

2024/25

Constitution of Students' Union UCL

Boat Club

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Boat Club.
- 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 The Society Committee

President

- 3.1 The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
 - Will perform a leadership role for UCLUBC and to set high standards and expectations for members and Officers of the Club.
 - Will perform role in accordance with section 5.7 of the UCLU Club and Society Regulations.
 - Shall represent the society and shall be responsible for making sure that the society is run according to its constitution, the UCL Union Club and Society Regulations and Procedures, Good Practice Guidelines, and Constitution and Standing Orders of UCL Union.
 - Shall call General Meetings of the society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations and Procedures.
 - Shall be the primary point of communication between the Union and the society members. It is therefore required that the President attends all UCLU General Assemblies to represent UCLUBC.
 - Fulfil requirements as set out in the Union Presidents guide.
 - Shall be responsible overall for the activities of the society, and shall oversee all activities organised by the society.

- Shall oversee the activities of the Club Secretary, Treasurer and Lead Coach; ensuring all members of the committee are fulfilling their roles.
- Must represent the interests of the club and all of its members.
- Shall call and chair committee meetings.
- Shall be responsible for the long term plans of the club, including carrying out previously laid down 5 year plans.
- Shall oversee the committee and ensure that all members are carrying out their duties correctly.
- Shall have overarching control of the squads and how their development throughout the year and beyond in terms of equipment, coaching, training and racing.
- Decide the overall direction of the club and manage its interaction with both other sports teams and other rowing clubs.
- Manage, with the treasurer, the long term financial plans for the club, including running at a financial surplus.
- Liaise with any sponsor that may have an interest in the club.
- Write/update sponsorship proposal with the help of Treasurer and Fundraising and Alumni Officer.
- Be the professional point of contact between coaches and club, responsible for the job descriptions and payment agreements.
- Shall maintain and develop the clubs relationship with Bentham Boat Club and UCL DARO.
- Will invite the Provost and selected UCLU staff to HRR/HWR and suitable club/alumni dinners.

Treasurer

3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

- Will ensure the club is run at a financial surplus.
- Shall lead a sub committee consisting of the Media and External Communications Officer and is therefore ultimately responsible and accountable for this position as laid out in sub section 3.19.
- Will perform role in accordance with section 5.8 of the Club and Society Regulations.
- Shall carry out the day to day financial duties of the society, and is responsible to the Union for society finances.
- Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society 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 society accounts.
- Shall keep accounts up to date on a weekly basis, providing a weekly summary of current balances and forecast balances to the President.
- Must fulfil requirements as set out in the Union Treasurers guide.
- Give a full accounts summary once a month at whole committee meetings and take questions.
- Provide a summary of spending at the end of each term to be sent to the members.
- Ensure that all UCLU and UCL opportunities for extra funding are applied for.
- Prepare a detailed budget with the incoming treasurer, based on the spending from the current year.
- Shall work with the Fundraising and Alumni Officer, to set and be responsible for the implementation of an aggressive strategy to achieve a fundraising target set, with the President, at the start of each season.
- Look to raise additional funds for the club through charitable events, social events and through sponsorship with the aid of the Social Secretary and Media and External Communications Officer respectively.
- Apply for Friends Trust grant each term (near the beginning of each term).

Welfare Officer

3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

- Be the point of contact for rowing and non-rowing related issues for members if they don't want to talk to their captain.
- Shall raise any concerns over the way the society is being run, e.g. gender equality, race equality etc.
- Shall help the Club Secretary to organise a questionnaire about member's views on UCLBC and their experience so far this year.
- Organise a health questionnaire (in line with British Rowing Requirements) after Joining Fortnight has ended.
- To apply for Welfare Activities funding with assistance from the treasurer
- Shall organise at least one volunteering opportunity per term.
- Shall engage with the VSU to organise and promote volunteering opportunities for the society members.
- Shall personally partake in at least 3 volunteering initiatives during their term in office.
- Shall organise events to support initiatives including "This Girl Can" and "Pride UCL" aiming to collaborate between different clubs to achieve these.
- Promote one measure of sustainability such as eliminating single use plastic water bottles at matches
- Organise an event that aims to raise awareness around issues of sustainability in sports week.

