

The Constitution of Peterhouse Boat Club

1. NAME

This Club shall be called Peterhouse Boat Club (hereafter referred to as PBC).

2. OBJECTIVES

The objectives of PBC are:

- To promote rowing within Peterhouse insofar as encouraging members of Peterhouse to row, cox, or scull at a level at which they feel comfortable.
- To advance PBC's competitive standing and racing reputation both on and off the River Cam.
- To facilitate and support the individual development of all of PBC's members to achieve their potential – both within PBC and in opportunities beyond such as with University crews.

3. MEMBERSHIP

3.1 Only members of Peterhouse shall belong to PBC.

3.2 Classes of membership:

3.2.1 Full Member

Any member who has secured a seat in a crew in a given term, regardless of whether they race competitively as a crew or not or any member who has sculled at least three times in a term shall be liable to pay the full subscription.

3.2.2 Half Member

Any member who has not secured a seat in a crew in a given term but who has rowed or coxed at least three times as a substitute shall be liable to pay half the subscription.

3.2.3 Honorary Member

Anyone may be given Honorary Membership of PBC at the sole discretion of the Committee. The President, invited by the PBC Captains, and the Senior Treasurer, appointed by Peterhouse in consultation with the PBC Committee are automatically Honorary Members. Honorary Members shall be exempt from paying subscriptions.

3.3 The subscription amount shall be determined by a simple majority within the PBC Committee and collected in conjunction with the termly college bills.

3.4 A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.

3.5 The Committee may, at its sole discretion, decline to accept membership from any person disclosing in writing the reason to that person.

3.6 The Committee may, at its sole discretion, declare anyone to have any given category of membership.

- 3.7 The Committee may, at its sole discretion, exempt members from paying the subscription in exceptional circumstances.

4. COMMITTEE

- 4.1 The affairs of PBC shall be managed by a Committee consisting of the following elected officers elected in annual elections: Club Captain, Men's Captain, Women's Captain, Honorary Secretary, Junior Treasurer, Social and Welfare Secretary, Coxswain's Representative.

4.1.1 Club Captain

- Shall be responsible for guiding the activities of PBC in collaboration with the Men's and Women's Captains.
- Shall outline plans for PBC for the year and maintain the long-term direction which PBC should be heading in.
- Shall represent PBC in liaison with the Peterhouse Boat Club Fund, the Cross Keys Boat Club and the PBC alumni, Cambridge University Combined Boat Clubs, British Rowing and any other relevant organisations.
- Shall support the respective responsibilities of all other elected officers.

4.1.2 Men's and Women's Captains

- Shall be in charge of the Men's and Women's sections of PBC respectively.
- Shall have overall responsibility and oversight for equipment, training, coaching, and racing for their respective sections.
- Shall represent PBC in liaison with the Peterhouse Boat Club Fund, the Cross Keys Boat Club and the PBC alumni, Cambridge University Combined Boat Clubs, British Rowing and any other relevant organisations.

4.1.3 Honorary Secretary

- Shall be responsible for the general administration of PBC.
- Shall prepare the agendas for Committee meetings and take minutes during them.
- Shall organise the termly dinners.
- Shall be the authority on PBC stash and organise kit orders.
- Shall organise the annual elections.

4.1.4 Junior Treasurer

- Shall be responsible for all financial affairs including subscriptions from all full members, boat insurance and making sure everyone gets paid for any expenditure.
- Shall prepare the budget and liaise with the Senior Treasurer and the College.

4.1.5 Social and Welfare Secretary

- Shall be responsible for organising socials within the club and with other clubs.

- Shall be responsible for supporting the welfare and mental health of all club members.
- Shall help the Captains in liaising and organising events with the PBC alumni.
- Shall be in charge of all PBC social media.

4.1.6 Coxswain's Representative

- Shall be responsible for training novice coxswains, improving the standard of coxswains within PBC, ensuring adequate and safe equipment provision for coxswains and promoting safe practice within PBC.

4.2 The Committee shall appoint the following co-opted officers by a simple majority: Lower Boat Officer(s), Lower Boat Captain, Webmaster.

4.2.1 Lower Boat Officer(s)

- Shall be responsible for organising, equipment, training, coaching and racing of all the novice boats in Michaelmas term.

4.2.2 Lower Boat Captain

- Shall be responsible for organising and managing the Lower Boat Officer(s), and shall take a leading role in the responsibilities of the Lower Boat Officer(s).

4.2.3 Webmaster

- Shall be responsible for the design and upkeep of the PBC website.

4.3 The Men's and Women's Captains will select a Crew Captain for each crew on their respective side.

4.3.1 Crew Captain(s)

- Shall be responsible for organising, equipment, training, coaching and racing of their crew.

