

The Constitution of Corpus Christi College Boat Club

Updated April/August 2023

1) Name of the Club

- a. The club's name shall be 'Corpus Christi College Boat Club', and hereafter referred to as 'CCCBC' or 'The Club'.

2) Statement of Purpose

- a. 'To create an environment where rowing can be performed and enjoyed by all, by building a nurturing community of teaching and learning, through preparation, practice, and hard work. This in turn drives personal excellence, team success, and generates high levels of support, pride, and continued tradition for all in Corpus.'

3) Aims and Objectives of the Club

- a. The Objectives of CCCBC are to support rowing within Corpus Christi College and allow members of CCCBC to enjoy the sport of rowing.
- b. An objective is the teaching and development of rowing and coxing technique, where prior experience has no bearing on the individual's place and worth in the Club.
- c. An objective is the performance of CCCBC crews; most importantly in Summer Eights, Torpids and Michaelmas novice Regatta.
- d. The second objective is to support members of Corpus Christi College in developing to University Boat Club potential, and providing moral support, support in equipment and facilities, and pastoral support, for members of Corpus Christi College who are trialing for University crews.

4) Definitions

- a. *Corpus Christi College* or *The College* shall refer to The President and Scholars of the College of Corpus Christi in the University of Oxford.
- b. *The Committee* shall refer to the Committee of CCCBC, as defined in paragraph 11 of this constitution.
- c. *OURCs* shall refer to Oxford University Rowing Clubs, the umbrella organisation for Oxford College rowing clubs.

5) Affiliations

- a. The Club shall be affiliated to British Rowing and OURCs.
- b. The Club will obey the statutes of organisations to which it affiliates, especially with regard to safety and safeguarding requirements.

6) Membership

- a. There are to be two classes of members:
 - i. *Full Members* of the Club shall be restricted to those who are members of the College.
 - ii. *Associate Membership* may be awarded to any associate of the Club who is not eligible for full membership. Associate Membership is awarded at the full discretion of the Committee (as defined in 11.n). Associates may include, but are not limited to: coaches, alumni and members of other colleges who may

wish to compete for the Club.

- iii. Suspended Students may apply for Full Membership at the discretion of the Committee in conjunction with OURCs. The relevant documentation must be provided by the student requesting Full Membership and the Committee may offer to support them in their application.
- b. No person under the age of 17 shall be a member of the Club.
- c. Any person seeking membership shall inform the Committee, who shall grant membership on the conditions that the applicant:
- i. is eligible for membership in accordance with the above.
 - ii. Is in good standing with the Club's affiliated organisations (included and not limited to OURCs, British Rowing, the College).
 - iii. Has not been expelled from the Club.

7) Cessation of Membership

- a. An individual's Full Membership of the club will be considered ceased if they are no longer a member of the College.
- b. An individual's Associate Membership of the Club will be considered ceased at the discretion of the Committee.
- c. Any member violating any of the rules or regulations of the Club, OURCs, and British Rowing, or being adjudged guilty of unsatisfactory conduct may, by discretion of the Committee, be suspended or expelled, without any refund of membership fees.
- d. Any member who has served a punishment for serious misconduct (as defined in the CCCBC member Standing Orders) submitted by the University of Oxford, or any University of Oxford affiliated institution (including, but not limited to a college, college sports club, university sports club, or department), may face additional action if deemed appropriate by the discretion of the Committee.

8) Subscription and Finance

- a. Membership Fees (hereafter referred to as 'Subs') are required from all members of the Club except where the Committee has invoked powers granted by s.8(f) and s.8(g).
- b. The rates of subscription shall be determined by the Committee at the first Committee Meeting of each academic year. The amount is to be advertised to all Members during Michaelmas Term.
 - i. Subs fall into three strands:
 1. Subs for all Full Members.
 2. Subs for coxes which are reduced at the discretion of the Committee, in order to encourage more members to be coxes.
 3. Subs for Associate Members are applied at the discretion of the Committee. Subs are appropriate for Associate Members who have competed in a major regatta or have consistently rowed with the Club.
- c. Subs shall be due termly; payment must be received by the Treasurer before Sunday of third week in each term.
- d. If any member misses the deadline for payment, and has not submitted a request for a waiver to Committee, then that member will not be allowed to use any CCCBC facilities until payment is received.
- e. If payment is consistently missed then the member can be removed from competing in all major regattas at the discretion of the Committee.
- f. Any student who has financial difficulties may apply to the Treasurer for their subs to be waived. Applications shall be assessed by the Committee at their absolute discretion. Successful applicants will have the cost of their subs waived for the Term, and receive all the benefits of membership of the Club.
- g. The Committee shall have the power to waive the subs of any Associate Member who does not train with the Club on a regular basis.