Additional Committee Members

3.4 Vice President

- A Shall lead a sub committee consisting of the Social Secretary, Media and External Communications Officer, Kit Officer, Fundraising and Alumni Relations Officer and Welfare Officer and is therefore ultimately responsible and accountable for these positions as laid out in sub sections 3.19, 3.20, 3.21, 3.22 and 3.23.
- Shall take a lead on the completion of union paperwork for non- rowing activities, such as events.
- Shall carry out an annual members' survey, analyse the responses and report back to the Committee.
- Find solutions to possible recurring issues.
- Attend all UCLU General Assemblies to represent UCLUBC and promote club engagement with UCLU politics.
- Take minutes at whole committee meetings, posting them within 24 hours of the meeting end.
- Ensure action points are completed by the next meeting, or another date if appropriate.
- Shall book accommodation and transport for races.

3.5 Rowing Secretary

- Shall lead a sub committee consisting of the Lead Coach, Maintenance Officer and Captains and is therefore ultimately responsible and accountable for these positions as laid out in sub sections 3.13, 3.14, 3.15, 3.16 and 3.17, 3.18.
- Will be ultimately responsible for ensuring all race entries are applied for and payment arranged properly and on time.
- Help organise GIAG Weekend and help organise "Project Active" sessions to facilitate this.
- Ensure all members have passed the Tideway Test and can swim before being allowed on the water (with the exception of GIAG days).
- Amalgamate BUCS entries, including competitor's names and DOB, for the President to send in.
- Will keep up to date the rowing/racing side of the club calendar.
- Will assist Lead Coach and Captains with organising training camps.
- Shall arrange race entry payment at least 14 days before race entries close.
- Shall ensure all rowing admin forms are sent to the union.

3.6 **Senior Captains**

- Shall fulfil a leadership role that encourages and facilitates the highest possible standards and expectations for squad members. This includes but is not limited to: completing all the training to the best of their ability; supporting squad members; punctuality for training sessions and races.
- Under the instructions of their coach, shall lead the efficient organisation of every training session and race.
- Shall work with the Lead Coach to devise aims and goals for the year for their designated squad.
- Shall help to organise transport and accommodation for races when necessary.
- Shall be responsible for ensuring their squad correctly care for equipment used during sessions.
- Work with the Rowing Secretary to ensure all races are entered correctly and on time.
- Keep the Media and External Communications Officer up to date with squad's progress; writing articles and updates as necessary
- Shall ensure all members of their squad fulfil to the best of their ability the responsibilities listed in clause 3.28.
- Shall submit all race entries, to the Rowing Secretary, at least 16 days before race entries close.
- Responsible for fundraising a target amount (set by the President) within their squads.
- Shall take a UKAD (UK anti-doping) exam before the start of the first academic term.
- Shall complete a launch driving assessment in advance of the forthcoming academic year, to safety and proficiency standards deemed appropriate by the President and Lead Coach.
- Shall be liable for removal at the President's discretion following a written and signed vote of no confidence by 80% of the squad's paid members.
- Shall ensure that they pass on information about incidents to the union and president.
- When required shall help the media officer source footage of their squad.

3.7 **Intermediate Captains**

- Shall fulfil a leadership role that encourages and facilitates the highest possible standards and expectations for squad members. This includes but is not limited to: completing all of the training to the best of their ability; supporting squad members; punctuality for training sessions and races.
- Under the instructions of their coach, shall lead the efficient organisation of every training session and race.
- Shall work with the Lead Coach to devise aims and goals for the year for their designated squad.
- Shall help to organise transport and accommodation for races when necessary.
- Shall be responsible for ensuring their squad correctly care for equipment used during sessions.
- Work with the rowing secretary to ensure all races are entered correctly and on time.
- Keep the Media and External Communications Officer up to date with squad's progress; writing articles and updates as necessary.
- Shall ensure all members of their squad fulfil to the best of their ability the responsibilities listed in clause 3.28.
- Shall submit all race entries 16 days before race entries close.
- Responsible for fundraising a target amount (set by the President) within their squads.
- Shall take a UKAD (UK anti-doping) exam before the start of the first academic term.
- Shall complete a launch driving assessment in advance of the forthcoming academic year, to safety and proficiency standards deemed appropriate by the President and Lead Coach.
- Shall be liable for removal at the President's discretion following a written and signed vote of no confidence by 80% of the squad's paid members.
- Shall ensure that they pass on information about incidents to the Union, Lead Coach and President.
- When required shall help the media officer source footage of their squad.

