

THE CONSTITUTION OF THE PETERHOUSE BOAT CLUB

Approved at a General Meeting called on 24th February 2007.

1. NAME

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

2. OBJECTIVES

The objectives of PBC are to promote rowing within Peterhouse and the PBC's standing in Bumping races as well as other rowing competitions.

3. MEMBERSHIP

3.1. Only members of Peterhouse shall belong to PBC.

3.2. Classes of membership:

3.2.1. Full Member

Any member having rowed, coxed or sculled at least three times in a term shall be liable to pay the subscription.

3.2.2. Half Member

Any non-rowing member wishing to use the ergometers at the boathouse, the bank tub or wishing to participate in other forms of land training. Half members shall have no voting rights, and shall be liable to pay half of the subscription paid by a full member.

3.2.3. Honorary Member

- in conjunction with the Old Boys Association

The President – invited by PBC Captain

Senior Treasurer – appointed by Peterhouse in consultation with the PBC Committee

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, the Amateur Rowing Association, 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 any member to be a Full Member for the purposes of elections and voting, upon application to the Committee.

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:

Elected Officers (elected at the General Meeting):

Captain, Honorary Secretary, Junior Treasurer, Men's Officer, Women's Officer.

Co-opted Officers (appointed by the Committee):

Social Secretary, Lower Boats Officer(s), Welfare Officer, Safety Officer(s). Coxswains' Representative, Development Officer

Appointed Officers:

Senior Treasurer – appointed by Peterhouse.

4.2. Captain

- shall be responsible for guiding the activities of PBC
- shall outline plans for the boat club for the year
- maintain the long term direction the club should be heading in
- shall represent PBC in liaisons with the Peterhouse Boat Club Fund, Old Boys Association, Cross Keys Boat Club, Cambridge University Combined Boat Clubs, Amateur Rowing Association and other organisations
- shall call the Committee for regular meetings.

4.3. Honorary Secretary

- shall be prepared to step-in for the Captain in case of his/her absence
- shall take on responsibilities of the Captain in the event that that position should fall vacant
- shall call the Committee for a meeting in case of the Captain being absent
- more specific duties shall include: race entries, kit orders, preparation of meeting agendas and minutes, PBC termly dinners, up-to-date membership lists.

4.4. Junior Treasurer

- shall be responsible for all financial affairs (such as: 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 Clerk.

4.5. Senior Treasurer

- shall be responsible for overseeing PBC's financial affairs
- shall act as an arbiter in the case of disputes that cannot be resolved by the committee.

4.6. Men's Officer

- shall be responsible for organising equipment, training, coaching and racing for the men's section.

4.7. Women's Officer

- shall be responsible for organising equipment, training, coaching and racing for the women's section.

4.8. Social Secretary

- shall be responsible for organising Formal Halls with other clubs, PBC Cocktails, Garden Party and Bonfire night BBQ
- shall take an active role in organising money making promotions and social events

- shall help the Captain in liaising and organising events with the Old Boys Association.

4.9. Lower Boats Officer(s)

- shall be responsible for organising equipment, training, coaching and racing of all the novice boats in Michaelmas and all lower boats in Easter and Lent.

- “Lower boats” shall include all novice boats and any senior crews designated as “low commitment by the Committee”

4.10. Welfare Officer

- shall be conversant with, and responsible for, the implementation of the ARA Child Protection Procedures within PBC.

4.11. Safety Officer(s)

- shall be conversant with, and responsible for, the implementation of the ARA Code of Practice for Water Safety within PBC as set out within Section 10 – Safety.

4.12. Coxswains’ 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.

4.13. The Development Officer

- shall advise the Captain on matters relating to PBC alumni, fundraising, sponsorship and the Peterhouse Boat Club Fund

- shall liaise with the College Development Officer over communication between the PBC and its alumni

- shall be responsible for the collection and archiving of PBC historical material

4.14. No person shall simultaneously hold more than one elected position on the committee.

4.15. Any member of the Committee wishing to resign shall inform the Committee of his/her intention to do so at least 2 weeks in advance.

4.16. Should an elected Committee position fall vacant, the Captain or Honorary Secretary shall then set a date for extraordinary elections. Should such elections fall within the first half of a term, all full members of the previous term who are still in residence shall be eligible to vote.

4.17. In the event of an internal Committee dispute, elected members shall reach a decision by a simple majority. In the case of a tie, the Captain’s decision is final.

4.18. The minutes of Committee meetings shall be available to any member upon request, the Executors of the Boat Club Fund and the Committee of the Cross Keys Boat Club.

5. ELECTIONS

5.1. The Committee shall be elected annually at a General Meeting called for that purpose by the current Captain.

5.2. The General Meeting shall take place during the 6th week of the Lent Term and the new Committee shall take office at the end of that Term.