9) Equal Opportunities Policy

- a. The Club will ensure that the talents and resources of all members are utilised to the full and that no Member receives less favourable treatment on any relevant grounds which cannot be shown to be relevant to performance.
 - i. What is relevant is to be determined by the Committee on a case-by-case basis.
 - ii. Each case will be determined in conjunction with the policies of the Club, OURCs, and British Rowing. The relevant documentation can be found in Appendix D.
- b. The Club is committed to the principles of equal opportunities and will ensure that no member, volunteer, employee, or job applicant receives less favourable treatment on the grounds of age, gender, gender reassignment, disability, race, ethnic origin, nationality, marriage or civil partnership, pregnancy, maternity or parental, religion or belief, socio-economic status, sex, sexual orientation or political belief. (based off British Rowing).
- c. The Club will ensure that the principles of equal opportunities are utilized at all levels and in all roles, whether as a novice, participant, competitor, coach, or committee member. (based off British Rowing)

10) Child Protection Procedures

- a. The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.
- b. The British Rowing Safeguarding Child and Young People Policy and the Safeguarding and Protecting Adults Policy can be found in Appendix D.

11) The Committee

- a. The committee shall conduct the affairs of the Club as a whole and shall consist of the voting members (who fill the voting offices) and any co-opted members (who fill co-opted offices).

The voting offices shall be:

- i. One President
 - ii. One Treasurer
 - iii. One Secretary
 - iv. Two Captains of Boats
 - v. One Captain of Coxes
- b. The Captains of Boats, upon appointment, will appoint their own Vice-Captains. The Captains of Boats are encouraged to consult the Committee when selecting their Vice-Captains.
 - c. The Committee shall have the power to co-opt further Members, including but not limited to: Social Secretaries, a Water Safety Officer, a Sponsorship Officer, a Charities Officer, an IT Officer and a Social Media Secretary. Co-opted committee members are not required to attend committee meetings and shall only vote at them at the discretion of the Committee.
 - d. Co-opted committee members can vote when a voting matter is deemed important

by the rest of the Committee and passed by a 2/3 majority vote.

- e. The Committee shall also consist of one Senior Member, who will have oversight of the Club's activities but will not be required to be a member of the Club, attend committee meetings, or be able to vote at committee meetings.
 - i. The Committee is encouraged to be conversant with the Senior Member and should aim to have a yearly meeting with them to outline the year, and to ensure financial support from the College.
- f. Only Full Members of the Club are eligible to hold Office.
- g. Any member under the age of 17 years shall not be eligible for any committee position.
- h. The term of any voting office shall be three full terms. Incumbent Committee Members are eligible for re-election or re-appointment.
- i. The election of the President, Treasurer and Secretary shall be the Elected Positions. Elections shall be held in accordance with the procedures outlined in Appendix B of this Constitution.
- j. The appointment of the Captains of Boats and Captain of Coxes shall be held in accordance with the procedures outlined in Appendix B of this Constitution.
- k. A Committee Member may stand down by tendering a resignation to the President. In the event that the President stands down, they should tender their resignation to the Secretary. The Committee shall communicate this to the Members of the club and the position shall then be considered vacant.
- l. Any Committee Member intending to step down must provide a resignation, in writing, to the relevant individual, and must give two weeks' notice of their intention.
- m. Co-opted committee members may be appointed and removed from office by a simple-majority vote of the committee, with the President awarded the casting vote in the event of a tie.
- n. If a Committee position falls vacant then:
 - i. For an elected position, another election must take place with immediate effect, for the remainder of the original Committee Member's term;
 - ii. Or, for another voting position, the Committee must appoint a new Member to the now vacant post.

