



SIDNEY SUSSEX BOAT CLUB

EST. 1837

Constitution, Roles of Officers, Elections, and Rules



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I. CONSTITUTION

1. The name of the club shall be "**Sidney Sussex Boat Club**", hereinafter referred to as the **Boat Club**.
2. The aims of the Boat Club shall be:
 - i. To provide rowers and coxswains the opportunity to compete in racing events organised by the Cambridge University Combined Boat Clubs, and in British Rowing events.
 - ii. To offer the opportunity to row to as many members of Sidney Sussex College as wish to do so.
 - iii. To foster an environment welcoming to all.
3. The business and affairs of the Boat Club will be managed by a committee, which is to be known hereinafter as **the Committee**.
4. Membership of the Boat Club will be open to all matriculated members of Sidney Sussex College and others by invitation of the Committee.
5. Current members of the Boat Club are defined as those who row or cox in boats as representatives of the Boat Club, their coaches from Sidney Sussex College and current Committee members.
6. No current member shall ever be requested to pay for their membership or opportunity to row/cox with the Boat Club. Introduction of subscription fees or students covering race costs themselves is strictly prohibited.

COMMITTEE

7. The Committee will consist of an Honorary Senior Treasurer, a Captain of Boats, a Men's and Non-Binary Captain, a Women's and Non-Binary Captain, a Coxing Captain, two Men's and Non-Binary Vice-Captains, two Women's and Non-Binary Vice-Captains, a Secretary and Safety Officer, a Treasurer, a Social Secretary, a Sponsorship and Publicity Officer, an Alumni Officer, and a Welfare Officer. The duties of those holding each of these offices are outlined later in this document under "Roles of Officers".
8. The committee may elect a Graduate/Undergraduate Representative or Computing officer where they believe necessary. The committee may also introduce other new co-opted roles should a three-quarters committee majority believe such is necessary.
9. With the exception of the Captain of Boats who may be either Men's and Non-Binary or Women's and Non-Binary Captain also if that role is not filled, no person may hold more than one vote on the Committee at any one time. One person may however hold two or more roles, without cumulating votes, according to the rules outlined later in this document under "Elections".
10. The Captain of Boats will be in overall charge of the Boat Club and may take residence in Room A1, Hall Court, Sidney Sussex College for the academic year following their election. In the event that the Captain of Boats cannot reside in A1, the room will be offered to the Men's and Non-Binary and Women's and Non-Binary Captains, followed by the Vice-Captains, and then the Secretary and Safety Officer.
11. At an official meeting of the Committee, the Chairperson shall be the Senior Treasurer, or the Captain of Boats if the Senior Treasurer is not present or wishes to delegate.
12. In Committee meetings, decisions shall be made by a simple majority vote of those present. At least five members of the Committee must be present. These will include the Men's and Non-Binary Captain and/or their Vice-Captains as well as the Women's and Non-Binary Captain and/or their Vice-Captains. In the event that the votes cast each way are equal, the Chairperson shall have the casting vote.
13. To remove a member of the Committee, first a three-quarters majority vote of the entire Committee excepting the person being removed must be obtained in favour of their removal, then the issue is escalated to the Honorary Senior Treasurer, who



chairs a discussion to resolve the issue.

14. Formal resignation from the Committee will be made in writing to the Boat Club Secretary and Safety Officer.
15. Elections to fill a vacant post on the Committee following a resignation or removal of a Committee member will be held within two weeks of the position becoming vacant. Elections will take place every week until the role is filled.
16. The Captain of Boats will take the vacant post until the next committee meeting where the committee may decide the individual(s) to hold the role until it is filled.
17. If the Captain of Boats is to resign, election of a replacement will take place as per Paragraph I.15. Those eligible to stand are any member of the current Committee, who may stand without resigning their post immediately; though if they should win, an election to fill the vacancy in their previous role will occur as per Paragraph I.15. Details of the roles which may or may not be held at the same time are outlined later in this document under "Elections".
18. In the event that any member of the Committee trials for a place with the Cambridge University Boat Club, they must continue to fulfil their obligations outlined in the roles below. Should the rest of the Committee feel that these duties are being compromised, the Committee member may be removed from their post on the Committee as per Paragraph I.13, or the Committee member may resign as per Paragraph I.14.

