out their grievance, first to the Captain of Boats, then to the Senior Treasurer, then to the President. The Club will seek to deal with complaints in a fair and timely manner akin to the procedure above, with reference to guidelines from British Rowing on Grievance and Disciplinary Procedures in Rowing.

## X Finances

64. That all monies due to the Club be paid to the Treasurer, unless otherwise specified. The Treasurer shall keep account of all the sums received, and be responsible for all payments made on behalf of the Club.
65. That only the Captain, Treasurer and Senior Treasurer will have control of the Club accounts.
66. That the Senior Treasurer shall advise the Committee of the financial state of the Club when so required and propose any reserves to be retained.
67. That in no circumstance can any profit be distributed to Members
68. That Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee but shall be the joint responsibility of the Club as a whole. The Committee should insure that adequate liability insurance is in place to cover the activities of the Club, the Committee and its Members.

## XI Equal Opportunities

69. That the Club shall be fully committed to the principles of equality and opportunity and is responsible for ensuring that no member, volunteer, officer, employee, candidate, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious

belief(s), social status, sexual orientation, political belief(s) or any protected characteristic.

70. That the Club shall at all times consider it's actions and strive to actively promote diversity and equality within the Club and the wider rowing community.

## XII Equipment and Coaching

71. That no boats, or other property of the Club may be at any time be used for any purpose save those of the Club without the sanction of the Captain of Boats.
72. That the Boatperson will be responsible for the maintenance and upkeep of the Boathouse and equipment of the Club, and assist Members with their rowing.
  - 72.1. That while the maintenance and upkeep of these are the responsibility of the Boatperson, on consultation with the Boatperson, the responsibility and decisions on use shall be that of the Captain of Boats
  - 72.2. That the Captain of Boats shall have final say of the use of the Club's facilities unless contradicted by the Senior Treasurer or the President
73. That in matters of dispute of whether or not to boat, the Captain's decision is final.

## XIII This Constitution

74. That amendments and additions to this constitution may be made by a properly convened Committee meeting and voted for by at least two-thirds majority of those present.
75. That the Constitution must be formally reviewed and amendments voted on within 3 years of its previous review.
76. That any Member, and Committee Member may put forward an amendment for the consideration of the Committee
77. That the amendments shall be published to the Club within 24 hours of being enacted
78. That if 10 or more Members of the Club object to an amendment passed within one week of notification of the amendment, the amendment shall be considered nullified immediately.
79. That no amendment may be voted on by the Committee which is substantially the same as an amendment nullified under the previous clause within 3 months of the nullification
80. That amendments shall be recorded at the end of this constitution in perpetuity.
81. In this constitution, for:
  - 81.1. he, also read she.
  - 81.2. the singular, read also the plural.
  - 81.3. rowing, read also sculling.

# Change History

Additions marked in green highlighted text, removals in strikethrough red text. Note: numbered references may be inaccurate due to renumbering as items are added/removed.

2025-01-27 (Mila Marcheva)

**New item** 13.4 That current members of the club (as defined in III: Membership) shall not be paid for coaching.

13.5 Any exceptions to 13.4 should be agreed on by the relevant Vice Captain(s), Junior Treasurer, Captain of Boats, and Senior Treasurer, recorded in written form (e.g. via email), and reviewed on a termly basis.

2018-06-09 (Robin McCorkell)

**New item 8.5:** The Coxing Captain, who shall be a bona fide student of the University and a member of the College in statu pupillare and who shall be responsible for advancing the development of coxing.

**Amendment to item 9:** That the Captain and Men's and Women's Vice Captain and the Junior Treasurer be elected by means of an anonymous ballot held during Easter Term each year, with the exact date to be chosen to suit the current state of the club, following hustings for the position.

2015 (Brie Stark)

**Amendment to item 9.1:** Those eligible to vote are those in either of the top two boats of Lents or May Bumps on each side of the club. In addition, members who have rowed in the Lents or Mays in lower boats, who will also be a member of the club in the coming year, may also vote.