- o. The Committee shall have the power to make decisions on all matters concerning the running and administration of the Club. Voting Members shall make decisions with a majority vote. In the event of a tie, the President shall have the casting vote.
- p. The discretion of the Committee is defined as a 2/3 majority of all voting members. In the event of a tie, the President shall have the casting vote.
- q. No Member of the Club may hold more than one voting Committee position at a time.
- r. No Committee Member may extend their position or keep their position outside of the election/appointment timeline outlined in Appendix B.
- s. No Committee Member can hold the same position twice, unless decided by the discretion of the Committee in conjunction with the Election and Appointment systems.

12) Disqualification from Office

- a. Committee Members can only be forcibly removed by a vote of no confidence.
- b. A vote of no confidence is based upon a referendum of the Full Members of CCCBC, the outcome of which is conclusive. A 2/3 majority is required in such a referendum in order that a vote of no confidence be passed. The Secretary shall act as Returning Officer for any such referendum. In the event that the Secretary is the one facing the vote of no confidence, the President shall act as Returning Officer.
- c. A referendum can only be called by a motion signed by four members of the Committee including the President, or all voting Committee Members except the President and the Committee member whom the no confidence motion concerns.
- d. If a vote of no confidence fails, the incumbent may fulfil their term, subject to the possibility of a later vote of no confidence. Another vote of no confidence may not be held within that same academic Term.
- e. If a vote of no confidence is passed then the Office shall be considered to have fallen vacant.

13) Standing Orders of Club Officials

- a. The Standing Orders of Club officials are contained in the appendices of this Constitution.

14) Meetings

- a. A General Meeting may be held at the discretion of the Committee. All Members are invited to attend.
- b. An Extraordinary General Meeting shall be called on the instructions of either the President or both Captains or on a petition signed by a simple majority of Full Members.
- c. Not less than three days clear notice shall be given, specifying to all Club Members the time of the General Meeting.
- d. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a majority ballot vote, of those entitled to vote. Only Full Members of the Club shall be entitled to vote. In the event of a tie the President shall have the deciding vote.

- e. At all General Meetings the President will act as Chair, or, in their absence the Secretary will act as Chair and the Treasurer shall take the minutes. If neither the President nor Secretary are able to attend, the President must select a Chair and somebody to take the minutes from the existing Committee Members.

- f. A General Meeting shall be considered quorate if there are at least 4 of the voting committee and at least 15 or half of the total members present (whichever is smaller).

15) Coaches

- a. The President and respective Captains shall collectively appoint appropriately experienced and/or qualified Coaches to support the activities of the Club.
- b. Coaches shall behave in such a manner as not to place any member of the club at risk, by utilizing their experience, skill, and expertise in the sport, with their main focus on the improvement and enjoyment of rowing.
- c. Coaches shall be required to learn and obey the rules of the Isis and Godstow and any other stretches of water which they wish to take CCCBC Members to.
- d. Coaches shall be required to be familiar with the OURCs rules and regulations as well as wider British Rowing rules.
- e. Coaches shall be responsible for any fines which they incur whilst performing their coaching duties (for example, fines incurred as a result of bank riding when prohibited). The manner in which these fines are paid, such as reductions from wages or direct payments from the coaches, will be decided at the discretion of the Committee.
- f. Coaches are responsible for any equipment lent to them by the Club and should endeavor to look after them and return any equipment when decided by the Committee.
- g. Coaches are required to provide invoices for their coaching hours to the Captains and President. The invoices should include their hours, type of sessions, and payment for each hour. Coaches must keep an accurate record of their hours.

16) Liability

- a. The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their Office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.

17) Alteration of the Constitution

- a. This Constitution and its Appendices shall not be altered, amended or rescinded except by a Meeting of the Committee.
- b. A resolution to give effect to a change must be passed by at least 2/3 of the Members present at a General Meeting.

18) Distribution of Profits

- a. In no circumstances can any profit be distributed to Members. Any profit earned shall be returned to the Club directly and used in furthering the objectives of the Club.

19) Termination

- a. The Club shall not terminate except by resolution of an Extraordinary General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or retained until such a time as the Club

restarts. This meeting must be attended by the Senior Member of CCCBC and the Bursar, or a suitable representative, and a majority of Members of the Club.

20) Interpretation

- a. Any matter not provided for in this Constitution shall be dealt with by the Committee.

