Name: The name of the Club shall be: Boat Club

 Hereinafter referred to as the Club.

1. **Sport type:** Water
2. **Objects/Aims:**
The objects/aims of the Club shall be:
	1. To promote the sport of rowing at the University of Southampton
	2. To provide opportunity for individuals to compete at the highest level
	3. To introduce new members to the sport of Rowing, and provide them with the opportunity to compete
	4. The Club will retain an equal composition of aims between support, participation, and performance
	5. The Club will make every effort to comply with all Union Health and Safety policies
	6. The Club will ensure that it complies with all safety procedures which as prescribed by British Rowing
3. **Membership:**The members of the Athletic Union (AU) shall, meet all of the following requirements:
	1. All registered full-time students of the University;
	2. Such registered part-time students of the University as the Union in accordance with its Laws may admit to full membership;
	3. All other registered part-time students of the University wishing to become associate members on payment of the appropriate membership fee;
	4. All members of staff of the University wishing to become associate members on payment of the appropriate membership fee;
	5. Such persons as the Union, in accordance with its Laws, may admit to either life or temporary membership on payment of the appropriate life or temporary membership fee;
	6. Such persons as the Union, in accordance with its Laws, may elect as honorary members;
	7. Such persons who are already members of Students Unions in other institutions of Higher or Further Education, who the Union, in accordance with its Laws, may elect as external members.
	8. Members who through association to the Club, as coaches or instructors, bring a high degree of experience to Club activities.
	9. All members must purchase AU membership.

The AU-admin must always be provided with an up to date copy of all member names and corresponding student numbers.

1. **Officers:**

The Club must have a minimum of three committee members, all of which must be students unless otherwise agreed by the Athletic Union Committee (AUC).

The Executive officers of the club shall be:

* 1. President

The President is responsible for the day to day running of the Club and shall be the Club’s primary representative to the AU, the general public and any NGBs (British Rowing). They chair committee and club meetings, make funding applications to SUSU and it is expected that they run for AU watersports representative. They are also responsible for ensuring training camp is organised, and maintaining relationships with the other South Coast Universities. Only an executive officer of a previous Club committee can stand for Presidency.

* 1. Secretary

The Secretary shall keep minutes of Club meetings which shall be available to the AU on their request. The Secretary shall produce and maintain a list of all members, including up to date contact details and medical records, which shall be available to the Club’s committee and the AU on their request. The Secretary is responsible for setting race entry deadlines, organising transport and accommodation for members, organising towing for boats and giving members a race day plan. Should the President not be available for any reason, the Secretary may act as the President temporally.

* 1. Treasurer

The Treasurer shall maintain the accounts of SUBC (SUMSBC have their own treasurer), which shall be available for examination at the Annual General Meeting (AGM). Any funds spent above £500 by the Club must be authorised by the Treasurer and the President. They will also keep a list of individual member’s debts.

* 1. PR and Sponsorship Secretary

The PR and Sponsorship Secretary’s primary responsibility is to find and secure club sponsors, as well as maintain current sponsorship relations. They shall be responsible for the promotion of the Club’s sporting successes, other activities and achievements. The PR Secretary, in co-ordination with the committee, advertises Club events, races, and socials, through various media formats (instagram, twitter, facebook, website); as well as organise fundraisers for the Club and any Charities. All major sponsorship decisions should be in coordination with the committee.

* 1. Boatman and Safety Officer

The Boatman is responsible for overseeing the proper use, storage, transportation, and maintenance of all equipment the Club uses. The Boatman arranges for servicing of equipment as and when it is required. The Safety Officer is responsible for promoting and ensuring that all members abide by the health and safety guidelines of the Club, and that all safety equipment is in good working order. The Safety Officer shall report incidents to the relevant bodies. The Safety Officer shall ensure that the annual British Rowing Safety Audit is carried out and fill out relevant risk assessments.