3.8 **Novice Captains**

- Shall fulfil a leadership role that encourages and facilitates the highest possible standards and expectations for squad members. This includes but is not limited to: supporting squad members; instilling a positive attitude towards training and encouraging participation of all squad members.
- Shall run the novice squad in conjunction with the Novice Coach and Lead Coach.
- Shall assist coaches with selecting crews.
- Shall organise novice try out days at the start of each season.
- Under the instructions of their coach, shall lead the efficient organisation of every training session and race.
- Shall work with the Lead Coach to devise aims and goals for the year for their designated squad.
- Shall be responsible for ensuring their squad correctly care for equipment used during sessions, especially when rigging and de-rigging.
- Shall help to organise transport and accommodation for Heads and Regattas when necessary.
- Keep the Media and External Communications Officer up to date with squad's progress; writing articles and updates as necessary.
- Shall aid squad members with training and fitness testing.
- Shall submit all race entries at least 16 days before race entries close.
- Responsible for fundraising a target amount (set by the President) within their squads.
- Shall take a UKAD (UK anti-doping) exam before the start of the first academic term.
- Shall complete a launch driving assessment in advance of the forthcoming academic year, to safety and proficiency standards deemed appropriate by the President and Lead Coach.
- Shall be liable for removal at the President's discretion following a written and signed vote of no confidence by 80% of the squad's paid members.
- Shall ensure that they pass on information about incidents to the Union, Lead Coach and president.
- When required shall help the Media Officer source footage of their squad.

3.9 **Cox Captain**

- Shall fulfil a leadership role that encourages and facilitates the highest possible standards and expectations for squad members. This includes but is not limited to: completing all of the training to the best of their ability; supporting squad members; punctuality for training sessions and races.
- Shall be responsible for the selection of coxswains, under directions of the coaches, and assigning to boats.
- Shall be the mediator between the coxes and captains.
- Shall be responsible for recruiting an adequate number of coxswains.
- Shall work with the Lead Coach in ensuring development of coxswains and ensuring the implementation of a structured coxswain training program.
- Shall ensure that each coxswain is capable in navigating the Thames and race courses safely and to the best of their ability.
- Shall be responsible for all coxswains equipment, unless individual coxes agree, in writing, to take full fiscal responsibility for their own equipment. Coxes eligible for this opportunity shall be decided President's discretion.
- Shall ensure the return of all coxswain equipment to the Boat House after completion of Henley Royal Regatta, and shall inform the President, Maintenance Officers and Lead Coach of any damaged or missing equipment.
- Shall be liable for removal at the President's discretion following a written and signed vote of no confidence by 80% of the squad's paid members.

3.10 **Maintenance Officer**

- A Check all equipment on a regular basis and be responsible for its safe upkeep, under the direction of the Lead Coach.

- Keep a log of all purchases made so there is a record of the age of the equipment.
- Aid the President at the end of the academic year to ensure that all equipment is in a safe, effective state for the next year of rowing.
- Shall attend all training camps.
- Shall make pre-race equipment checklist for trailer loading/unloading.
- Shall make a spares inventory.
- Shall be responsible for external communication regarding maintenance.

3.11 **Media and External Communications Officer**

- Advocate on behalf of the Club and members.
- Ensure long term summary articles are written after key UCLUBC events and races.
- Ensure short pieces are written and published on social media after each race, training camp and large social events.
- Keep website up to date.
- Ensure Facebook groups/pages, twitter and Instagram are being used appropriately (i.e. only to promote the goodwill of the club); changing passwords at the beginning of the year.
- Collate photos from races and events.
- Collate videos and oversee the operation of a YouTube channel to showcase club news and events.
- Make promotional materials for the club.
- Help captains with club promotion and recruitment for the club.
- Engage club members to help write articles and to make promotional material.
- Prepare and continuously develop a communications strategy.
- Promote club events as requested by other committee members.
- Shall be responsible for publishing all racing crews on the social media before all major races.
- Shall share UCL campaigns with members (e.g. sustainability).
- To write at least 2 news stories published on the Students' Union UCL website or provide content for the Team UCL e- Newsletter.
- Shall provide promotional material for the Alumni, Sponsorship and Fundraising Officer as needed.

3.12 **Social Secretary**

- Advocate on behalf of the Club and members.
- Ensure long term summary articles are written after key UCLUBC events and races.
- Ensure short pieces are written and published on social media after each race, training camp and large social events.
- Keep website up to date.
- Ensure Facebook groups/pages, twitter and Instagram are being used appropriately (i.e. only to promote the goodwill of the club); changing passwords at the beginning of the year.
- Collate photos from races and events.
- Collate videos and oversee the operation of a YouTube channel to showcase club news and events.
- Make promotional materials for the club.
- Help captains with club promotion and recruitment for the club.
- Engage club members to help write articles and to make promotional material.
- Prepare and continuously develop a communications strategy.
- Promote club events as requested by other committee members.
- Shall be responsible for publishing all racing crews on the social media before all major races.
- Shall share UCL campaigns with members (e.g. sustainability).
- To write at least 2 news stories published on the Students' Union UCL website or provide content for the Team UCL e- Newsletter.
- Shall provide promotional material for the Alumni, Sponsorship and Fundraising Officer as needed.