- b. The decision of the Committee may be overturned at a General Meeting or Extraordinary General Meeting.
- c. The final decision on any matter of interpretation shall lie with the Senior Member.

21) Boathouse

- a. The Club's Boathouse is located on the Isis stretch of the River Thames and is the property of Corpus Christi College.
- b. Care and cleaning of the Boathouse is the responsibility of all Members of the Club.

22) Equipment

- a. All boats, blades, and secured fittings will be provided and maintained by the Club.
- b. The Committee and Club Boatman have responsibility for the use and maintenance of all Club equipment.
- c. No Member shall use any equipment not specifically allocated to them without permission from a voting member of the Committee, who will inform the Committee of the use of equipment.
- d. Members have a responsibility to notify a member of the Committee of any damage to CCCBC equipment.
- e. Following an outing, the boat shall be cleaned by the whole crew.

23) Safety

- a. The Committee may appoint a Member to act as the Club Water Safety Officer (hereafter referred to as 'WSO') in accordance with paragraph 11.
- b. The duties of the WSO will be to understand the safety requirements of the Club's affiliates, and advise on their prominent display, their observation, and their implementation at all times.
- c. The WSO should intend to do an inventory of all equipment at the start of each term, or a timeline outlined by the discretion of the Committee. This inventory should be stored online and a physical copy in the Boathouse which details each item and their current safety status.
- d. In the event that a WSO is not appointed, the Secretary shall undertake the above responsibilities.
- e. The Committee shall take special care to undertake all other safety requirements as outlined in the Standing Orders, with particular regards to upkeep of equipment and safety meetings.

Appendix A: The Standing Orders of CCCBC

1) Responsibilities of CCCBC Members

- a. Members of CCCBC are responsible for their conduct when representing the Club on and off the water. Members must;
- b. Respect the rights, dignity, and value of others.
- c. Operate within the rules of the sport and be conversant with the OURCs and British Rowing rules and regulations.
- d. Treat facilities, and other members with respect.
- e. Maintain high standards of personal behaviour and conduct themselves in a reasonable manner relating to offensive language and temperament.
- f. Refrain from any form of bullying or harassment of others. Harassment is any offensive conduct based on a person's race, sex, gender, identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- g. Equity, Diversity, and Inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.
- h. All employees, members, volunteers, and officials have the responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of the Equal Opportunities Policy.
- i. Not encourage or pressure others into acting against these responsibilities and understand the repercussions of any breaches of these responsibilities.
- j. Be aware of their student status and converse with Captains as to what membership you may hold with the Club.
- k. Pay your subs within the given timeframe and be in good financial standing with the Club.
- l. Be conversant with Captains over your rowing and coxing intentions with the Club, so as to allow them to efficiently organize the rowing of the Club.
- m. Respect the position and feedback of coaches. If personal concerns arise over a particular coach, then a complaint may be made to the President, and subsequently discussed with the Captains. A decision will be made at the discretion of the Committee.
- n. Care and cleaning of the Boathouse is the responsibility of all members of the Club.
- o. All members are responsible for the use and maintenance of Club equipment. Any damage must be notified to the Captains immediately.
- p. Failure to attend an allocated marshalling slot, and fines incurred from it, shall be paid by the individual.
- q. Safety fines will be covered by the Club unless an individual is continually at fault for such fines. The individual may have to pay the fine in full, and may subsequently be banned from rowing, coxing, bank riding etc but this will be decided at the discretion of the Committee in conjunction with OURCs' Club Safety Reviews.