ANNUAL REVIEW

19. The Annual Review should take place during Michaelmas Full Term. Week 3 is suggested, but NOT mandatory.
20. The purpose of the Annual Review is for representatives of Junior Committee to present the Boat Club finances to senior members of College, whilst receiving advice on financial planning for future high value purchases.
21. Members should include the Honorary Senior Treasurer, Captain of Boats, Men's and Non-Binary Captain, Women's and Non-Binary Captain, Coxing Captain, Junior Treasurer, Secretary and Safety Officer, Bursar, Head of College Finances, and Boatperson.
22. A supplementary meeting should be called in Easter Term to make the new junior members aware of their responsibilities. The predecessors of the junior members may be invited at the Senior Treasurer's discretion.

CONSTITUTIONAL AMENDMENT

23. Amendments to this Constitution may be proposed by any three members of the Boat Club, and must be submitted to the Secretary in writing.
24. The Committee must show agreement to the proposed changes in writing, with signatures sufficing as proof. A three-quarters majority of agreement from the entire Committee must be achieved before an open meeting is called.
25. This Constitution may be amended only at an open meeting of the Members and Committee of the Boat Club. An open meeting (alternatively named Emergency General Meeting (EGM)) is chaired by the Captain of Boats and open to all Members of the Boat Club. For an amendment to Paragraph I.6 above, at least 2 months notice for the open meeting must be given and all Members including Life Members must be contacted e.g. by email. For any other amendments, at least 2 weeks notice must be given and only the Current Members need to be contacted e.g. by Facebook post. No vote on a constitutional amendment shall be valid unless at least three-quarters of the Committee are present at the open meeting.
26. Eligibility to vote and voter registration is as with elections for junior positions on the Committee, as defined below under "Elections".
27. Proposed constitutional amendments shall only be passed if a three-quarters majority vote is achieved from all attendants of the open meeting.



DISSOLUTION

28. Dissolution of the Boat Club shall be treated as an amendment to the Constitution, and the rules in Paragraph I.23-I.27 shall apply, with the provision that the Members of the Boat Club eligible to vote (as defined below) must first agree unanimously to the motion to dissolve the society. The vote for this motion will be taken at an open meeting called at least three weeks in advance. On dissolution, all assets shall be liquidated into a trust fund managed by College until the Boat Club can be reformed.

SUMMARY

29. Any ambiguity or matter not covered in this Constitution shall be dealt with by the Committee in good faith and with common sense. The Committee's decision will be final.

II. ROLES OF OFFICERS

HONORARY SENIOR TREASURER

1. Must be a Senior Member of Sidney Sussex College.
2. Oversees the actions of the Junior members of the Committee.
3. Acts as a liaison between the Boat Club and the Senior Members of College.
4. Acts with the Sidney Sussex College Bursar/ Treasurer as joint signatories on cheques from the Sidney Sussex Boat Club bank account.
5. With the Captain of Boats, jointly chairs the Annual Review Meeting.
6. Calls and chairs a supplementary Review Meeting in Easter Term.

