

CONSTITUTION OF THE OXFORD UNIVERSITY LIGHTWEIGHT ROWING CLUB

NAME AND OBJECTS

1. The Club is called the Oxford University Lightweight Rowing Club and hereafter referred to as OULRC.
2. The Club's objects are as follows and the income and property of the club shall be applied solely to these objects.
 - 2.1. Organise the training and selection of an Oxford University Lightweight Men's VIII to race and beat the CULRC eight at the University Boat Races held at Henley-on-Thames each spring, hereafter to be known as the Henley Boat Races.
 - 2.2. Organise the training and selection of a second crew Nephthys.
 - 2.3. The support, development, improvement and promotion of lightweight rowing in the University of Oxford

3. COMPLIANCE

- 3.1. The Club shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport. In relation to half-Blue status and issues surrounding the award of Blues and half-Blues, the Club will also abide by the regulations of the Men's Blues Committee of the University's Sports Federation.
- 3.2. The activities of the Club will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.
- 3.3. The club is to be affiliated with the Oxford University division of the Thames Regional Rowing Council of British Rowing. The Club shall effect and maintain such registration, purchase any insurance cover which the national body makes available, and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice including but not restricted to the current RowSafe guidelines.
- 3.4. The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; that all coaches are registered with and accredited by British Rowing.
- 3.5. The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the Area Safety Officer (Sport) ("the Safety Officer"). The Code of Conduct shall include guidelines

and appropriate risk assessments for any inter-collegiate competition run by the club, including Nephthys Regatta.

- 3.6. Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.
- 3.7. No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

MEMBERSHIP

4. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
5. There shall be a number of classes of membership available
 - 5.1. **Yearly Members** are those who have participated in the OULRC training programme for a minimum of one month and who have paid all required fees. All male student members of the University whose course completion date post-dates that of Henley Boat Races shall be eligible to become members of the Club in a rowing capacity, while all student members of the University of either sex who meet the above criteria shall be eligible as coxwains.
 - 5.2. **Life Members** are those who have rowed as a lightweight in Henley Boat Races against Cambridge or have raced as a member of a Nephthys crew at an event deemed by the president to confer such status.
 - 5.3. **Honorary Life Members** are those elected to Honorary Life Membership by invitation of the President.
6. Expulsion of members may occur under the following circumstances.
 - 6.1. **Cutting:** In accordance with article 2.2, the primary focus of OULRC is to field a first and a second boat in the Henley Boat Races. In accordance with this, Yearly Members are subject to a selection process for seats, and the President may find occasion to cut those which do not reach the standard required to win a seat in either boat. All decisions on cuts rest with the President, and are not subject to appeal. Entrance fees and subscriptions will not be subject to refund
 - 6.2. **Expulsion:** The President may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

MEETINGS OF THE MEMBERS

7. There shall be an Annual General Meeting for all the members of the Club in Trinity Term, convened by the Secretary on not less than fourteen days' notice.
8. The Annual General Meeting will:
 - 8.1. receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - 8.2. receive a report from the Committee on the Club's compliance with paragraph 3 above;
 - 8.3. elect a President in accordance with paragraph 9 below. Nominations must be seconded, have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting.
 - 8.4. consider any motions of which due notice has been given, and any other relevant business.
9. Election of Presidents
 - 9.1. Voting Members: Only Life Members in statu pupillari at the University shall be entitled to vote.
 - 9.2. A mid-term election may only be carried out upon the written request of two Voting Members. Ten days' prior notice of the election shall be provided to all Voting Members. Eight Voting Members present in person shall constitute a quorum for the taking of any action. Such an election needs the approval of a Steering Committee Meeting before taking place. Yearly Members are not eligible to vote at such an election. The affirmative vote of two thirds of the Voting Members present at the meeting shall be required to dismiss the President. The President's removal must then be confirmed by a vote of no confidence at a College Captains' Meeting.
 - 9.3. The election shall take place at the start of Trinity term. The new President shall take office on the Saturday of Henley Royal Regatta and shall serve for a term of one year and until a successor has been duly elected, or until the President's earlier resignation or removal. All operational matters of the club shall be run by the President-elect in Trinity term, with the guidance and advice of the outgoing President.
10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by eight or more voting members (as defined in paragraph 9), stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
12. The quorum for a General Meeting shall be eight voting members present in person or by proxy, of whom three must be members of the Committee. When any financial business is

to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

THE COMMITTEE

13. Appointment of the Management Committee

13.1. The President shall appoint a Committee of no less than three persons. The offices of the Management Committee members may be decided at the discretion of the President, but shall include at least a Secretary, Treasurer and Safety Officer.

13.2. The OULRC Senior Member and the University Director of Sport shall be members of the Committee, ex officio, as required by University regulations, and shall not be entitled to vote and shall not be subject to removal.

14. Committee members appointed by the President shall serve at the pleasure of the President. In any event, all Committee members appointed by the President shall resign at the expiration or termination of the President's term, though this does not preclude them from re-appointment by the incoming president.

15. The Committee shall assist the President in achieving the aims of the club in any way appropriate. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.

16. The quorum for a Committee meeting shall be three members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.

17. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and up to three other persons. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 or 5, or (with the approval of the Proctors) a member of Congregation.

18. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

19. The President shall be responsible for the general administration and operations of the OULRC, subject to the provisions of this constitution, and to carry out the policy documents that are from time to time approved by both the steering committee and the management committee of the club (such as the policy on foreign trips).

20. The Secretary shall:

20.1. maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;

- 20.2. give notice of meetings of the members and the Committee;
- 20.3. draw up the agendae for and minutes of those meetings;
- 20.4. notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- 20.5. advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;
- 20.6. notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card);
- 20.7. take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under paragraph 3.5 above;
- 20.8. provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 3.3 above; and
- 20.9. inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

21. The Treasurer shall:

- 21.1. keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- 21.2. develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- 21.3. ensure that bills are paid and cash is banked in accordance with current accepted accounting rules and practices;
- 21.4. prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- 21.5. ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate and to seek advice as necessary on tax matters from the University's Finance Division;
- 21.6. develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility;
- 21.7. make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;

- 21.8. forward to the Proctors (through the Director of Sport) a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and
- 21.9. if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.
22. The Senior Member shall:-
- 22.1. hear appeals from removal from membership under paragraph 6 above;
- 22.2. ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 16 and 17 above; and
- 22.3. be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.
23. The President shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The President shall appoint a member of Congregation as the Senior Member when appointing other members of the Committee each year. The Senior Member shall be a member of the Committee *ex officio*.
24. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the President) all official documents and records belonging to the Club, together with (on request from the President) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
25. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
26. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
27. Any proposed alterations to the Club Constitution may only be considered at a Steering Committee meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Committee or Steering Committee and seconded by a member from either of the above. Such alterations shall be passed if supported by not less than two-thirds of those present at the meeting, assuming that a quorum has been achieved.

STEERING COMMITTEE

28. The OULRC steering committee shall assist the President as appropriate, and shall be run under its own constitution, attached (see appendix).

INDEMNITY

29. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
30. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Club by virtue of paragraph 28.

DISSOLUTION

31. If at any Steering Committee meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
32. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Voting Members present at the meeting, the Steering Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club
33. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
34. If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred at the direction of the University to some other institution or institutions having objects similar to the objects of the Club such institution or institutions to be determined by the Voting Members of the Club at or before the time of dissolution and in so far as effect cannot be given to such provisions then to some charitable object.

INTERPRETATION

35. Any question about the interpretation of this Constitution shall be settled by the Proctors.

SCHEDULE

Code of Conduct on Safety Matters

WD218-096