- 5.3. Nominations for the positions are to be posted up to two weeks before the General Meeting in the JCR/Quiet Room. Proposed candidates must be full members of PBC and must be seconded by two full members of PBC.
- 5.4. Elections can take place under the condition that the quorum is achieved. Quorum shall be 75% of the current full members in residence.
- 5.5. All full members of PBC shall have full voting rights in the elections. All full members shall have the right to vote for all the posts.
- 5.6. Committee positions open for general elections shall be: Captain, Honorary Secretary, Junior Treasurer, Women's and Men's Officers.
- 5.7. Postal vote shall be provided as an option for those full members of PBC who are unable to attend the General Meeting.
- 5.8. The elections shall be held in the following order: Captain; Honorary Secretary; Junior Treasurer; Women's Officer; Men's Officer. After each election, unsuccessful candidates shall have the right to stand for any of the remaining positions. Postal votes shall not have the option of voting for a fall-through candidate.

6. UNIFORM

- 6.1. All Members
 - Socks in alternate blue and white horizontal stripes.
 - White shorts.
 - White zephyr trimmed with 3/4-inch blue ribbon round sleeves and 2-inch blue ribbon down front.
 - Scarf and tie of plain blue flannel.
 - Blue blazer edged with 3/4-inch white flannel.
 - Blue cap edged with 3/8-inch white ribbon.
- 6.2. First Lent Boat
 - Socks in alternate blue and white horizontal stripes.
 - White shorts.
 - White zephyr trimmed with 3/4-inch blue ribbon round sleeves and 2-inch blue ribbon down front and mitre and cross keys on left breast.
 - Blue blazer edged with 3/4-inch white flannel and cross keys in silver on pocket.
 - Blue cap edged with 3/8-inch white ribbon and white college arms in silver.
- 6.3. Second Lent Boat
 - Socks in alternate blue and white horizontal stripes.
 - White shorts.
 - White zephyr trimmed with 3/4-inch blue ribbon round sleeves and 2-inch blue ribbon down front and cross keys on left breast.
 - Blue blazer edged with 3/4-inch white flannel and cross keys in silk on pocket.
 - Blue cap edged with 3/8-inch white ribbon and cross keys in silk.
- 6.4. First May Boat
 - Socks in alternate blue and white horizontal stripes.
 - White shorts.

White zephyr trimmed with 3/4-inch ribbon, white edged with blue, round neck and sleeves and 2-inch down front, and mitre and cross keys on left breast.
Sweater with white ribbon edged with blue round neck and initials.
Blue blazer edged with 3/4-inch white silk ribbon and mitre and cross keys in silver on pocket.
Blue cap edged with 3/8-inch white ribbon and college arms in red and gold.
White linen hat with white ribbon edged with blue not more than 1-inch wide in all.
Blue tie with triple stripes of white.

6.5. Second May Boat

Socks in alternate blue and white horizontal stripes.
White shorts.
White zephyr trimmed with 3/4-inch ribbon, white edged with blue round sleeves and 2-inch down front, and mitre and cross keys on left breast.
Blue blazer edged with 3/4-inch white silk ribbon and mitre and cross keys in silk on pocket.
Blue cap edged with 3/8-inch white ribbon and cross keys in silk.
White linen hat.

6.6. All PBC crews shall wear matching uniforms in competition. Alternatives to the uniforms listed above shall be at the discretion of the Men's and Women's Officers.

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 PBC 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:
- 8.1.1. The full remuneration of the College Boatman, as determined by the Senior Treasurer.
 - 8.1.2. Membership of the Amateur Rowing Association.
 - 8.1.3. Insurance of boats and members.
 - 8.1.4. All river charges.
 - 8.1.5. University competition entrance fees.
 - 8.1.6. Equipment maintenance and repair costs.
 - 8.1.7. 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 should be presented to the members of PBC at the General Meeting called for the election of Officers, prior to the election.

9. 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.

10. CHILD PROTECTION PROCEDURES

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

11. SAFETY

11.1. The Committee shall appoint a Safety Officer, in accordance with Section 4 – Committee, whose duty it will be to understand the requirements of the ARA Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.

11.2. 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. This statement shall comply with the guidelines established by the ARA.

12. LIABILITY

The Committee shall manage the affairs of PBC. 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.

13. ALTERATION OF CONSTITUTION

13.1. This constitution shall not be altered or amended except by a PBC General Meeting called specifically for that purpose.

13.2. A quorum of 75% of Full Members in residence shall be required in order for voting on any alterations or amendments to proceed. Any alterations or amendments shall be passed by 75% of votes.

13.3. 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.

14. 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.

15. 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 Captain on the same day.

16. GENERAL

16.1. A copy of the PBC Constitution shall be made available to any PBC member at request.

16.2. A copy of the PBC Constitution shall be held by the Peterhouse Amalgamated Clubs and the Senior Tutor of Peterhouse and that copy shall be considered the definitive copy in cases of dispute.

Notes:

These changes were proposed on 24th February 2007, by Keith Grimes, Captain of Boats of PBC 2006-2007