CAPTAIN OF BOATS

1. The Captain of Boats has overall responsibility for the Boat Club and ensures, so far as they are able, that the club is running smoothly and successfully and in line with the founding philosophy of SSBC (as outlined in this document).
2. Available for any member of the Boat Club to approach for advice or assistance with Boat Club matters.
3. Liaises with the relevant parties (including Boatman or Boatwoman) to keep affairs concerning the Boathouse running smoothly.
4. Keeps in contact with both the Senior Treasurer and the Sidney Sussex College Bursar.
5. With the Senior Treasurer, jointly chairs the Annual Review Meeting.
6. Represents the needs of the Boat Club to the Senior Tutor, the SSCSU President, and the MCR President.
7. With the Alumni Officer, keeps in regular and productive contact with the Alumni to establish good support for the Boat Club from the Alumni.
8. With the Alumni Officer, organises a fundraising dinner for Alumni as often as appropriate.
9. Produces an update newsletter for members and Alumni of the Boat Club at the end of Michaelmas Term.
10. Must have the future development of the Boat Club actively in mind.
11. Attends CUCBC Captains' Meetings, meetings of the Boathouse Management Committee and Gym Committee meetings.
12. Calls and chairs at least two meetings of the Committee each term to discuss the situation of the Boat Club. These assemblies are in addition to a meeting of the outgoing and incoming members of the Committee following the changeover at the Lent Term Boat Club Dinner (organised by the incoming Captain of Boats).
13. Maintain SSBC's public image and act as ambassador for the club, ensuring that SSBC is being publicised adequately.



14. If the Captain of the Boats also holds the position of Men's and Non-Binary or Women's and Non-Binary Captain they also hold the responsibilities associated with being Men's and Non-Binary or Women's and Non-Binary Captain.

MEN'S AND NON-BINARY CAPTAIN

1. Is responsible for the operation and development of the Men's and Non-Binary side of the Boat Club, including coxswains.
2. Has particular responsibility for the running of, and arranging coaching and racing, for the Men's and Non-Binary 1st Boat.
3. Works with the Men's and Non-Binary Vice-Captains to maintain the general day-to-day running of the Men's and Non-Binary side of the Boat Club.
4. Organises crew trials and selections for each term.
5. Sets the amount of training to be done by each Men's and Non-Binary Boat.
6. Arranges Rowing Week for the Men's and Non-Binary Boats each term.
7. Attends CUCBC Captains' Meetings.
8. Attends the Annual Review Meeting.

WOMEN'S AND NON-BINARY CAPTAIN

1. Is responsible for the operation and development of the Women's and Non-Binary side of the Boat Club, including coxswains.
2. Has particular responsibility for the running of, and arranging coaching and racing, for the Women's and Non-Binary 1st Boat.
3. Works with the Women's and Non-Binary Vice-Captains to maintain the general day-to-day running of the Women's and Non-Binary side of the Boat Club.
4. Organises crew trials and selections for each term.
5. Sets the amount of training to be done by each Women's and Non-Binary Boat.
6. Arranges Rowing Week for the Women's and Non-Binary Boats each term.
7. Attends CUCBC Captains' Meetings.
8. Attends the Annual Review Meeting.

COXING CAPTAIN

1. Has responsibility for the recruitment and training of Novice coxswains during Michaelmas Term.
2. Has responsibility for the ongoing training and development of coxswains.
3. Acts as a liaison between the Boat Club and the CUCBC Coxing Representative especially concerning race safety briefings.
4. Has responsibility for the upkeep of coxboxes, speaker systems, headsets, chargers and lifejackets and will arrange any repairs to these systems if needed, including ordering replacement equipment where required.
5. Has responsibility for ensuring that all coxes are made aware of CUCBC and Club rules and ensure that these are adhered to. This particularly concerns areas such as lights, lighting up and lighting down time and signing the log book after each outing.
6. Has responsibility for ensuring the logbook is filled in by coxes and remains up-to-date.
7. Attends the Annual Review Meeting.

MEN'S AND NON-BINARY VICE-CAPTAINS

1. Assists the Men's and Non-Binary Captain in the running of the Men's and Non-Binary side of the Boat Club.
2. Has particular responsibility for organising Men's and Non-Binary Novice rowing, primarily in Michaelmas.
3. Has particular responsibility for the running of and arranging coaching for the



Men's and Non-Binary Lower Boats throughout the academic year.

