

## Lancaster University Boat Club Constitution

### Track Changes

Name	Role	Date	Summary of Changes
		Thursday 2 <sup>nd</sup> December 1964	Constitution Created
Various	Various	May 1990, Feb 1993, June 1995, May 1997, April 1998, October 2003, October 2008, October 2009, May 2011, March 2012	Various
H.Tarrant	Club Captain '14/15	Sept 2014	Addition: Separate Novice Women's & Men's Captains, Event Secretary.
L. Carman	Club Captain '16/17	May 2016	Addition: Equipment Officer to service trailer, club captain to be responsible for kit, H&S to be responsible for checking oil in launches
A.Brogan	Club Captain '17/18	Dec 2017	Addition: Coxes' Captain
M. Watson	Club Captain '18/19	Feb 2019	Addition: Equipment Officer to be responsible for the purchase of fuel for club Safety Launches
N.Lingham	Club Captain '19/20	March 2020	Moving the placement of the AGM and Hustings to after BUCS Regatta. AGM being the week after BUCS Regatta and Hustings being within one week of that.
S. Hiller	Club Captain '20/21	May 2021	Addition: Men's and Women's Welfare Officers. Events Secretary responsible for the organisation of Winter ball, transport and accommodation to club races. Alumni Officer responsible for summer ball.
B. Hussey	Club Captain '21/22	May 2022	Outlined rules for attendance to the Winter/Alumni balls
M. Picken	Club Captain	May 2023	Outlined new protocol for the removal of

	'22/23		Club Officials
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## **Constitution**

### **1. Name of Club**

- 1.1. The full name of the Club shall be "Lancaster University Boat Club "; hereafter referred to as "LUBC" and shall be registered with British Rowing (BR) as such.
- 1.2. Business Address: Lancaster University Boat Club, Lancaster University Students Union Activities Office, Lancaster University, Bailrigg, Lancaster, LA1 4YT
- 1.3. Boathouse Address: The Boathouse, Halton Station, Halton, Lancaster.
- 1.4. For the purposes of this document Lancaster University Boat Club may and will be referred to as 'the club' hereafter.

### **2. Aims and Objectives**

- 2.1. The aims and objectives of the club shall be:
  - (i) To promote and develop rowing within the student body of Lancaster University.
  - (ii) To encourage and assist in the promotion of rowing within the local community of Lancaster, Morecambe and Lonsdale.
  - (iii) To train and prepare members of the club for the annual Boat Races against the University of York (The "Roses Boat Race"), for competition in British Universities & College Sports (BUCS) championships, and British Rowing (BR) local, regional and national regattas.

### **3. Membership**

- 3.1. Full membership of the club shall be open to all members of Lancaster University Students' Union, and 'opted-out' students under the terms agreed between the Students' Union and University, on payment of the annual membership fee and subject to Lancaster University Students Union membership.
- 3.2. Affiliated Membership shall be open to all members of the University staff, members of associated institutions and members of the general public, on payment of the annual membership fee and subject to Lancaster University Students Union membership.

- 3.3. All members may compete under the name of 'Lancaster University Boat Club', but crews and individuals entering events held under BUCS Regulations (BUCS Championships, National Tideway Head of the River, Lancaster/York 'Roses Boat Race') shall conform to BUCS Regulation 7 on eligibility of crews and be Full Members of the club.
- 3.4. If a member's subscription is not renewed, membership of the club will lapse. All members are bound by the Constitution of Activities, as well as by the Constitution of the Lancaster University Boat Club.
- 3.5. The club has no liability for injury or damage to its members whilst involved in the activities of the club.
- 3.6. The club has no liability for loss, theft or damage to the property of members.
- 3.7. The Lancaster University Boat Club Executive Committee shall have the right to withdraw or suspend membership.