2) Responsibilities of the CCCBC President

- a. Encourage and uphold the Responsibilities of CCCBC Members.
- b. Work to ensure the safety of all Members and Associates of CCCBC during Club activities.
- c. Serve as a representative and spokesperson for CCCBC.
- d. Since the President holds the mandate of greatest significance, they shall act as a guardian of the Constitution, with responsibilities to uphold the spirit and the letter of this document in all things.
- e. Chair all General Meetings of the Club and all Meetings of the Committee; set the agenda for all such Meetings; advertise and summon all such Meetings; and oversee the actions of other Committee Members through such Meetings.
- f. Be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of its Members.
- g. Be conversant with the rules of the Club's affiliates and ensure that Members abide by them.
- h. Maintain a healthy rapport with College officials, e.g. the Bursar, the Dean, members of the Development Office, and the JCR Clubs and Societies Officer.
- i. Organise a recruitment campaign to be implemented in 0th week of Michaelmas Term. The recruitment campaign should include setting up a stall at the College's Freshers' Fair, producing posters, and organising socials, and should be coordinated with the Committee, in particular with the Social Secretary.
- j. Hold a meeting for new members within the first two weeks of Michaelmas Term. This shall include safety briefings, raise awareness of the existence of subs and other issues deemed to be important by the Committee. New Members are also to fill out Membership forms, and health questionnaires A.2.k.
- k. Send out a health questionnaire to all Members In 0th week of Michaelmas, to be completed before the end of 1st week of Michaelmas. The questionnaire must also be completed by all new Members before they have taken part in five outings. This questionnaire will be designed to ensure that all Members are safe to participate in rowing, and that any medical conditions or injuries are made known to the Committee. The information will be stored by the President on a secure database, and updated as appropriate. It is to be shared with the Committee and Coaches on a discretionary, need-to-know basis.
- l. Maintain the CCCBC Website, Facebook page and Twitter account, Instagram page, and any other CCCBC media platforms.
- m. Maintain the list of Associate Members.
- n. Maintain an alumni network and work closely with the Development Office to keep alumni engaged with the current activities of the club.

- o. Oversee the activities of the Club off the water on the Saturday of Michaelmas Novice Regatta, Torpids, and Summer Eights.
- p. Inform the College maintenance department of any repair work required at the Boathouse.
- q. Keep the Boathouse clean and tidy, and ensure other Members do so also.
- r. Any other duties as agreed with the Committee.

3) Responsibilities of the CCCBC Secretary

- a. Minute all Meetings. The minutes of all Committee and CCCBC Meetings must include the Apologies/Absences, Matters Discussed and Decisions Made. These minutes must be kept for a minimum of a year, the maintenance and care of which are the responsibility of the Secretary, and should be communicated to all Members of said Meetings within two weeks of the Meeting being held.
- b. Be conversant with the rules of the Club's affiliates and ensure that Members abide by them.
- c. Act as the Welfare Representative of the Club. The Secretary should notify all Members of this responsibility and encourage them to raise any concerns they may have about the workings of the Club.
- d. Notify the OURCs Secretary of the names of the Men's and Women's Captains and the Club's Senior Member.
- e. Maintain and update the Club Constitution and Rules.
- f. Present a list of recommended changes to the Constitution and Standing Orders at the first Committee Meeting of Term, and as needed.
- g. Organise the election of the Secretary, Treasurer and President in Hilary Term in accordance with the procedures outlined in the Appendices of this Constitution.
- h. Organise the CCCBC celebrations for after Michaelmas Novice Regatta, Torpids, and Summer Eights in conjunction with the Social Secretary and President.
- i. Act as the British Rowing representative for the Club, if no Water Safety Officer is appointed. The British Rowing representative shall have responsibility for completing the annual Water Safety Audit on time.

- j. Act as the Water Safety Advisor for the Club, if no Water Safety Officer is appointed.
- k. Coordinate at least two stash orders each year for the Club from a supplier as agreed by the Committee, or work with the rest of Committee to complete two orders a year.
- l. Ensure Committee Members abide by their Standing Orders and that the Standing Orders are kept up to date.
- m. Keep the Boathouse clean and tidy, and ensure other Members do so also.
- n. Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Michaelmas Novice Regatta, Torpids, and Summer Eights.
- o. Any other duties as agreed with the Committee.

4) Responsibilities of the CCCBC Treasurer

- a. Manage and maintain the CCCBC Account, including funding from College and alumni.
- b. Manage the collection and disbursement of all monies belonging to CCCBC, including and especially subs.
- c. Keep proper accounting records of all transactions. These records must be kept for a minimum of three years, the maintenance and care of which are the responsibility of the Treasurer.
- d. Present to any Member of CCCBC, on request, a Balance Sheet showing the financial position of the Club and the results of its transactions that year.
- e. Present a detailed statement of accounts at Committee Meetings at the start of each Term and as required by the Committee.
- f. Collect the receipts of all transactions of CCCBC. All transactions must be authorised by the Treasurer and President of CCCBC. The transactions of the Club will be conducted through a bank account and will require the signature of either the Treasurer or the President.
- g. Maintain and supervise the use of any bank cards attached to the CCCBC account.
- h. Produce a yearly financial plan for the Club in conjunction with the rest of the Committee and the Dean of Corpus Christi College, in consultation with the CCCBC Captains and JCR Clubs & Societies Officer, prior to the application to the Corpus Christi College Junior Common Room Clubs and Societies fund.
- i. Produce a termly budget at the latest two weeks prior to the end of the term in which the budget applies. This is to be presented to the Committee and is to be available should the Dean request to see it.