WOMEN'S AND NON-BINARY VICE-CAPTAINS

1. Assists the Women's and Non-Binary Captain in the running of the Women's and Non-Binary side of the Boat Club.
2. Has particular responsibility for organising Women's and Non-Binary Novice rowing, primarily in Michaelmas.
3. Has particular responsibility for the running of and arranging coaching for the Women's and Non-Binary Lower Boats throughout the academic year.

JUNIOR TREASURER

1. Organises the financial affairs of the Boat Club.
2. Ensures that any proposed expenditure of more than £1,000 (e.g. purchase of a boat, Garden Party budget) is agreed on by the Committee by a three-quarters majority vote.
3. Prepares the annual budget for submission to the Sidney Sussex College Student Union.
4. Keeps charge of the Boat Club accounts and financial records. Has responsibility for ensuring the accounts pass annual auditing by the Sidney Sussex College Bursar.
5. Acts with the Sidney Sussex College Bursar/Senior Treasurer as joint signatories on cheques from the Sidney Sussex Boat Club bank account.
6. Liaises where necessary with the Sidney Sussex College Bursar, College Office Manager and Accountant regarding any Boat Club interests.
7. Attends the Annual Review Meeting.
8. Enforces the Expenses Policy as outlined in Appendix.

SECRETARY AND SAFETY OFFICER

1. Organises the administrative affairs of the Boat Club.
2. Provides liaison between the Boat Club and British Rowing and between the Boat Club and the Conservators of the Cam.
3. Deals with insurance claims for the Boat Club's property.
4. Submits race entries for boats from the Boat Club.
5. Fills the role of Safety Adviser within the Boat Club in accordance with the Water Safety Code set out by British Rowing.
6. Completes the annual British Rowing Safety Audit in October, including updating the Safety Policy, and Safety Plan in accordance with updates to British Rowing's RowSafe document, and making sure all new Boat Club members sign the Safety Declaration.
7. Arranges the time for Committee meetings within a window specified by the Captain of Boats.
8. Takes minutes at each Committee meeting based on the agenda shared by the Captain of Boats prior to the meeting, and shares a copy to Committee members after the meeting.
9. Arranges the repair of damaged equipment. In particular, liaises with the JCR and MCR Gym Officers, as well as the Porter in charge of the Gym, to arrange necessary repairs to be undertaken by College in the erg room in Sussex House.
10. Is responsible for organising Lent and May Bumps kit orders where demand is sufficient, including ordering and distributing the kit.
11. Is responsible for being the Returning Officer for the election of the next Boat Club Committee, informing members of the election and how nomination and voting works.
12. Attends the Annual Review Meeting.
13. Maintains and updates the Boat Club Committee mailing list.



14. Updates Electoral Roll.

SOCIAL SECRETARY

1. Organises social events for the Boat Club.
2. Termly requirements include organisation of the Boat Club Dinner and the social events of Rowing Week.
3. Annual commitments include organisation of the SSBC Garden Party on the Sunday of May Week.
4. Runs ticketing for Boat Club events, including Boat Club Dinners, the Garden Party, and Alumni events.
5. Liaises with the Welfare Officer to ensure inclusivity at social events.

ALUMNI OFFICER

1. Organises a biannual fundraising dinner for Alumni, with the Boat Club Captain.
2. Liaises with the Sidney Sussex College Development Director.
3. With the Development Director, updates the records and contact details of Boat Club Alumni, including details of life membership (detailed below under "Life Membership"), and amends the mailing list for Alumni accordingly.
4. Ensures Alumni are kept up to date with Boat Club developments, particularly the termly update newsletters, written with the Boat Club Captain.
5. Has an ongoing interest in seeking out and inviting Alumni to Boat Club events and encouraging participation in Cambridge rowing events.
6. Organises the Lord Protector Boat Club entries in the Fairbairns Cup.
7. Liaises with the Junior Treasurer concerning the finances for such events.