#### **4. Subscriptions and Finance**

- 4.1. A membership subscription is required from each member of the club in order to affiliate themselves with the club and for the use of any equipment owned or associated with Lancaster University Boat Club.
- 4.2. Subscription fees for full and associate members shall be set by the Executive Committee and declared for acceptance by the club at the Annual General Meeting.
- 4.3. The club shall have its accounts audited annually and presented to the Lancaster University Boat Club Annual General Meeting and submitted to the Lancaster University Students' Finance Office in accordance with Section 28 of the Lancaster University Students' Union Constitution.
- 4.4. All financial accounts held in the name of "Lancaster University Boat Club", shall be held with three signatures, of the Club Captain, Club Treasurer and a third member from the Executive Committee. All accounts must adhere to the rules and regulations of the Lancaster University Activities Club finance system.

#### **5. Club Executive Committee and Officials**

5.1. A democratically elected executive committee will conduct the club's administration. No member of the committee shall act autonomously. All aspects of club planning, equipment acquisition, financial expenditure and administration must be represented and approved by the committee.

5.2. Duties

#### **5.2.1. Honorary President**

The club shall have an Honorary President, elected by the members every five years, who shall act in an advisory capacity and may serve as a non-voting member of the Lancaster University Boat Club Executive Committee. The Honorary President should be nominated to run for the position by a majority of the executive committee. They should be affiliated to the club and have shown high levels of commitment to the club. There is no requirement for the Honorary President to be a member of the Lancaster University student body for the entirety of their office.

#### **5.2.2. Vice President(s)**

The club may elect or co-opt Vice-Presidents who shall serve for five years upon election, and assist in the promotion of the club's aims and objectives. Vice-presidents should be nominated by a majority of the executive committee. They should be affiliated to the club and have shown high levels of commitment to the club. There is no requirement for the Vice-President(s) to be a member of the Lancaster University student body for the entirety of their office.

#### **5.2.3. Club Captain**

The Club Captain shall be responsible for the overall interests of the club and the activities of its members, the well being and the future of Lancaster University Boat Club, liaising with the President in the promotion of the interests of the club, representing the club in its relations with British Rowing, the Lancaster University Authorities and the Lancaster University Activities, converting and chairing the Lancaster University Boat Club Executive Committee, and the appointment of coaches, boatmen, and any other persons engaged by the club. Also responsible for making the club circuit session each week, although not in charge of running it, (see Coxes' Captain). Any changes to kit must be authorised by the Club Captain. Any job not outlined in the roles below is the responsibility of the Club Captain.

#### **5.2.4. The Men's Captain**

The Men's Captain shall be responsible, in consultation with the Captain of Lancaster University Boat Club and any coach(es), duly appointed, for the recruitment, development, training and selection of men's crews. The Men's Captain, in consultation with the Lancaster University Boat Club Women's Captain and any duly appointed coach(es), shall be responsible for the organisation and planning of training sessions for the men's squad.

#### **5.2.5. The Women's Captain**

The Women's Captain shall be responsible, in consultation with the Captain of the Lancaster University Boat Club and any coach(es) duly appointed, for the recruitment, development, training and selection of the women's crews. The Women's Captain, in consultation with the Lancaster University Boat Club Men's Captain and any duly appointed coach(es), shall be responsible for the organisation and planning of training sessions for the women's squad.

#### **5.2.6. The Club Secretary**

The Club Secretary shall be responsible for the entry of Lancaster University Boat Club crews to any event the club wishes to attend. The Club Secretary shall also be responsible for the organisation and recording minutes of any meeting associated with Lancaster University Boat Club e.g. Executive Committee meetings, Annual General meetings and Club Meetings.

#### **5.2.7. The Club Treasurer**

The Club Treasurer shall be responsible for maintaining full record of the club's accounts, for the preparation of the Annual Accounts of the club for presentation to the Annual General Meeting and to the Lancaster University Activities. The Club Treasurer shall also be responsible for the calculation of estimates and budgets for the following year. In addition, the Club Treasurer shall be responsible for the reimbursement of expenditure partaken on behalf of the club by its members on production of a receipt or other valid proof of purchase.