- j. Ensure that all CCCBC invoices are paid promptly.
- k. Take responsibility for the fund-raising activities of CCCBC, in consultation with the Dean of Corpus Christi College and the Development Director of Corpus Christi College.
- l. Organise, and keep up to date, a sponsorship pack for CCCBC, and attempt to secure sponsorship for the Club in conjunction with the President, while coordinating such activity with the Bursar.
- m. Be conversant with the rules of the Club's affiliates and ensure that Members abide by them.
- n. Keep the Boathouse clean and tidy, and ensure others Members do so also.
- o. Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Michaelmas Novice regatta, Torpids, and Summer Eights.
- p. Any other duties as agreed with the Committee.

5) Responsibilities of the CCCBC Captains of Boats

- a. Represent CCCBC at OURCs Captains' Meetings and at Meetings of other organisations.
- b. Be conversant with the rules of the Club's affiliates and ensure that Members abide by them.
- c. Organise the intake of novice rowers, making sure their first encounter with rowing is safe and enjoyable.
- d. Organise training, coaching, and representation of CCCBC in competitions. This includes entries into competitions (internal and external).
- e. Liaise with the Coach(es) on matters of crew selection.
- f. Book tank sessions through the website, acting within the limits of the yearly financial plan, and notify the Treasurer accordingly.
- g. Provide information and text for college publications.
- h. Ensure the welfare of the Members they represent.
- i. Work alongside the other Captain of Boats and the Captain of Coxes, particularly to ensure that all members of the Club feel they are enjoying and progressing in rowing.
- j. Participate in the appointment of the next Captains of Boats, as detailed in the Appendices of this Constitution.
- k. Keep the Boathouse clean and tidy, and ensure other Members do so also.
- l. Assist the President in the organisation and running of the Club's activities off the water on the Saturday on Michaelmas Novice regatta, Torpids, and Summer Eights.

m. Any other duties as agreed with the Committee.

6) Responsibilities of the CCCBC Captain of Coxes

- a. Represent CCCBC at OURCs Captains' Meetings and at Meetings of other organisations.
- b. Be conversant with the rules of the Club's affiliates and ensure that Members abide by them – especially with the OURCs coxing regulations.
- c. Instruct CCCBC coxswains in the technique of coxing, safety, and the rules of the Isis and Godstow.
- d. Organise the intake of novice coxes, making sure their first encounter with coxing is safe and enjoyable.
- e. Ensure that novice coxes attend the coxes' Meeting organised by OURCs and are in possession of an OURCs coxing permit.
- f. Maintain a list of CCCBC coxes and their status. Circulate this list to Committee Members as required.
- g. Ensure the welfare of the Members they represent.
- h. Work alongside the Captains of Boats, particularly to ensure that all members of the Club feel they are enjoying and progressing in rowing.
- i. Ensure that all coxes wear lifejackets whilst boating, and maintain a large enough number available to satisfy demand.

- j. Ensure that cox boxes and lifejackets are in good working order, by completing a thorough check at the beginning of each Term. Clean cox boxes at the beginning of each Term. Report any problems or required repairs to the Committee at the next Meeting.
- k. Ensure that sufficient lights are available for each boat.
- l. Encourage coxes, and be available to give advice and/or listen to complaints. Liaise between Captains and coxes.
- m. Provide information and text for college publications.
- n. Participate in the appointment of the next Captain of Coxes, as detailed in clause B.2.e of this Constitution.
- o. Keep the Boathouse clean and tidy, and ensure other Members do so also.
- p. Assist the President in the organisation and running of the Club's activities off the water on the Saturday of Michaelmas Novice regatta, Torpids, and Summer Eights.
- q. Any other duties as agreed with the Committee.

