

2024-25

Constitution of Students' Union UCL

ROYAL FREE, UNIVERSITY COLLEGE AND MIDDLESEX MEDICAL STUDENTS BOAT CLUB (RUMSBC)

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [UCL Royal Free and University College Middlesex Students Boat Club \(RUMSBC\)](#).
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association, Byelaws, Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2. The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3. Committee

- 3.1. President
 - 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.1.2. Shall represent the club and shall be responsible for making sure that the club is run according to its constitution, the SU UCL Club and Society regulations, Good Practice Guidelines, and Standing Orders of SU UCL.

- 3.1.3. It is the responsibility of the President to call General Meetings of the club, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.
- 3.1.4. Shall be the primary point of communication between the Union and the club members. It is therefore required that he/she attends the relevant Union, United Hospital and other necessary meetings and represent the club at formal events or wherever necessary.
- 3.1.5. Shall oversee and chair the committee.
- 3.2. Treasurer
 - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
 - 3.2.2. Shall assume the position of Vice President as required in the absence of the President.
 - 3.2.3. Shall carry out the day to day financial duties of the club, and is responsible to the union for club finances to the membership.
 - 3.2.4. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the club accounts.
 - 3.2.5. Shall have final say on all financial transactions undertaken by the club from general everyday expenditure to formal club events.
 - 3.2.6. Shall maintain a club account book along with photocopies of all receipts going through the books and for the correct documentation of these.
 - 3.2.7. Will be responsible for club purchases and insurance.
- 3.3. Safety and Welfare Officer
 - 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.3.2. Shall be responsible for ensuring the training of all members of the club in safety on the water, primarily in rowing boats and launches.
 - 3.3.3. Responsible for the improvement and maintenance of safety standards within the club.
 - 3.3.4. Shall organise a safety briefing for new and old members in the first academic term.
 - 3.3.5. Shall endeavour to organise capsized training drills, especially for novice rowers.
 - 3.3.6. Shall make members aware of BRA safety guidelines and materials.

- 3.3.7. Shall disseminate knowledge of safety on the river and rules of the river throughout the boat club.
- 3.3.8. Shall be responsible for all equipment designated as safety equipment, including boat lights, launch safety equipment, lifejackets, first aid kits.
- 3.3.9. Shall inform and encourage engagement of members to relevant and/or appropriate Union campaigns e.g. Pride in Sport, This UCL Girl Can.
- 3.3.10. Signpost effectively to advice and support services available for the physical and mental well-being of members.
- 3.3.11. Attend training (in collaboration with The Advice Service and UCL Student Support and Wellbeing), in how and where to signpost, complaints and grievance procedures and services and support available from The Union and UCL.

Additional Committee members

3.4. Men's and Women's Senior Captains

- 3.4.1. Shall represent the interests of the Senior teams for their respective side of the club.
- 3.4.2. Shall be responsible for squad training, crew selection, provision of coaching, and the organisation of training weekends.
- 3.4.3. Shall share responsibility, with Novice Captains, for the general fitness and wellbeing of all club members.
- 3.4.4. Shall assume responsibility for items used during sessions i.e. lights, boats, tools etc. and their return to their correct place afterwards.
- 3.4.5. Shall, at their own discretion, endeavour to appoint a 2nd team Captains (after consulting with 2nd team members) early in the year. These appointed captains shall act as an advocate for the 2nd team's interests whilst not infringing upon the senior captain's autonomy.

3.5. Men's and Women's Novice Captains

- 3.5.1. Shall represent the interests of novices of respective sides of the club.
- 3.5.2. Shall be responsible for squad training, crew selection, provision of coaching, and the organisation of training weekends.
- 3.5.3. Shall share responsibility, with senior captains, for the general fitness and wellbeing of all club members.
- 3.5.4. Shall be responsible for the recruitment and organisation of new members of the club.

3.6. Captain of Coxes

- 3.6.1. Shall be responsible, through collaboration with the senior and novice captains, for ensuring competency of all coxswains, and organising training if required.
- 3.6.2. Shall organise and supervise training and initial outings of novice coxswain.
- 3.6.3. Shall be responsible for the setting of all outing times, through discussion with the relevant boat captains.
- 3.6.4. Shall be responsible for the possession, charging, upkeep and distribution of cox boxes and lights when necessary.
- 3.6.5. Shall be responsible, through discussion with the boat captains, for assigning coxes.

3.7. Boatswain

- 3.7.1. Shall be responsible for all boat maintenance and upkeep.
- 3.7.2. Shall work, in conjunction with all members of the club to maintain a tidy, swept bay.
- 3.7.3. Shall be responsible for the maintenance of all launches and launch engines.
- 3.7.4. Shall ensure that all petrol tanks are refilled when necessary and contain sufficient oil.
- 3.7.5. Shall supervise all rigging of boats and encourage dissemination of knowledge throughout the club.
- 3.7.6. Shall be responsible for the securing and trailing of boats to and from events and the provision of vehicles for this purpose and for the up keep of the trailer.
- 3.7.7. Shall be responsible, through cooperation with the Treasurer of all boat repairs including dealings with insurance companies and third parties.
- 3.7.8. Shall be responsible for the locking and securing of all club property including lockers, launches and bay.
- 3.7.9. Shall ensure all club watercraft have the correct registration as required by the relevant authority.
- 3.7.10. Will undertake a regular inventory of items contained within bay lockers i.e. lifejackets and lights and report any discrepancy promptly to the President.
- 3.7.11. Shall delegate one member per senior crew to be the first point of contact for maintenance issues. Novice crews will be under stewardship of their respective captain.