SPONSORSHIP AND PUBLICITY OFFICER

1. Overall responsibility for obtaining Boat Club sponsorship.
2. Act as liaison between the Boat Club committee and the Boat Club Sponsors.
3. Assist officers of the Boat Club Committee in the pursuit of its long term development.
4. Maintains and updates the Boat Club mailing lists.
5. Maintains, updates and adds to the Boat Club Web Page, including the collection of relevant information (Committee list and termly crew lists). Manages blog posts and images on the Sidney Sussex Boat Club website.
6. Engages with the College community, including, but not limited to, the JCR Publicity Officer, the MCR, the College Communications Office.
7. Manages the official Sidney Sussex Boat Club social media accounts.
8. Arranges updates of other publicly available source of information (e.g. Wikipedia) with relevant news.

WELFARE OFFICER

1. Is responsible for advocating the welfare of Boat Club members, with the aim of achieving a good work-life-rowing balance for all rowers, coxswains, student coaches, and Committee members.
2. Advocates for members in matters of discrimination, with assistance from College where needed.
3. Acts as a mediator in matters of disagreement between members and specific Committee officers, with assistance from College where needed.
4. Liaises with the Social Secretary to ensure events are organised in consideration of the well-being of all Boat Club members, in particular as regards event themes, and nonalcoholic or special-diet options and events.
5. Liaises with the College Welfare Leads to promote any forms of welfare training



available to committee members, in particular the Captains.

HONORARY GRADUATE/UNDERGRADUATE REPRESENTATIVE

1. Represents the needs of Graduate/Undergraduate members of the Boat Club to the Committee; in particular during such times of the year as Undergraduate Exam Term, or in the event of Graduate-specific periodic requirements.
2. Wherever possible, provides assistance to Graduate members of the Boat Club wishing to row outside of Full Term, when Undergraduate members of the Committee are not in residence in Cambridge.
3. Is a voting member of the Committee.

COMPUTING OFFICER

1. May be co-opted by the Committee e.g. in the event of website re-design or significant technical difficulty.
2. Does not have to be a member of the Boat Club.
3. Assists the Committee, where needed, with any IT-related issues including data collection and electronic timetabling.
4. Is not eligible to vote in committee meetings but is entitled to present an argument for or against any motion.
5. Takes over from Secretary and Safety Officer and Sponsorship and Publicity Officer to maintain and update the Boat Club mailing lists and Committee mailing list.

CO-OPTED POSITIONS

1. The Committee may co-opt additional Officers by a three-quarters majority vote in exceptional circumstances requiring additional administrative help (e.g. trip or event organisation).
2. These Officers may attend Committee meetings at the discretion of the Committee, but, with the exception of the Honorary Graduate/Undergraduate Representative, cannot vote on Committee decisions.
3. Their roles will last until Lent Boat Club Dinner, as with elected positions, at which point they may be re-appointed by the new Committee if appropriate.

III. ELECTIONS

1. Junior members of the Committee will be elected to their roles annually by those eligible to vote as defined below. The returning officer for these elections is to be the outgoing Boat Club Secretary and Safety Officer. If the outgoing Boat Club Secretary and Safety Officer is unavailable or standing for any position on the incoming Committee, then the returning Officer will be a member of the outgoing Committee, appointed by the outgoing Committee.
2. The Senior Treasurer will be appointed by democratic decision by the Junior members of the Committee; or suggested by College and accepted by democratic decision of the Junior members of the Committee.
3. The Graduate/Undergraduate Representative is co-opted by the Committee according to the following guidelines: should a majority of the Captain of Boats, Men's and Non-Binary Captain, and Women's and Non-Binary Captain be Graduate Students, the Committee will co-opt an Undergraduate Representative. Should a majority of the Captain of Boats, Men's and Non-Binary Captain, and Women's and Non-Binary Captain be Undergraduate Students, the Committee will co-opt a Graduate Representative.
4. Anyone meeting the following criteria will automatically hold the right to vote in the elections:
 - i. Current members of the Boat Club (detailed under "Current Membership).



- ii. Senior members of the Boat Club (detailed under "Senior Membership").
- iii. Life members of the Boat Club (detailed below under "Life Membership").