* 1. Senior Men’s Captain

The Senior Men’s Captain shall encourage the sporting development of the more experienced male members of the Club. They shall captain their squad during training and races. The Captain shall be responsible for the satisfactory conduct of their squad at all events, and enter crews into BROE. They shall sit on the Club committee and represent the views of their squad, and co-ordinate outings with the other captains regarding boat use, coxes and launches. They shall also send out weekly training emails. They are the primary contact point for the senior men.

* 1. Senior Women’s Captain

The Senior Women’s Captain shall encourage the sporting development of the more experienced female members of the Club. They shall captain their squad during training and races. The Captain shall be responsible for the satisfactory conduct of their squad at all events, and enter crews into BROE. They shall sit on the Club committee and represent the views of their squad, and co-ordinate outings with the other captains regarding boat use, coxes and launches. They shall also send out weekly training emails. They are the primary contact point for the senior women.

* 1. Novice Men’s Captain

The Novice Men’s Captain shall nurture the sporting development of the less experienced male members of the Club. They shall captain their squad during training and races. The Captain shall be responsible for the satisfactory conduct of their squad at all events, and enter crews into BROE. They shall sit on the Club committee and represent the views of their squad, and co-ordinate outings with the other captains regarding boat use, coxes and launches. They shall also send out weekly training emails, and act as Vice-captain of the Men’s squad. They are the primary contact point for the novice men.

* 1. Novice Women’s Captain

The Novice Women’s Captain shall nurture the sporting development of the less experienced female members of the Club. They shall captain their squad during training and races. The Captain shall be responsible for the satisfactory conduct of their squad at all events, and enter crews into BROE. They shall sit on the Club committee and represent the views of their squad, and co-ordinate outings with the other captains regarding boat use, coxes and launches. They shall also send out weekly training emails, and act as Vice-captain of the Women’s squad. They are the primary contact point for the novice women.

* 1. Coxswains’ Captain

The Coxswains’ Captain shall encourage and support the development of the Club’s coxswains. They shall be responsible for the training, support, and any advice for the Club’s coxswains. They shall co-ordinate with the Boatman about the upkeep of the coxing equipment; namely cox boxes, lifejackets, and wiring within boats. They shall work alongside the other Captains to co-ordinate the fair allocation of coxswains between the squads. They are the primary contact point for coxswains.

Non-executive officers shall act as “ordinary” members of the club, and act as a secondary contact point for all members. The non-executive officers of the club shall be:

* 1. Social Secretary

The Social Secretary shall work with all members of the committee to plan and carry out an enjoyable and effective social calendar for the academic year. The Social Secretary shall organise at least 4 non-alcoholic socials a year; one every term and an additional one in the first 4 weeks of the new academic year. The Social Secretary shall also be responsible for organising the Christmas and Summer Balls, and Bonfire Night, held by SUBC each year.

* 1. Kit Secretary

The Kit Secretary shall organise all orders of Club kit, and liaise with the Treasurer concerning their finance. The Kit Secretary should try to maintain a consistent club image from year to year.

Additional non-executive officer:

* 1. Medics Representative

The Medics Representative shall liaise between SUMSBC and SUBC about the development of SUMSBC within SUBC. They will have the same rights as captains, although they will remain a non-voting position.

1. **Committee:**

The administration and management of the Club shall be the responsibility of its committee. The committee shall consist of the executive and non-executive officers of the Club. The committee has no maximum number but must have a minimum of three people. The committee must be elected at the AGM. All members of the committee must be full time students unless otherwise agreed by the AUC. All executive officers are expected to attend all committee meetings, and have voting privileges. Non-executive officers are able to attend any committee meetings they desire, or upon committee request. Non-executive officers do not have voting privilege, and are not eligible to stand for Presidency. During any votes taken by the committee during a normal committee meeting, if the result is tied the President has the deciding vote.

1. **Club Hand-over:**

Upon election of a new committee, the outing committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following the elections. The responsibilities of each outgoing officer are:

* 1. President:

The President must ensure that the e-mail list, computing file store and mailing list are transferred to the new officer. The President is responsible for the transfer of all vital information needed for the effective management and running of the Club.

