

Eden Boat Club: Club Constitution



Policy name:	<i>Eden Boat Club Constitution (5th Amendment)</i>
Policy number:	<i>EBC - 001.5</i>
Jurisdiction (Type of policy):	<i>Foundational, organisational</i>
Written by:	<i>Matt Taylor & Skye Arnott</i>
Seconded by:	<i>Alice Thompson & Rob Colston</i>
Date of last review:	<i>September 2021</i>
Last reviewed by:	<i>Matt Taylor & Rob Colston</i>
Date for review:	<i>June 2022</i>

This Policy seeks to:

- Outline the structures, procedures and democratic framework that determine the operation and sustainability of Eden Boat Club.

Section I (Definitions, Organisational Context & Terms of Reference)

1. Eden Boat Club (hereinafter referred to as the 'Club') is the official group of supporters, current and past members of the University of St Andrews Boat Club (hereinafter referred to as 'UStABC').
2. Graduates, including past members of UStABC, of the University of St Andrews shall be hereinafter referred to as 'alumni'.
3. The Club crest represents the lion of the University of St Andrews and the blades represent the sport of rowing. There will be no other crests or logos to formally recognise official Club activity.
4. The arrangements and provisions described hereunder comprise the Constitution of Eden Boat Club (hereinafter referred to as the 'Constitution'), and may be amended as appropriate.

Section II (Objectives & Vision)

1. Eden Boat Club shall solely operate to pursue the succeeding objectives, in all action, decision and strategy:
 - a. The mobilisation and facilitation of emotive and financial support to UStABC, through operations including, but not limited to, effective, appropriate communication and the organisation of formal and informal social occasions,
 - b. The growth of the Club and/or the alumni network of UStABC,
 - c. The provision of opportunities to members, as defined, to row, train and race representing the Club within the United Kingdom, based at our host club; Royal Chester Rowing Club.

Section III (Membership)

1. Eligible members of the Club must meet at least one of the succeeding criteria:
 - a. Alumni of the University of St Andrews: for the avoidance of doubt, this does not refer to specific membership of the University of St Andrews Boat Club,
 - b. Relatives of members and supporters, past or present, of UStABC,
 - c. Staff, past or present, of the University of St Andrews and/or Saints Sport,
 - d. Parties who have contributed financially to the sport of rowing at the University of St Andrews.
2. Membership is available and attainable at any time without delay, disruption or deferral, should one of the aforementioned eligibility criteria be satisfied.
3. Membership of the Club shall be without entry cost and shall be granted for life, except in the succeeding circumstances:
 - a. A formal message of termination is received by the Membership & Communications Director from the said member,
 - b. A removal and subsequent termination of membership through due process.
4. Details of members shall be collected and stored by the Membership & Communications Director in compliance with jurisdictional legislation. Members may be asked periodically to update, if necessary, their details.
5. Members of the Club shall receive, within reason and without discrimination:

- a. Formal updates on the activities and successes of UStABC,
 - b. Discounted access to Club events,
 - c. Opportunities to purchase Club merchandise,
 - d. Opportunities to row and race for the Club,
 - e. Voting rights and eligibility to run for Club offices.
6. An additional membership category shall be available to all Club members, known as 'Racing Membership'. The cost of this shall be determined by the Committee and announced annually at the Annual General Meeting. The membership shall allow purchasers to represent and compete for the Club at rowing events and competitions across the United Kingdom.

Section IV (Governance)

1. Offices of Responsibility
 - a. The management, development and leadership of the Club shall be delegated to an elected body, hereinafter referred to as the 'Committee'.
 - b. The Committee shall consist of the following offices (in descending order of seniority), with respective portfolios, alongside three co-opted UStABC representatives:
 - i. Chairperson
 1. Shall be responsible for Constitutional and policy compliance,
 2. Shall organise Committee meetings either in a face to face or virtual setting,
 3. Shall oversee the strategic relationship between the Club and other stakeholder groups.
 - ii. Membership & Communications Director
 1. Shall manage and maintain the membership database,
 2. Shall be responsible for the retention of members,
 3. Shall coordinate the publication of regular newsletters and magazines to members.
 - iii. Finance & Fundraising Director
 1. Shall appropriately supervise, record and dispense the financial assets of the Club,
 2. Shall oversee the Eden Fund donation process and cultivate donor growth,
 3. Shall coordinate appropriate stewardship of donors.
 - iv. Outreach & History Director
 1. Shall be responsible for the recruitment of members, assisted by the UStABC Alumni & Press Officer,
 2. Shall coordinate efforts to investigate and document UStABC history.
 - v. Events & Supporters Director
 1. Shall coordinate, alongside the UStABC Alumni & Press Officer, the planning and hosting of Club events,