3.13 **Kit Officer**

- Organise the procurement and timely delivery of race kit.
- Organise the procurement and timely delivery of casual kit.
- Organise one off kit for events as requested by other committee members.
- Manage a second-hand kit marketplace for the club

3.14 **Fundraising and Alumni Relations Officer**

- Fundraising
 - Set a fundraising target with the President and Treasurer
 - Set and be responsible for the implementation of an assertive strategy to achieve the fundraising target
 - Look to raise additional funds for the club through charitable events, social events and through sponsorship with the aid of the treasurer, social secretary and media officer respectively
 - Be responsible for planning and running, with the assistance of the Club Secretary and Treasurer, an annual major fundraising event (for example a 48-hour Rowathon) to raise money for the club and a charity.
 - Maintain and update a club database of possible and existing fundraising opportunities
 - Assist all Captains in reaching their fundraising target (as set by the President) within their squad. Note this should only include assistance, as Captains should remain responsible for their own fundraising initiative
 - Assist the Treasurer with writing grant applications (Friend's Trust, Rowing Trust, Sport England etc.)
- Sponsorship
 - Keep the sponsorship proposal up to date
 - Contact lots (20+) of potential sponsors every year, starting from mid-march Liaise with any sponsor that may have an interest in the club under the President and Treasurer's direction
- Alumni relations
 - Maintain an alumni database, with permission to store details and contact alumni this includes sending out an invitation at the end of the year for members to join an alumni contact list
 - Lead communication with alumni, with assistance from the media officer
 - Help support relations with Bentham Boat Club
 - Arrange reunions for alumni
 - Encourage donations from alumni
 - Liaise with Bentham BC for communications and written articles.
 - Alongside the President, shall maintain and develop the clubs relationship with Bentham Boat Club and UCL DARO

3.15 **Boatman**

- A Shall report to and assist the Maintenance Officer and Lead Coach.
- Shall assist the Maintenance Officer and Lead Coach in boat maintenance.
- Shall organise maintenance week prior to the start of Term 1.
- Shall organise the cleaning of the bay and ensure that the necessary materials are well stocked at the boathouse for cleaning and repairing.
- Shall be responsible for the overseeing of derigging and rigging sessions and trailer loading.

3.16 **Lead Coach**

- Shall conduct all activities as laid out in their service contract with UCLU.
- Shall work with the Rowing Secretary to ensure all squads are performing to the best of their abilities and are receiving all assistance required.
- Responsible for all crew selections (or delegating to another coach).
- Shall check all race entries at least 15 days before race entries close.
- The society clarifies in this instance that the Lead Coach is not a committee member, neither is the lead coach (usually) a student.
- Is responsible for the safety of the club and reporting incidents

4 Terms, Aims and Objectives

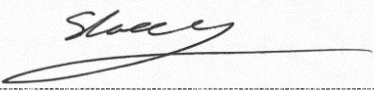

- 4.1 The club/society shall hold the following as its aims and objectives.
- 4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3 The core activities of the club/society shall be:
- Offering experienced members the chance to train and compete at top University level.
 - Offering newcomers to learn how to row/cox and compete.
 - Offering experienced rowers the opportunity to row socially/casually.
 - Competitive crews will ALWAYS get priority.
 - Supporting top crews with the intention of qualifying for Henley Royal and Henley Women's Regatta respectively.
 - Supporting Novice crews throughout the racing year with the ultimate goal being for them to lose their novice status by winning a British Rowing Endorsed race, and continue the sport at a higher level.
 - Offering regular water training sessions at University of London Boathouse, Chiswick (subject to change if agreed by UCLU) at a minimum of 3/week for senior crews and 1/2/week for Novice crews. Offer social/casual sessions where possible.
 - Offering land training sessions, both in coached circuits and circulated training programs
 - Offering a full calendar of winter head racing and summer regatta racing, both in London and elsewhere (including ULU based championships, British Rowing races, friendly races, BUCS, Henley Royal & Henley Women's Regatta).
 - Offering at least a winter and an Easter training camp, outside of London (or overseas) where possible.
 - Providing Professional coaching for its members.
 - Opening the sport of rowing up to all UCLU members.
 - To further the development and reputation of rowing at UCL.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
- Regular socials, both team based and whole club based in order to promote strong links between all members of the rowing community, and links with other clubs. Including at least 1 'sober social' per year.
 - Annual Social Tour to further strengthen team bonds.
 - Fundraising activities: UCLU Boat Club vows never to rely solely on the Union for funding, and will actively search out sponsorship and fundraising opportunities through the Treasurer and Media and External Communications Officer, chosen at the discretion of the Committee.
 - Hold a major volunteering event (for example a 48 hour Rowathon in Aid of a chosen charity and the Boat Club).
 - Maintain strong links with its alumni, "Bentham Boat Club" and keep in regular contact with them.
 - Maintain regular contact with alumni and sponsors.
 - Any additional training and workshops for example workshops including but not limited to: consent, mental health and first aid.