Appendix B: Elections and Appointments

1) Elections

- a. The election of all Elected Officers shall be undertaken in accordance with the procedures herein.
- b. The elections for these Offices shall normally be held on the last day of Torpids regatta in Hilary Term, as organised by the Secretary of CCCBC.
- c. In the event that:
 - i. racing does not occur, the election will be conducted via suitable means to be decided by the Committee, and decided under the system of First Past the Post.
 - ii. an election is held in accordance with paragraphs 11.1, B.2.j, or in another extraordinary situation, an election will be held at Corpus Christi College at a time and date to be announced by the Committee at least one week in advance. Voting shall be open during peak term and last for at least six hours.
- d. The Secretary will act as Returning Officer for these elections. Should the Secretary be running in one of these elections, a separate ballot shall be conducted, with the President acting as Returning Officer. In all other ways, this separate ballot shall be run as a regular election.
- e. The election will be conducted via a secret ballot and decided under the system of First Past the Post. Members may also apply to vote via email.
- f. The results of the election will be announced within 48 hours of the ballot taking place. The successful candidates will take office immediately.
- g. Candidates will nominate themselves for election. Nominations for the election will open at least a week prior to polling, and close no less than 48 hours before.
- h. Each candidate will be required to submit a manifesto to the Returning Officer before nominations close. These will be circulated to all Members of CCCBC more than 24 hours before polling begins.
- i. Only Full Members of CCCBC may vote in a CCCBC Committee election. The Treasurer is to provide the Secretary with a complete and current list of paid-up members at least 24 hours prior to each election. Each member of the Club has only one vote for each position.
- j. In the event of a tie, the Committee will have the passing vote with a majority vote. If no majority of the Committee is decided then the President will have the final vote.

2) Appointments

- a. The appointment of all other voting Officers shall be undertaken in accordance with the procedures herein.
- b. The appointment of the Captains of Boats shall be made in Trinity Term, and the successful candidates shall take Office from the first day after the final day of Summer Eights.
- c. The appointment of Captain of Coxes shall be made in Trinity Term, and the successful candidate shall take office from the first day after the final day of Summer Eights.
- d. The current Captains of Boats and Captain of Coxes will email the Members of CCCBC by 2nd week of term, announcing the date by which the appointments shall be made. Members will be invited to express their interest in the position to the relevant Captain or to the President.
- e. The Captains of Boats and Captain of Coxes will each choose a nominee, considering every Member of their squad. For the Captain of Coxes, this shall mean all coxes in the Club.
- f. Captains are encouraged to consult the Committee and/or Coaches in making this decision, if they so wish.
- g. Each Captain shall put forward their nominee at the next Committee Meeting. The appointment shall be deemed passed by a simple majority vote of the Committee.
- h. If a majority of the committee votes against the appointment, the Captain will be invited to suggest a new nominee.
- i. In the event of a Captain nominating themselves:
 - i. they will not be present at the discussion and will not be able to vote, and the President will act in their stead.
 - ii. the President shall have the power to put forward a second candidate for discussion. The result shall be determined by a decision of a simple majority of the committee.
- j. This continues until an appointment is made. In the event of a dispute, an election may be held amongst the entire Membership in accordance with paragraph B.1.c.ii.

2a) Appointments of Co-opted Offices

- a. The Committee shall have the power to co-opt further Members, including but not limited to: Social Secretaries, a Water Safety Officer, a Sponsorship Officer, a Charities Officer, an IT Officer and a Social Media Secretary. Co-opted committee members are not required to attend committee meetings and shall vote at them at the discretion of the Committee.
- b. Co-opted committee members can vote when a voting matter is deemed important by the rest of the Committee and passed by a 2/3 majority vote.
- c. The Captains of Boats will be encouraged to appoint their own Vice-Captains. The appointment of Vice-Captains will follow the appointment of the Captains of Boats, as

outlined in B.2.g-j.