#### **5.2.8. The Club Social Secretary**

The Social Secretary(s) shall be responsible for organising social events on behalf of the club including a weekly social. The Social Secretary(s) must ensure the positive image of Lancaster University Boat Club is upheld.

#### **5.2.9. The Club Equipment Officer**

The Club Equipment Officer shall be responsible for the general maintenance and repair of the Lancaster University Boat Club boats, oars, trailer(s) and other equipment, the general good order and cleanliness of the University Boat House, and to liaise with the Lancaster University Boat Club Executive Committee and any duly appointed Lancaster University Boat Club Boatman. The Equipment Officer shall lead discussions and communications with outside parties in respect to the purchase and/or sale of Equipment and servicing of ergs and the trailer with the majority approval of the Lancaster University Boat Club Executive Committee. The Club Equipment Officer shall also be responsible for the purchase of fuel for club safety launches.

#### **5.2.10. The Club Health and Safety Officer**

The Club Health and Safety Officer shall be responsible, in consultation with the Lancaster University Boat Club Executive Committee for ensuring the general safety of members according to guidelines issued by the University Safety Office, the British Rowing Water Safety Code, Club safety guidelines and Code of Practice. The Club Health and Safety Officer shall be responsible for the maintenance of the club's Safety Launches. Ensuring said launches are annually serviced, both engines and bases, and kept in a general useable state. Additionally, the Club Health and Safety Officer shall be responsible for maintaining the stocks of First Aid Kits and ensuring the University Boat House Fire equipment is maintained in line with the University Safety Office guidelines and ample Fire evacuation routines are in place at all times.

#### **5.2.11. The Club Press and Publicity Officer**

The Club Press and Publicity Officer is responsible for liaising with the British Rowing Publicity Department in the promotion of rowing in the area, publicizing the club within the University and externally, and for co-ordinating fundraising and sponsorship for the club and its activities. In addition, the Club Press and Publicity Officer shall be responsible for the regular update of any social or electronic media associated with Lancaster University Boat Club.

#### **5.2.12. The Novice Men's Captain**

The Novice Men's Captain shall be responsible, in consultation with the Lancaster University Executive Committee and any duly appointed coach(es), for the recruitment and development of all novice rowers. Duties shall involve the organisation of recruitment at Lancaster University 'Fresher's Fair' and subsequent 'Re-Fresher's Fair' to ensure a fresh intake of rowers on a yearly basis. The Novice Men's Captain, alongside the Novice Women's Captain, assigned boat captains, club members and/or an appointed coach, shall also be responsible for the coaching and organisation of a Novice training schedule.

### **5.2.13. The Novice Women's Captain**

The Novice Women's Captain shall be responsible, in consultation with the Lancaster University Executive Committee and any duly appointed coach(es), for the recruitment and development of all novice rowers. Duties shall involve the organisation of recruitment at Lancaster University 'Fresher's Fair' and subsequent 'Re-Fresher's Fair' to ensure a fresh intake of rowers on a yearly basis. The Novice Women's Captain, alongside the Novice Men's Captain, assigned boat captains, club members and/or an appointed coach, shall also be responsible for the coaching and organisation of a Novice training schedule.

### **5.2.14. The Alumni Relations Officer**

The Alumni Relations Officer is responsible for producing a termly newsletter to be distributed amongst club members, both past and present. In addition, the Alumni Relations Officer shall be responsible for seeking out, and maintaining, contact with former members in an effort to bolster Alumni-boat club relations. Extending invitations to summer and winter balls, as well as organizing Alumni-targeted events (including a summer regatta/ball), fall under the responsibility of the Alumni Relations Officer.