- 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 Boat Club. 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.

5 Other

- 5.1 The Racing colours of the club shall be Royal Purple and Wedgewood Blue.
- 5.2 In addition, the society shall also strive to organise other activities for its members where possible.
- 5.3 General Meetings
- All general meetings of the Society will abide by the regulations set by UCL Union.
- 5.4 Resignations
- If a Society President or Treasurer chooses to resign before the end of their term of office they should consult with the rest of the committee and then they must approach the Student Activities Officer for advice before they step down.
 - An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurer contract and attend a brief training session with the Student Activities Officer.
- 5.5 Finance
- The Society will hold an account with the Union and shall administer this in accordance with the UCL Union financial procedures.
 - The society will provide the President and Lead Coach with a detailed budget for the following academic year during the first half of the second term of the academic year.
 - Budgets for all events shall be submitted to the Clubs and Societies Centre in order to be approved.
- 5.6 Health and Safety
- The club acknowledges its duty of care to its members and will abide by the UCL Union's Health and Safety policy.
 - The Club acknowledges its responsibility to abide by the NGB British Rowing's guidelines to the best of its ability.
- 5.7 Responsibilities of members
- 5.7.1 Responsibilities of senior members (excluding exceptional circumstances):
- Attend at least one volunteering event.
 - Attend at least one fundraising event.
 - Attend the PLA safety meeting.
 - Pass the Tideway Test.
 - Help at the give it a go weekend and subsequent novice sessions until it is safe for them to row on their own.
 - Shall be available for all races.
- 5.7.2 Responsibilities of intermediate members (excluding exceptional circumstances):
- **Attend at least one volunteering event.**
 - **Attend at least one fundraising event.**
 - **Attend the PLA safety meeting.**
 - **Pass the Tideway Test.**
 - **Help at the give it a go weekend and subsequent novice sessions until it is safe for them to row on their own.**
- 5.8 Membership
- The following shall be eligible to become members of UCL Union Boat Club:

- UCL Union Full Student Members.
 - UCL Union Associate Members, including alumni.
 - All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee.
 - The committee may decide for there to be different levels of membership
 - Priority for involvement in Society activities shall be given to UCL Union Full Student Members first, followed by Associate members.
 - Non-UCL Students shall only be considered for involvement in Society activities in exceptional circumstances.
 - Club alumni may apply for associate membership through the Students' Union and in accordance with SU protocols.
- 5.9 Boat Club Colours, "Purple and Blues", and the accompanying blazer and badge shall be awarded to anyone who competes at Henley Royal or Henley Women's Regatta (NOT including qualifiers) for UCLU Boat Club (not valid if competing for other clubs), including if a part of a club recognized composite.
- 5.10 Boat Club Colours, "Purple and Blues", may also be awarded to: i) The President at the end of their term of office, and ii.) Specially deserving members and contributors of the club, at the discretion of the President and Committee. Any member of the society or its alumni can propose nominations for this award, which is oriented to those who have made special and significant contributions to the Club. The committee's decision will be final.
- 5.11 Graduating Students, who were members of UCLU BC, and who competed for UCLU BC in any race/regatta will be eligible for an alumni blazer award. This alumni blazer, which will be of the same design as in criteria 2.5 and 2.6 above, will carry a different badge denoting alumni status (NOT Purple and Blue status).

President	Name:	Sasha Lacey
	Signature:	
	Date:	19/06/2024
Treasurer	Name:	Mia Shukla
	Signature:	
	Date:	19/06/2024