2. Shall promote a sense of community between members and coordinate support for UStABC at competitions.
 - vi. Media & Publicity Director
 1. Shall coordinate the creation and publication of regular, professional, branded, strategic and appealing content on Club social media,
 2. Shall be responsible for the maintenance of the Club website.
 - vii. Racing & Competitions Director
 1. Shall be responsible for administration of racing members,
 2. Shall coordinate Club representation and competitive performance at rowing events,
 3. Shall coordinate any merchandise orders,
 4. Organise a racing opportunity and/or event between students and EBC racing members.
 - c. The co-opted representatives shall be the duly elected President (acting as Vice Chairperson of the Club), Alumni & Press Officer and Development Officer of UStABC.
 - d. Decisions shall be made by simple majority consent whereby each present office bearer and present co-opted representative possess one vote. The most senior Committee member present shall have the last, and decisive, vote in a split situation. At least six Committee members must be present to reach a quorum.
 - e. Assistant Directors to the Committee may be appointed, for a predetermined period, through a majority quorum of the Committee, who are responsible for a specific project, task, or objective. Assistant Directors are line managed by an assigned Director on the Committee but do not have voting rights.
2. Governance Policy
 - a. A series of policies shall govern and oversee operations of the Club.
 - i. These policies shall be written by office bearers and/or co-opted representatives in order to provide clarity, continuity or compliance on a given item.
 - ii. Policies shall act as contextual extensions to the Constitution, governed by due protocol stipulated in the Constitution.
 - iii. Proposed policies must be presented at a Committee meeting and seconded by an additional Committee member.
 - iv. Proposed policies will be adopted should at least three fifths of Committee members present approve. They shall take immediate effect.
 - v. Policies shall be reviewed and updated, pending approval by at least three fifths of Committee members present, on an annual basis coordinated by the Chairperson.
 - vi. Policies can be abolished should at least four fifths of the Committee present deem it appropriate and in the wider best interests of the Club.
3. Financial Procedures
 - a. The Club shall possess two financial accounts:
 - i. An Operations account which shall facilitate the day to day financial obligations of the Club,

- ii. The Eden Fund which shall store monies that shall be dispensed, as the appropriate parties see fit, to further performance rowing at the University of St Andrews.
- b. All Club profits and member donations shall be transferred, if necessary, and held in the latter account. Single donations that exceed five thousand pounds shall be directed to the appropriate University of St Andrews authority, should a simple majority of the Committee of the Club approve.
- c. Expenditure from either account shall be appropriately governed by safeguards and policy.

Section V (Due Process)

1. Constitutional Amendment
 - a. The Constitution may be amended as appropriate.
 - b. An amendment may be proposed by any member of the Club, at any time.
 - c. Any proposal must be discussed at the next meeting of the Committee and voted on. Four fifths of the members present, of which one must be the UStABC President, must approve any proposal for it to be adopted.
 - d. Amendments to the Constitution must be clearly articulately communicated to the members of the Club by the Chairperson.
2. Constitutional Abolition
 - a. In order to abolish the Constitution of the Club and in turn fold the activities and operations of the Club, unanimous consent of the Committeemust be sought as well as a simple majority of votes.
3. Constitutional or Policy Breach
 - a. In the event of any actual or suspected reneing of Constitutional or policy process, in word or principle, a member of the Committee must be informed and a meeting of the Committee must be organised swiftly, with at least seven Committee members present, not counting the Chairperson.
 - b. The Chairperson shall immediately, discreetly and temporarily be suspended from office by the most senior office bearer present who shall chair discussions.
 - c. The Committee shall discuss and conduct a private vote whether the Chairperson should be reinstated and if any derelictions of duty occurred.
 - d. If the breach constitutes a conflict of interest with either the most senior office bearer present (excluding the suspended Chairperson) or multiple members of the Committee, it shall be immediately referred to the Club Stewards and UStABC President for investigation.
 - e. Following investigation by either Committee members or the Club Stewards, procedures must be instituted to avert future repetition and details on the breach and ensuing process must be published on the Club website.
4. Election of Office Bearers
 - a. All offices shall have a maximum tenure of 12 months and shall be elected by a simple majority of voting members. No member may serve more than four terms in one office.

- b. The office of the Chairperson may only be held by a person who has held a prior position on the Eden Committee.
 - c. An Annual General Meeting ('AGM') shall be called and announced by the Chairperson no less than one calendar month before the event and shall consist of the announcement of each office bearer elect and updates from the three most senior office bearers emeritus.
 - d. Nominations shall open and useful information published three calendar weeks before the AGM and remain open for 13 days.
 - e. Any offices with uncontested nominations shall automatically be duly elected to the office.
 - f. Voting shall take place using online means and open one calendar week before the AGM. Voting shall close at 6pm on the eve of the AGM. The UStABC President shall be the only officer with access to votes during the voting period.
 - g. The Chairperson Emeritus must announce the duly elected office bearers as well as any vacant offices.
 - h. Any office that becomes vacant during the tenure or fails to secure nominations prior to the AGM shall be temporarily held by the Chairperson. The vacancy shall be offered initially to nominees who were unsuccessful in their first preference office. If the vacancy remains, it shall be advertised and nominations shall open. Nominations shall close two full business days after a nomination is submitted. If required, a simple majority of voting members shall duly elect a nominee to the office.
 - i. A handover period ending on the day after the first meeting of the Committee succeeding the AGM shall occur. All office bearers elect and emeritus must be present for this inaugural Committee meeting.
5. Removal and Impeachment
- a. Members
 - i. Membership shall be terminated should a simple majority of Committee members present, including the Chairperson or UStABC President, deem a member has forfeited membership through action, or lack of action, and subsequently brought the Club into a state of disrepute.
 - b. Office Bearers
 - i. Any of the seven office bearers of the Club Committee may be removed from office.
 - ii. Any proposal to remove any office bearer must be made in writing to the most senior office bearer who shall coordinate a private meeting of all other Committee members, to discuss and investigate the claims.
 - iii. Should the restricted access group of Committee members deem it necessary, via simple majority vote, to remove the member from the office for reasons of dereliction of duty, disrepute or contravention of Club values, they will be removed from office with immediate effect.
 - iv. Due process must be followed should termination of the office bearer's membership be sought, in addition to office termination.