### **5.2.15. The Event Secretary**

The Event Secretary is responsible for liaising with the executive committee to agree, organise and deliver termly fundraising activities including the Winter Ball. In consultation with the Lancaster University Boat Club Squad Captains, the Event Secretary will also be responsible for the organisation of transport and accommodation for any races attended by the club. It is expected that the Event Secretary will devolve operations within a self-arranged subcommittee.

### **5.2.16. Coxes' Captain**

The Coxes' Captain shall be responsible, in consultation with the Squad Captains and any coach(es), duly appointed, for the recruitment, development and training of coxes, alongside the maintenance of all cox boxes, ensuring they are in fine working order and being returned to chargers after outings. The Coxes' Captain shall also, in consultation with the Health and Safety Officer, hold the responsibility for assessing and deciding on a coxes' competence and their ability to safely cox on the Lune and at races. The Coxes' Captain, in consultation with the Lancaster University Boat Club Squad Captains and any duly appointed coach(es), shall be responsible for the organization and planning of training sessions for the coxes. The Coxes' Captain will have a key advisory role, working with the Squad Captains and any coach(es), duly appointed, for the selection of coxes for crews in the lead up to races and in training, although

the final decision will always be made by the Squad Captains and any coach(es), duly appointed. The coxes' captain shall also be responsible for running the weekly club circuit sessions, or appointing someone to run them in their place. Finally, the Coxes' Captain shall be charged with the overall smooth running of all Race Day(s) attended by the club. Whilst it's key that all rowers and coxes have a full understanding of the timings and events of the day(s), the Coxes' Captain shall make sure, along with all members of the executive, that all rigging is done promptly, boating is on time and trailer loading is done correctly.

#### **5.2.17. Men's/Women's Welfare Officers**

Both a Men's and Women's Welfare Officer will be appointed at club hustings although they will function independently from the executive committee, not attending the weekly meetings. They will be given mental health training and be responsible for aiding members struggling to balance workload with training along with the discretion of members who come to them. The Welfare Officers will work alongside the Squad Captains and Health and Safety Officer to ensure issues are handled sensitively and in the best interests of those involved.

- 5.3. General administration, finance, other duties otherwise undefined and day-to-day responsibilities shall be exercised collectively by the officers identified above, who shall form the "Executive Committee".
- 5.4. In the execution of their duties and responsibilities as members of the Lancaster University Boat Club Executive Committee, each Officer is furthermore required to be fully acquainted with the duties and responsibilities specified in the Lancaster University Students Activities and Council for Sport and Societies "Information for Club Officials".
- 5.5. Each member of the Lancaster University Boat Club Executive Committee is obliged to attend every Executive Committee Meeting. In the event of three unauthorised absences, an Officer's position is subject to consideration by the Lancaster University Executive Committee with their removal subject to article 9.1 of the Lancaster University Boat Club Constitution.
- 5.6. Should any one of the following Offices become vacant, it shall be filled by the specific substitute stated below until there is an election, conducted at an Extraordinary General Meeting held within 14 working days of the post becoming vacant.

**(i)** That of Club Captain by the Secretary



- (ii) That of Secretary by the Men's and/or Women's Captain
- (iii) That of Social Secretary by the Press and Publicity Officer
- (iv) That of Treasurer by the Club Captain
- (v) That of the Men's Captain by the Women's Captain
- (vi) That of the Women's Captain by the Men's Captain
- (vii) That of the Press and Publicity Officer by the Club Captain
- (viii) That of the Equipment Officer by the Safety Officer
- (ix) That of the Safety Officer by the Equipment Officer
- (x) That of the Novice Men's Captain by the Novice Women's Captain
- (xi) That of Alumni Relations Officer by Press and Publicity Officer
- (xii) That of the Novice Women's Captain by the Novice Men's Captain
- (xiii) That of the Event Secretary by the Social Secretary
- (xiv) That of the Coxes' Captain by the Men's and/or Women's Captain
- (xv) That of the Men's Welfare Officer by the Women's Welfare Officer
- (xvi) That of the Women's Welfare Officer by the Men's Welfare Officer

5.7. All other Executive Committee Offices shall be co-opted, without voting rights, ad hoc at the behest of the Executive Committee.