4.4 Peterhouse shall appoint a Senior Treasurer.

4.4.1 The Senior Treasurer shall:

- Act as a liaison between PBC and the Governing Body of the College; in particular the Senior Treasurer acts as an advocate for PBC in ensuring that a suitable Boathouse and Boathouse Manager is made available by the College to support the activities of PBC
- Oversee the appointment of and act as a line manager to the Boathouse Manager
- Oversee PBC financial affairs and approve the PBC budget annually before it is submitted to AMALS
- Act as an arbiter in disputes as described in Clause 17

- 4.5 No person shall simultaneously hold more than one elected position at once on the committee. A person elected to the Committee may hold co-opted positions and/or be a Crew Captain.
- 4.6 There shall be no term-limits on any position, elected or not.
- 4.7 Any member of the Committee, any person holding a co-opted position or any Crew Captain wishing to resign shall inform the Committee of their intention to do so at least two weeks in advance.
- 4.8 Should an elected Committee position fall vacant, the Honorary Secretary shall set a date for extraordinary elections. If the position of Honorary Secretary itself falls vacant, the Club Captain shall call the extraordinary elections.
- 4.9 In the event of an internal Committee dispute or a dispute between the Men's and Women's Captains, elected members shall reach a decision by a simple majority.
- 4.10 The Committee shall have a minimum of two meetings per term. Co-opted Officers, Crew Captains or anyone else may be invited to Committee meetings at the Committee's sole discretion.
- 4.11 The minutes of Committee meetings shall be circulated to all PBC members, the Executors of the Boat Club Fund and the Committee of the Cross Keys Boat Club and shall be uploaded to the PBC website after every meeting.

5. ELECTIONS

- 5.1 The Committee shall be elected annually in elections which shall take place during the eighth week of the Lent Term. The Committee-elect shall take office on a date agreed by both the Committee and the Committee-elect, but no later than at the beginning of the following academic year. The Committee-elect should shadow the Committee during the Easter term, or until the Committee-elect take office.
- 5.2 Nominations for the Committee positions are to be sent to the Honorary Secretary before the elections are held. Proposed candidates must be seconded by two other members of PBC.
- 5.3 Proposed candidates must be either Full or Half members of PBC. Proposed candidates must be eligible to row, cox, or scull in a minimum of two of the three terms in following academic year.
- 5.4 The Honorary Secretary shall organise a hustings for the proposed candidates to take place before the elections.
- 5.5 The result of the election for each Committee position shall be only be accepted if a quorum of 50% of all current Full and Half members is achieved. If quorum is not achieved in a given election, the Honorary Secretary shall organise an extraordinary election to take place within two weeks of the original election where the quorum is halved. This process of organising a further election with a halved quorum two weeks after the unsuccessful election should continue until a proposed candidate is duly elected under quorum.

- 5.6 All elections shall include the option to Re-Open Nominations (RON). If RON gets the most votes in a given election, nominations should re-open for one week with an extraordinary election to take place within two weeks of the original election.
- 5.7 All Full and Half members of PBC shall have full voting rights in elections. All Full and Half members shall have the right to vote for all the posts.
- 5.8 Committee positions open for elections shall be: Club Captain, Men's Captain, Women's Captain, Honorary Secretary, Junior Treasurer, Social and Welfare Secretary, Coxswain's Representative.
- 5.8.1 Nominations for the position of Social and Welfare Secretary shall be encouraged to be done as a pair of nominees, with one nominee from the Men's side and the other from the Women's side. This shall only be encouraged, and not enforced.
- 5.9 Co-opted positions must be chosen by the Committee by the end of the Long Vacation.

6. UNIFORM

- 6.1 The uniform of PBC should be in the following colours: white, blue and black. The design and range of the PBC uniform shall be the responsibility of the Honorary Secretary.
- 6.2 Any changes to the design or range of PBC's uniform are at the discretion of Honorary Secretary but must be approved by the Committee by a simple majority.
- 6.3 Only members of PBC – whether Full, Half or Honorary - are entitled to purchase the PBC blazer. The blazer is blue and edged with 3/4-inch white silk ribbon. Any member who has secured a seat in a Second Boat for at least one term in either Michaelmas or Lent is entitled to have the cross keys in silk on the pocket. Any member who has secured a seat in a First Boat for at least one term in either Michaelmas or Lent is entitled to have the cross keys in silver on the pocket. Furthermore, any member who has secured a seat in a Second Boat in Easter term is entitled to have the mitre and cross keys in silk on the pocket. Any member who has secured a seat in a First Boat in Easter term is entitled to have the mitre and cross keys in silver on the pocket.
- 6.4 Crew Captains shall encourage their crews to wear matching uniform when racing.

7. FINES

- 7.1 Any serious damage to the PBC equipment that is a direct consequence of the PBC members' reckless behaviour will be charged against the member responsible for the damage. The money shall be paid into the Boat Club account.
- 7.2 Any other fines (incurred for being late or not turning up for training etc.) shall be at the discretion of the Committee.

8. FINANCE

- 8.1 When constructing and submitting a budget to AMALS, and during the administration of the financial affairs of PBC no person or body shall fail to take account of, and include therein, the following financial provisions:
- The full remuneration of the College Boathouse Manager, as determined by the Senior Treasurer.

- Membership of the British Rowing.
- Insurance of boats and members.
- All river charges.
- University competition entrance fees.
- Equipment maintenance and repair costs.
- Costs necessary to ensure the continuance of the Boat Club.