- d. Vice-Captains will follow the Standing Orders of the Captains of Boats, with the additional requirement of 'supporting the Captains of Boats where needed, such as helping to run novice programmes, but the nature of this support should be discussed with their respective Captain'.
- e. The Water Safety Officer will follow the Equipment and Safety Outlines in .22-23.
- f. The Social Secretary/Secretaries will assist the President and Secretary in arranging Dinners after Michaelmas Novice Regatta, Torpids, and Eights. They should also ensure that two social events happen, in addition to these dinners, across the academic year. Examples include other formal halls, crew meals, crew dates, and other social events for the entire Club.
- g. The Sponsorship Officer will follow the Standing Order of the Treasurer, but in addition, will particularly focus on the procurement of a long-term Sponsorship contract for the Club.
- h. The Committee is not limited to the co-opted offices and the additional Standing Orders outlined above. Any other offices will be proposed to the Committee and passed by a majority vote. The Committee is encouraged to also produce Standing Orders for any new co-opted office.

Appendix C: Traditions and Customs of CCCBC

This section of the constitution contains the traditions and customs of the club that have previously been seen as precedent. These are not a binding part of the constitution and have been included as a background to the Club and form a part of the history. They are neither exhaustive or unchangeable and represent merely an attempt to record the current state and act as a history.

1) Colours and Motifs

- i. The colours of CCCBC are traditionally Dark Blue and Maroon. They also often include Gold.
- ii. The traditional motif of the club is a Pelican.

2) Blazers and Club Clothing

- i. The Club owns three blazers which have been donated by old members to the Club. There is one each for the President, and the two Captains of Boats. These remain the property of the club at all times and are loaned to the occupant of the post for the duration of their term. The current holder of the post is responsible for the upkeep of the blazer for the duration of their term.
- ii. Members of the Club traditionally wear blazers only if they have raced in the Men's or Women's First Torpid or in the Men's or Women's First Eight.
 - a. There are two styles of Club blazers as follows:
 - i. Cream with Red trim with a pelican emblem on the chest pocket. This is traditionally worn by anyone who has raced in either the Men's First Torpid or Men's First Eight.
 - ii. Dark Blue with Red trim with a pelican emblem on the chest pocket. This is traditionally worn by anyone who has raced in either the Women's First Torpid or Women's First Eight.
 - b. The Club tie traditionally is the inverse colours of the college tie, Red with dark Blue pelicans. This is traditionally worn by any member.

3) Celebrations

- i. The Club traditionally holds dinners at the conclusion of Michaelmas Novice Regatta, Torpids and Summer Eights.
- ii. The Club traditionally holds a dinner to celebrate any crew winning Blades.
- iii. Club dinners are traditionally held in hall with the exception of 'Eights Dinner' at the end of Summer Eights due to the college noise ban.
- iv. Michaelmas Novice Dinner and Torpids Dinner are traditionally held on the Sunday night following the Regatta due to the availability of hall. These should be booked as far in advance as possible.
- v. Summer Eights dinner is traditionally time that the announcement of the new Captains takes place.
- vi. Torpids dinner is traditionally the time when the new President, Secretary and Treasurer are announced.
- vii. The Club also traditionally holds Torpids cocktails on the Saturday of Torpids.

4) 'Blades'

- i. CCCBC traditionally awards Blades to any crew that bumps at least once a day in any single Torpids or Summer Eights.
- ii. Blades are also awarded to any crew that finishes either Torpids or Summer Eights as 'Head of the River'.

- iii. Any crew may also be awarded discretionary blades by the President of the College, on the recommendation of the President of CCCBC.

Appendix D: Appendix of Documentation

1) Records

1) Equal Opportunities

- a. British Rowing Trans and Non-Binary Inclusion Guidance
<https://www.britishrowing.org/wp-content/uploads/2022/12/Final-Trans-and-non-binary-inclusion-guidance-v5.pdf>
- b. British Rowing Equity, Diversity and Inclusion Policy
<https://www.britishrowing.org/wp-content/uploads/2022/10/Equity-Diversity-and-Inclusion-Policy-Clean-2.pdf>
- c. OURCs Transgender Policy – Point 1.c-d
<https://ourcs.co.uk/organisation/racing/>

2) Child Protection Policy

- a. British Rowing Safeguarding Child and Young People Policy
<https://www.britishrowing.org/wp-content/uploads/2021/10/British-Rowing-Safeguarding-Children-and-Young-People-Policy-June-2021-2.pdf>
- b. British Rowing Safeguarding and Protecting Adults Policy
<https://www.britishrowing.org/wp-content/uploads/2021/09/Safeguarding-Adults-at-Risk-March-2020.pdf>