5.8. There shall be no limit to the number of terms an Executive Officer may serve.

## **6. Voting and Elections**

6.1. The Captains, the Secretary, the Social Secretary(s), the Treasurer, the Safety Officer, the Equipment Officer, The Alumni Relations Officer, The Event Secretary and the

Press and Publicity Officer, Coxes Captain and all other necessary officers shall be elected annually after BUCS Regatta (presuming BUCS is after the Rowing Roses Varsity, if not then after the Rowing Roses Varsity). The AGM will be within the week following BUCS Regatta (unless the above exception applies) and Hustings will be within a week of the AGM. It should, just to reiterate, be conducted in accordance with the guidelines detailed in the Lancaster University Students' Union Constitution. The Honorary President and Vice President(s) shall be selected, as stated in article **5.2.1** and **5.2.2** of the Lancaster University Boat Club Constitution.

- 6.2. Candidates for election must put forward their names at least 24 hours prior to Hustings for any position they wish to run for.
- 6.3. Candidates for election must be nominated and seconded by two LUBC members, other than themselves.
- 6.4. Candidates may not be elected to more than one office.
- 6.5. A member is elected to the Executive Committee by gaining the simple majority of a quorate at a General Meeting; where by a quorum of the club shall be constituted by 50% of the Full Membership, or 20 Full Members, whichever is the greater.
- 6.6. No votes shall be made by proxy and members may only vote if they are paying members for at least one term in the academic year, with the exclusion of verified coxes.
- 6.7. In the event of a draw the outgoing club captain must decide on who will be elected into the drawn position if only two nominees are present. In the case of three or more nominees, the nominee with the lowest number of votes is removed and there will be a re-vote.

## **7. Meetings**

- 7.1. The Wednesday after BUCS Regatta there shall be an Annual General Meeting, to which all members should be made aware, with the following Agenda: (i) The Captain's Report (ii) The Secretary's Report, if deemed necessary (iii) The Treasurer's Report (iv) Any other business (if deemed necessary).
- 7.2. Within seven days of the Annual General Meeting, the election of Club Officers for the following year must take place

- 7.3. Ordinary/Extraordinary General Meetings are to be called whenever required. These are to be advertised and all members will be invited to attend.
- 7.4. A quorum of the club shall be constituted by 50% of the Full Membership, or 20 Full Members, whichever is the greater.
- 7.5. Any motion may be proposed and seconded in writing only by Lancaster University Boat Club Members and handed to the Club Captain or Secretary at least one week in advance of a General Meeting.
- 7.6. A motion shall pass by simple majority of a quorate at a General Meeting.

## **8. Club Complaints**

- 8.1. Any member of the club has the right to demand explanations of any matter from any Officer of the club. Such a demand must be in writing and must be responded to within one week of the next Executive Committee meeting, which shall be held at the earliest convenience.
- 8.2. Members of the club may call an Extraordinary General Meeting, provided they can submit the signatures of a quarter of the members of the club to the Club Captain.
- 8.3. The Lancaster University Boat Club complaints procedure does not infringe the right of any Member to lodge a complaint about the club or its operation under the terms of the Constitution of the Lancaster University Students' Union.

## **9. Removal of Club Officials**

- 9.1. Each member of the Lancaster University Boat Club Executive Committee is subject to removal upon a two thirds majority vote of the Executive Committee. A vote of no confidence can be raised by any member of Lancaster University Boat Club. Said Officer must be granted the opportunity to defend their actions to the Executive Committee but shall not be present during voting.
- 9.2. If this vote is raised for reasons of club safety or welfare, a vote shall be held no longer than 7 days after the issue has been brought to the attention of the Executive Committee.