The right of anyone else to vote will be determined by a simple majority of the Committee following appeal from that person.

5. All voters must register to vote prior to the round of elections/by-election(s), and have their registration approved, prior to voting. Anyone who has not gone through this process will not be eligible to vote in that round of elections/by-election(s).
6. All elections shall be by secret ballot and conducted by either the system of Alternative Vote when one post is being contested, or the system of Single Transferable Vote with quota when a pair of posts are being contested (in the case of the Men's and Non-Binary and Women's and Non-Binary Vice Captains).
7. Following the close of nominations, the Returning Officer will inform members of the candidates, including Re-open Nominations (RON), and of the voting system.
8. If the Captain of Boats, Men's and Non-Binary Captain, or Women's and Non-Binary Captain posts are re-opened, nominations will re-open the following day for 24 hours. Nominations for the remaining elections will be extended by 24 hours, to allow candidates who were not elected to be nominated for further posts.

CANDIDATURE

9. Any person eligible to vote for Junior positions on the Committee may stand for one or more positions on the Committee, with the caveats that:
 - i. No one person is allowed to hold the positions of both Junior Treasurer AND Captain of Boats, Women's and Non-Binary Captain, Men's and Non-Binary Captain, Women's and Non-Binary Vice-Captain, Men's and Non-Binary Vice-Captain or Coxing Captain simultaneously.
 - ii. No one person is allowed to hold the positions of both Welfare Officer AND Captain of Boats, Women's and Non-Binary Captain, Men's and Non-Binary Captain, Women's and Non-Binary Vice-Captain or Men's and Non-Binary Vice-Captain simultaneously.
 - iii. A Committee member holding two or more positions will have one vote only at Committee meetings, unless they are acting as Captain of Boats and Men's and Non-Binary or Women's and Non-Binary Captain simultaneously, so as to ensure that there remains an odd number of votes among the Captaincy positions.
10. Candidates for Captain of Boats must have held an elected position on the Committee for at least two academic terms in order to stand for the position.
11. Nominations for Captain of Boats will open two weeks before the Wednesday of Lent Bumps and close at midnight of the following Monday (see table below in "Voting").
12. Nominations for Men's and Non-Binary Captain and Women's and Non-Binary Captain will open two Sundays before Lent Bumps and close at midnight the following Friday (see table below in "Voting").
13. Nominations for all other posts will open the Thursday before the start of Lent Bumps and close at midnight of the following Tuesday (see table below in "Voting").
14. Candidates must be proposed and seconded by anyone who qualifies to vote except for current Committee members. No person may nominate or second more than one candidate for the same post in the same election.
15. Candidates for all posts are allowed a manifesto comprising a single sheet of A4, which is to be submitted to the Secretary for distribution to the Boat Club mailing lists. Such a manifesto may contain a photo of the candidate's head and torso, but no graphics or drawings. It may only contain information relevant to the post; in particular it must make no references direct or indirect to the other candidates, and must not be offensive.



VOTING

16. Elections for the Captain of Boats will be held online throughout the Wednesday and Thursday before Lent Bumps. Results will be released after voting has closed on Thursday. This allows candidates who were not elected to be nominated for Men's and Non-Binary or Women's and Non-Binary Captain, for which nomination closes at midnight on Friday (see table below).
17. Elections for the Men's and Non-Binary Captain and Women's and Non-Binary Captain will be held online throughout the Sunday and Monday before Lent Bumps. Results will be released after voting has closed on Monday. This allows candidates who were not elected to be nominated for any other post on the Committee, which nomination closes at midnight on the Tuesday of Lent Bumps.
18. Voting for the election for the Junior members of the Committee will be held online throughout the Thursday and Friday of Lent Bumps. Results will be released on the last Saturday of Bumps.
19. Registration to vote will open two weeks before the Monday of Lent Bumps week and close at midnight the following Thursday. The Returning Officer will compare these against the Electoral Roll (see Secretary and Safety Officer role description) and email the registrants the acceptance/denial of their registration on the Friday. Appeals against this decision will be taken until 17:00 on the Sunday. In the event of (an) appeal(s), the Committee will meet between 17:00 on Sunday and midnight on Tuesday, and the results of all appeals will be emailed to those appealing by midnight on Tuesday, such that all voters are confirmed before voting for the Captain of Boats opens on Wednesday. (See table below.) The result of an appeal is decided by simple majority of the entire Committee. Registrants submit their name, email, Membership type, and supporting details of their affiliation to SSBC, and their vote will only be counted if signed into the email account registered.
20. Members may cast their vote by completing the online form or by emailing the Returning Officer. The Returning Officer will remind members of the deadline for voting when the candidates are announced. A summary of the timeline of nominations and votes may be found in the table below:

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Voter Registration	Registration to Vote				Appeals Taken				Appeal Response											
Captain Of Boats																				
M+NB & W+NB Captains																				
Other Committee Positions																				

21. Any form of negative campaigning deemed by a three-quarters majority of the entire Committee to be in bad faith will result in the removal of the candidate from running for the position in this election. If a three-quarters majority of the entire Committee is not achieved, but some members of the Committee remain concerned, then this concern should be escalated to the Honorary Senior Treasurer.

BOAT CAPTAINS

22. At the discretion of the crew, each Senior Boat may elect a termly Boat Captain to be involved in the particular interests of that boat and liaise with the Vice-Captains as necessary. In the event that either the Captain of Boats, Men's and Non-Binary or Women's and Non-Binary Captain or a Vice-Captain is a member of the crew, they will automatically take seniority and be appointed Boat Captain.



IV. RULES AND MEMBERSHIP

1. All members of the Boat Club, including rowers, coxswains, student coaches, external coaches, and Committee members, must abide by the aims of the boat club as listed in Paragraph I.2.
2. Whilst involved in activities concerning the Boat Club, no member of the Boat Club will perform any action which endangers or harms any member of their crew or of another crew or a member of the public. Furthermore, no action will be taken to damage any Boat Club equipment. If any non-accidental damage is caused, the person responsible will pay for repairs required.
3. All members of the Boat Club involved in any activity associated with the Boat Club will obey the rules of safety as set out by the Cambridge University Combined Boat Clubs and the bylaws of the Conservators of the River Cam, and the Boat Club Safety Plan.
4. All Coxswains will wear the life jackets provided when in charge of a boat, and ensure lights are used when required by the rules of the Cambridge University Combined Boat Club.
5. When a Senior Boat of the Boat Club is involved in any activity on the water, the master in charge of the vessel shall be the Coxswain and the crew will obey their commands pertaining to navigation. When a Novice Boat of the Boat Club is involved in any activity on the water, the master in charge of the vessel shall be the Coach and the Coxswain and crew will obey their commands pertaining to navigation.
6. The responsibility for any items of value left at the Boathouse lies with the owner of the articles. The Boat Club can accept no liability for loss or damage to such items.
7. Any fines imposed on members of the Boat Club by the Cambridge University Combined Boat Club will be settled by those fined, subject to appeal to the Committee. The Committee will usually elect to divide the fine equally between all members of the crew involved. Payment for these fines will be made first to the Boat Club which will then settle the bill with the Cambridge University Combined Boat Club.
8. In the Lent and May Bumps a crew will be awarded Blades if they make a gain of four or more places, providing they have bumped up every day and have not been bumped on any occasion. Discretionary Blades may be awarded at the Captain of Boats's decision to a crew making a gain of four or more places without bumping every day, providing they have not been bumped on any occasion, or in the event of up to one day being cancelled, bumping up at least three places. This crew will have the right to fly the Boat Club Flag at their stern as they row back to the Boathouse on the final day, and to purchase an oar painted in the Boat Club's colours. Coxswains may purchase an oar or an 'old style' rudder, Coaches may purchase an oar or an 'old style' prow.
9. In the Lent and May Bumps a crew will be awarded Spoons if they make a loss of four or more places, providing they have been bumped down every day and have not bumped up on any occasion. Discretionary Spoons may be awarded at the Captain of Boats' decision to a crew making a loss of four or more places without being bumped every day, providing they have not bumped up on any occasion, or in the event of up to one day being cancelled, being bumped down at least three places.
10. At the discretion of the Committee and Senior members of College, appropriate action (including, but not exclusively, fines, banning from socials, community service, or revoking of membership) may be taken against Members whose behaviour violates the Boat Club's founding principles, or any clause of this Constitution.