8.2 The budget approved by AMALS for the present year and the accounts of the past year should be made available to the Executors of the Boat Club Fund, the Committee of the Cross Keys Boat Club, and all the members of PBC on request.

8.3 The Senior Treasurer shall receive a copy of and approve the budget before it can be submitted to AMALS.

9. BOATHOUSE FACILITIES

9.1 The main Boathouse facilities are to be provided by, insured by and maintained by the College, although certain costs of doing so will be re-charged to PBC through AMALS.

9.2 The Boathouse facilities will be managed on a day-to-day basis by the Boathouse Manager. The Boathouse Manager will also take overall responsibility for Health & Safety and Security at the Boathouse site and for ensuring that the equipment and materials stored in the Boathouse meet appropriate Health & Safety requirements, including all statutory requirements.

9.3 Arrangements for access to the Boathouse and the associated facilities and equipment need to be agreed with the Boathouse Manager.

9.4 The Boathouse Manager should be provided with information by the PBC Committee to carry out their responsibilities fully, including the budget for the year, lists of PBC officers and crew captains and details of coaching arrangements. The Boathouse Manager would normally be invited to attend relevant PBC meetings.

10. EQUAL OPPORTUNITIES POLICY

PBC will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

11. CHILD PROTECTION PROCEDURES

PBC accepts the policy and procedure relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.

12. SAFETY

12.1 The Boathouse Manager shall have the role of Safety Officer, for which role it will be necessary to understand the requirement of the British Rowing Code of Practice for Water

Safety and advise on their prominent display, their observation and their implementation at all times.

- 12.2 Each member, upon joining, shall sign a Personal Declaration, testifying to their ability to swim, any medical conditions they may have that may affect their ability to partake in strenuous exercise, and that participation is undertaken at their own risk. Their statement shall comply with the guidelines established by British Rowing.

13. LIABILITY

- 13.1 The Committee shall manage the day-to-day affairs of the club on behalf of PBC, particularly in relation to selection and appointment of coaches, crew captains, crews, training and racing programmes. The Committee shall also manage the day-to-day finances of PBC in line with the agreed budget. PBC shall be responsible for meeting any financial or other liabilities arising from these activities.
- 13.2 The College shall be responsible for the Boathouse facilities and equipment, and shall appoint a Boathouse Manager who is appropriately qualified to manage the day-to-day operation of the facilities. The Boathouse Manager will take responsibility for Health & Safety and Security matters at the Boathouse facilities, including in relation to the equipment and materials stored there. The Boathouse Manager will organise the purchase of new equipment and also the transport of equipment to and from the Boathouse. The College shall be responsible for any financial or other liabilities arising from the operation of the Boathouse facilities and equipment, although certain costs of meeting these liabilities may be re-charged to PBC through AMALS.
- 13.3 It is the responsibility of the Committee to ensure that the Boathouse Manager has all the information and support necessary to discharge their responsibilities appropriately.

14. COACHING

- 14.1 Payment for coaching provided by members of PBC will be at the sole discretion of the Committee.
- 14.2 It is the responsibility of the Men's and Women's Captains to organise coaching services provided by those who are not members of PBC, and any payment must be agreed by the Committee.

15. ALTERATION OF CONSTITUTION

- 15.1 This constitution shall not be altered or amended except by a PBC General Meeting called specifically for that purpose.
- 15.2 A quorum of 75% of Full and Half Members in residence shall be required in order for voting on any alterations or amendments to proceed. Any alteration of amendments shall be passed by 75% of votes.
- 15.3 At least seven days' notice of any proposed amendment to this Constitution must be given to the Senior Treasurer, members of PBC, the Executors of the Boat Club Fund and the Committee of the Cross Keys Boat Club.

16. POWER OF DECISION

Any matter not provided for in this constitution shall be dealt with by the Committee in good will and with common sense. The Committee's decision shall be final, except for the right of appeal provided for in Clause 17.

17. APPEALS

Any decision made by the Committee may be appealed by any member of PBC, or in the case of membership being declined, by the person who was refused membership. An appeal may be made by lodging a formal written complaint with the Senior Treasurer, a copy of which must be given to the Honorary Secretary on the same day. In the event that the Senior Treasurer receives a formal written complaint, they will carry out an appropriate investigation and issue a reply in writing to the complainant, with a copy of the reply supplied to the Honorary Secretary. In such circumstances, the Senior Treasurer's decision in relation to the appeal will be binding on the PBC Committee.

18. GENERAL

- 18.1 A copy of the PBC Constitution shall be made available to any PBC member at request.
- 18.2 Copies of the PBC Constitution shall be published on the PBC website and held by AMALS and the Senior Treasurer of Peterhouse respectively. In cases of dispute, the copy held by the Senior Treasurer of Peterhouse shall be considered the definitive copy.

Last update proposed by Tom Nuttall, Honorary Secretary (2022-2023); approved by the members of Peterhouse Boat Club on 15th February, 2023.