- 9.3 For a vote raised on a non-urgent issue, an official warning shall be given, with quantified targets and a defined grace period after which a vote will be held. Even if the vote is sustained, the departing officer may run for an officer role from the next Club Hustings onwards.
- 9.4 When multiple individuals co-perform a single officer role, a vote may be called against either an individual or the role itself. In the event a vote is sustained against an individual, the remaining officer may request a hustings be held to replace the departing individual.

## **10.Colours and Awards**

- 10.1. Club Colours: The Lancaster University Boat Club shall award Club Colours annually at the Club's Annual Dinner to those who meet the required criteria, and upon the recommendation of the Club Captain in consultation with the Men's and Women's Captains and any coaches engaged by the club.
- 10.2. University Colours Recommendations for the award of University Colours shall be submitted to the Lancaster University Activities by the individual or individuals eligible for the Colours. The Captains will encourage those eligible to submit applications for colours to the Activities.
- 10.3. Club Awards: The club shall award at its Annual Dinner the following trophies. The recipients of these awards will be decided by the Executive Committee, after consultation with any coach(es) associated with the club. With the exception of The Russell Trophy, these can only be awarded to the same recipient once.

### **10.3.1. The Parkinson Memorial Trophy**

Named after the club's first benefactor, Sir Harold Parkinson, and presented to the club by Mrs. Evelyn Hall in 1989. The Parkinson Trophy shall be awarded to the member of the club who is considered to have contributed most to promote the interests and good standing of the club. The recipient shall be decided upon by the Executive Committee by majority vote.

### **10.3.2. The Presidents Cup**

Presented by the Club President, Dr. Martin Edmonds in 1990. For the club member who has made most progress as an oarsman/woman during the year. The recipient shall be decided upon by the Executive Committee by majority vote.

### **10.3.3. The Russell Trophy**

Named after Francis Russell, a former Club Captain who died in a accident on the River Lune in October 1987. Donated in his memory by his mother, Mrs. Janet Russell, in 1991, the Russell Trophy is awarded to the crew which demonstrated the greatest commitment to team work and competitiveness. The recipient shall be decided upon by the Executive Committee by majority vote.

#### **10.3.4. The Crab Blade**

An oar blade on which is painted a representational crustacean in acrylic by the artist Liz Lark, is presented annually to the person in the club deemed to have caught the biggest 'crab' in competition during the year. The recipient shall be decided upon by the Executive Committee by majority vote.

#### **10.3.5. The Cox's Boater**

A straw boater awarded annually to the club member who is judged to have been the best cox during the year. The recipient shall be decided upon by the Executive Committee by majority vote.

### **11. Club Racing colours**

11.1. The following racing colours are registered with British Rowing: Top: Black with a red stripe down each arm; All-in-one: Black and red; Splash-top: Black; with 'Lancaster University' in red on back Oars: Black blade with red diagonal stripe either side.

### **12. Winter/Alumni Ball**

12.1. In the last week of the Autumn Term, the club will hold a 'Winter Ball'. The following people will be able to attend with no exceptions to this rule:

- Any current paying members of the club
- Recreational members as long as they have paid for at least one session in the current academic year
- Any current member of the Executive Committee
- Any current coaches, they can also bring a plus one (current club members can't)

12.2. On a Saturday at some point in late May/June, the club will hold an 'Alumni Ball'. The following people will be able to attend with no exceptions to this rule:

- Same as 12.1, plus:
- Any alumni members of the club, they can also bring a plus one (current club members can't)
- "Alumni" means anyone who has rowed or coached for at least a term at LUBC at

any point

### **13. Amendments to the Constitution**

- 13.1. Amendments to the Constitution must be submitted to the Club Secretary in writing, with the names of the proposer and five seconders clearly attached, at least one week prior to a General or Extraordinary General Meeting.
- 13.2. Amendments to the Constitution shall be passed by a two thirds majority of those present at a club General or Extraordinary General Meeting, if quorate.