* 1. Treasurer:

The Treasurer must ensure that the Club’s copy of Grant Aid is up to date and that the new officer has all bank account details transferred to him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the AU President before the end of the summer term. The treasure is responsible for handing over the official account details and changing the name on the account.

* 1. Boatman & Safety Officer

The Boatman must ensure that the new officer has all the relevant knowledge to carry out their role. Including, but not limited to, contact details for all servicing companies, repair companies, main suppliers, as well as knowledge of basic boat maintenance including carbon fibre repair work.

* 1. All other positions must handover relevant information, including:
		1. Year plan of events detailing what should be happening and when
		2. Problems and solutions encountered during the year
1. **Meetings:**
	1. Annual General Meeting (AGM)
		1. The Club AGM shall be held after Christmas and before the start of the standard Summer Exam period
		2. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Club members
		3. All Committee members shall be elected at the AGM, apart from the Medics Representative who will be elected at their own SUMSBC AGM
		4. Each member of the committee may be invited by the President to make a short speech concerning his or her activities during the previous year. This speech is compulsory for the Treasurer, who must also present the year’s accounts for examination if requested
		5. Minutes of the AGM shall be available no longer than 2 weeks after the meeting
	2. Extraordinary General Meetings (EGM)
		1. An EGM can be called by the President, or by written application to the President of at least 6 members of the Club, together with a written statement of the objects for which the meeting is being called.
		2. At the EGM no business other than that specified in the written statement shall be discussed
		3. At least 24 hour notice of an EGM shall be given. The meeting must be held within 7 days (during official university term time) of the request being given to the President
		4. The AU President shall be informed of the meeting and the reason for it being called, before it is held; and the result within 7 days after the meeting
	3. Conduct of meetings
		1. Voting:
		Every full member of the Club present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose. Voting shall be carried out by show of hands or secret ballot, to be decided by the President at the start of the meeting.
		2. Quorum:
		The Quorum at all meetings shall be set down by Individual Clubs
		3. Minutes:
		The Secretary of the Club shall keep minutes of all Club meetings, posted for the committee to read after each meeting and shall be available to the AU President and the AUC
2. **Elections:**
	1. Elections for committee members shall be held at the AGM
	2. The President shall invite nominations at least 7 days before the meeting
	3. Nominations must be given to the President at least 48 hours before the start of the meeting. This is to allow the complete list of candidates and manifestos to be sent to all club members before the meeting
	4. Should there be a tied result, the outgoing officer may vote in favour of one of the candidates, or may declare the post unfilled
	5. If a full committee is not elected for any reason, the incoming President will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term
	6. The incoming President shall submit a Change of Club contacts form to the AU, detailing the results of the elections, together with names, student numbers and contact details of those elected. This should be submitted to the AU within 14 days of the election
	7. Election of the Medics Representative will be held separately at the Medic Rowing AGM. This role will default to the SUMSBC President, but can be different if desired
3. **Financial matters:**
	1. The Treasurer of the Club shall be responsible for maintaining the accounts of the Club, which shall be available to the AU President and the AUC
	2. An annual statement of the Clubs accounts must be presented to the AGM by the Club Treasurer.
	3. The officers of the Club are jointly liable for the proper management of the Club’s finances.
4. **Expulsion of members:**
	1. The Committee shall have the power to expel any member from the Club, after discussion with the AU President, on the grounds of misconduct, or for conduct of a nature opposed to the objects of the Club, the AU and the Students’ Union
	2. Where any member of the Club is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Club.
	3. Students who are expelled from any Club have the right of appeal to the AUC
5. **Constitution Amendments:**
	1. The Committee, during either the AGM or any committee meeting, shall hold a vote to pass any constitutional changes. This shall be done by ballot or a show of hands, at the discretion of the meeting
	2. Amendments to this constitution shall be submitted to the AU President in writing, for consideration and approval by the AUC
	3. The Secretary of the Club and AU shall both keep a copy of this constitution