3.8. Assistant Boatswain

- 3.8.1. Shall assist the boatswain in their tasks as assigned above.

- 3.8.2. Shall endeavour to learn from the boatswain, and other experienced members of the club, the correct usage and maintenance of club equipment in order to preserve and disseminate this knowledge in future years.
 - 3.8.3. Shall organise cleaning rota for crews to tidy, sweep and keep the bay clear.
 - 3.8.4. Shall organise a boat maintenance briefing for new and old members in the first academic term.
- 3.9. Inclusivity Officer
- 3.9.1. Shall work alongside the Safety and Welfare Officer to ensure welfare services are easily accessible and well sign-posted.
 - 3.9.2. Shall be responsible for monitoring the anonymous reporting system and raising the issues with relevant committee or club members.
 - 3.9.3. Shall be a supportive role to anyone wishing to speak up about incidents and empower them to report any incidents that occur.
 - 3.9.4. Shall be responsible for advocating for club members to take part in yearly active bystander training run by UCL.
 - 3.9.5. Shall work alongside the Fundraising Officers to organise fundraising for outreach programmes and charities helping disadvantaged groups.
 - 3.9.6. Shall manage and update the BLM resources to include a wider range of resources and run a minimum of one event per-term related to the resources (including managing the RUMSBC Book Club).
 - 3.9.7. Shall be responsible for advocating for inclusivity and anti-racism to be a priority for RUMSBC and work with each committee member on how they can promote and support inclusivity.
- 3.10. Secretary
- 3.10.1. Shall be responsible for minutes at General Committee Meetings and the AGM.
 - 3.10.2. Shall be responsible for race entries for all boats in the club.
 - 3.10.3. Shall be responsible for ensuring membership and rower registration forms for all club members.
 - 3.10.4. Shall manage the club email accounts.
- 3.11. Fundraising Officers (x2)
- 3.11.1. Shall run a minimum of one fundraising event per term.

- 3.11.2. Shall seek sponsorship for club development and club events.
- 3.11.3. Shall be responsible for club kit including a yearly order from the kit supplier in the first term and arranging further club clothing and kit to be available throughout the year.
- 3.11.4. Shall be responsible for finding (through the Volunteering Service) and/or creating volunteering opportunities appropriate to RUMSBC and communicating opportunities to the committee and club members. This encompasses their roll as Community Outreach Officer.
- 3.11.5. Shall be responsible for writing articles on the progress of volunteering activities to share and publicise on the Union Website and RUMSBC website.
- 3.12. Social Secretaries (x2)
 - 3.12.1. Shall be responsible for the organisation and running of club social events including Christmas Dinner, Novice Dinner and Social Tour.
 - 3.12.2. Should organise and see through a minimum of one other event per term
- 3.13. VPs and Alumni Officers (x2)
 - 3.13.1. Organise a minimum of two formal Alumni events ('VPs' Dinners), and one informal Alumni event per year.
 - 3.13.2. Encourage Alumni participation in the club through organising boats for local (United Hospital) and national races and keeping Alumni up to date with events.
 - 3.13.3. Strive to develop a donation/subscription scheme for Alumni to contribute to club funding.
- 3.14. Media & Communications Officer
 - 3.14.1. Shall be responsible for the promotion of the club via the production of SU UCL approved advertising.
 - 3.14.2. Shall be responsible for publicising events within the club.
 - 3.14.3. Shall be responsible for the upkeep of the club website and social media.
 - 3.14.4. Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
 - 3.14.5. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
 - 3.14.6. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied



by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

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4. Terms, Aims and Objectives

- 4.1. The club/society shall hold the following as its aims and objectives.
 - 4.1.1. The club exists to provide opportunities for all RUMS students to participate in safe and competitive rowing from novice level through to university representation at local (United Hospital) and national events. We welcome all students regardless of prior rowing experience.
 - 4.1.2. We aim to foster and encourage the enjoyment of rowing, and the desire to achieve one's full 'athletic potential' whilst recognising and organising our training around the constraints studying medicine provides
 - 4.1.3. We promote social intercourse amongst members, between RUMS sports clubs and with the other United Hospitals boat clubs
 - 4.1.4. We provide representation of the concerted opinion of the members of RUMSBC on matters relating to the governing and policy of SU UCL, in which membership has a legitimate interest.
 - 4.1.5. We strive to maintain and enhance our fleet of boats through promotion of an attitude which instils pride and responsibility to all members for future generations of the club.
 - 4.1.6. We aim to further the interests and reputation of RUMS sports clubs generally.
 - 4.1.7. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership

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- 4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3. The core activities of the club/society shall be:
 - 4.3.1. The instruction of its members in safe and competitive rowing.
 - 4.3.2. Competing in races with the aim of entering the maximum number of crews possible in United Hospitals races, entry to suitable races on the Tideway and any other races the Captains deem appropriate.
 - 4.3.3. Ensuring all members of the club are adequately instructed on the dangers of rowing and the necessary safety measures individuals and the club should take as per the designation of rowing as a 'high risk sport' by SU UCL.
 - 4.3.4. Promoting physical and mental wellbeing to all members through weekly circuit training sessions, yearly training plans and mental health support
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. This includes regular social events, both internal to the club and with other RUMS and United Hospital clubs, the engagement of club alumni, volunteering and teaching opportunities and generally expanding the 'society' side of the club.
- 4.5. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.
- 4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL [Royal Free and University College Middlesex Students Boat Club \(RUMSBC\)](#). By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

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| President | Name: Zakira Klico |
| | Signature:  |
| | Date: 21/06/2024 |
| Treasurer | Name: Lewis Hindle |
| | Signature:  |
| | Date: 21/06/2024 |