CURRENT MEMBERSHIP

11. Current Members of the Boat Club ("Members") are those who are currently



rowing, coxing, current coaches that have matriculated at Sidney and are in *statu pupillari* at the University of Cambridge, an Officer of the Boat Club, or rowing or coxing for a Cambridge University Boat Club and in *statu pupillari* at Sidney Sussex College.

SENIOR MEMBERSHIP

12. Senior Members of the Boat Club (“Senior Members”) are those who have raced or coxed for Sidney Sussex Boat Club over at least three Terms, with addition of Terms spent serving on the SSBC Committee, or rowing or coxing for a Cambridge University Boat Club. The qualifying races are the University IVs, the Fairbairns Cup, the Lent Bumps and the May Bumps. Where the relevant race has been missed due to illness, injury or any other extenuating circumstance, the eligibility of the Boat Club member will be at the discretion of the Committee. Senior Members must be in *statu pupillari*.

LIFE MEMBERSHIP

13. Life Members of the Boat Club (“Life Members”) are those who have rowed or coxed in any Sidney Sussex Boat Club Senior Boat for at least six full Terms, or for the full duration of their degree should this be shorter than six Terms, or those who have been an active member of the Boat Club for the same amount of time, with addition of Terms spent serving on the SSBC Committee or rowing for Cambridge University.
14. Life Members are eligible to vote in Boat Club elections, and to attend all Boat Club Dinners.
15. Life Members are eligible to purchase a Blazer in the Boat Club colours from the official furnisher designated by the Committee.



V. PREVIOUS CONSTITUTIONAL AMENDMENTS AND OPEN MEETING DATES

Nick Evans 12/02/2006

Joseph Payton 08/02/2009

Lisa Meegan 08/08/2009

Kate Shipley proposed – 03/2014

Camille Lardy 15/04/2016.

Charlotte Cooper 18/02/2024.



VII. APPENDIX

EXPENSES POLICY

All Members

1. All claims must be submitted to the Junior Treasurer with a receipt which clearly states the date of purchase and amount; without this receipt claims will not be accepted.
2. Any purchase related to the Boat Club must be approved by the Junior Treasurer only for a value of up to and including £25, and additionally the Captain of Boats for purchases above £25. See above for the procedure for purchases of over £1,000.

Junior Treasurer

1. The Junior Treasurer will process expenses at the end of every term, and produce an expenses report which shall be stored on the drive.
2. The Junior Treasurer will follow the same process as Committee Members to submit expenses claims, as this will later be approved by both the Captain and Senior Treasurer (see approval flow).

Captain of Boats

1. The Captain of Boats will review the expenses report at the end of every term.
2. The Captain will follow the same process as Committee Members to submit expenses claims, as this will later be approved by both the Junior and Senior Treasurer (see approval flow).

Expensable Items

1. Expenses claims can only be submitted for items which are directly related to the functioning and promotion of the Boat Club.
2. Any item that is purchased and expensed by the Boat Club is for the exclusive use of, or for, the Boat Club, including excess from events.

Boat Club Related Purchases

1. Purchaser requests approval.
2. Approval is gained in accordance with the guidance above.
3. Individual makes a purchase and provides a copy of the receipt to the Captain of Boats.
4. Junior Treasurer approves and sends to the College Accounts Department for payment to be processed.