



The Constitution of the Jesus College Boat Club

- as amended and ratified on 21 January 2004 -

Part I: Of the Constitution, the Organisation and its Membership

Article 1

This document represents the whole of the Articles of the Constitution of The Jesus College Boat Club, (hereinafter referred to alternatively as “The JCBC”, “the club” or “the association”), and shall govern all matters relating to the membership, officers, elections, finances, operations and other such business of the association.

Article 1.1

A current copy of the Constitution shall be submitted annually to the Amateur Rowing Association as part of the process of renewing the club’s membership in that organisation.

Article 2

At Jesus College, Cambridge, (hereinafter referred to alternatively as “the College”), there shall be a body, known as the Jesus College Boat Club (The JCBC), which shall serve as the rowing club for that College. This body shall contain both a men's and a women's section.

Article 3

The ‘Members’ of The JCBC are defined as any members of the College, *in statu pupillari*, who have agreed to abide by the articles of the association, have been selected to row for The JCBC, and who are otherwise members in good standing, pursuant to Article 4.

Article 3.1

‘Senior Members’ of the club are defined as those members who have rowed competitively prior to their matriculation at Jesus College, Cambridge, or have rowed as a Member of The JCBC for one or more full terms. ‘Novice Members’ are defined as those who have never rowed prior to their matriculation at Jesus College, Cambridge, and have subsequently rowed for less than one full term.

Article 3.2

‘Alumni Members’ are defined as any former Members of the College who are no longer *in statu pupillari*, but who were Members in good standing of The JCBC during their residency at the College, prior to their Admission to their degree(s). Such Alumni Members are entitled to join the separately constituted Jesus College alumni boat club, registered independently and under a separate name with the Amateur Rowing Association.

Article 4

Current members having paid in full an annual membership subscription to The JCBC, and who are otherwise not subject to the terms of any penalties imposed by the club, shall be considered members in good standing.

Article 4.1

Members in good standing shall have full use of the facilities and equipment of The JCBC, subject to the prior approval of the relevant section Captain, and shall have the right to enter competitions under club colours, or otherwise as representatives of the club.

Article 4.2

Current Members in good standing of the alumni boat club, referenced in Article 3.2, having paid membership fees, may also have use of the facilities and equipment of the club, subject to the approval of the JCBC President.

Article 4.3

The club will ensure that the talents and resources of all Members are utilised to the full, and that no Member receives less favourable treatment on grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation, or is disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

Article 4.4

The Club accepts the policy and procedures relating to child protection, as set out by the Amateur Rowing Association, and requires all Members to accept them as a condition of membership.

Article 5

Schedules A and B of this document shall have the same force as the Articles of this Constitution.

Part II - Of Officers and Committees**Article 6**

The 'Executive Officers' of The JCBC shall be: a President, who must also be one of the Captains; a Men's Captain; a Women's Captain; a Men's Vice-Captain; a Women's Vice-Captain; a Treasurer; a Fairbairns Secretary; a Men's Secretary; a Women's Secretary; a Captain of Lower Boats; and a Women's Captain of Lower Boats. 'Ex Officio Officers' shall include from time to time, as appropriate: a Men's Vice-Captain of Lower Boats; a Women's Vice-Captain of Lower Boats; a Webmaster; and the club's Boatman.

Article 6.1

Once elected or appointed, as provided for in each case by the Articles of this Constitution, Executive Officers and Ex Officio Officers shall normally serve a term of office as set out in Article 9. They may also be removed from their posts within that term by the procedures set out in Articles 7.

Article 6.2

The Committee of Executive Officers (hereinafter referred to as 'the Committee') may, after a two-thirds majority vote of the current Executive Officers, create new Executive or Ex Officio positions, which will carry the same voting rights as set out in Articles 8 consistent with the classification of that position by the Committee.

Article 6.3

The Committee of Executive Officers shall, upon a two-thirds majority vote to ratify the recommendation received from the relevant Captain of Lower Boats, appoint a Vice-Captain of Lower Boats for each section of the club as an Ex Officio member of the Committee. The Committee shall, upon a two-thirds majority vote to ratify the recommendation of both Captains, (or failing their agreement, the recommendation of the President), appoint a Webmaster as an Ex Officio member of the Committee.

Article 6.4

The committee shall appoint a Member or representative to act as Safety Advisor, whose duty it will be to understand the requirements of the “ARA Code of Practice for Water Safety” and advise on their prominent display, their observation and their implementation at all times. The resident Boatman shall normally fill this position.

Article 7

In the matter of forcing the dismissal of a current Captain, or forcing a change of Presidency to the other Captain, a motion to dismiss the current incumbent must be passed at an Extraordinary General Meeting of The JCBC by at least a two-thirds majority of those Members present and voting on this issue. Should the position of President become vacant as a consequence of dismissing a current Captain who also happens to be President, an election to fill the post of President, between the remaining Captain and the newly appointed Captain, will follow immediately upon the selection of the new Captain.

Article 7.1

In the case of a Vice-Captain, Captain of Lower Boats, Vice-Captain of Lower Boats, or Men’s or Women’s Secretary, a motion to dismiss the current incumbent, proposed by the relevant Captain, must be passed at a Committee meeting of The JCBC by a two-thirds majority of those Executive Officers present and voting on the issue.

Article 7.2

In the case of the Treasurer, Fairbairns Secretary or Webmaster, a motion to dismiss the current incumbent, proposed by both Captains, must be passed at a Committee meeting of The JCBC by a two-thirds majority of those Executive Officers present and voting on the issue.

Article 7.3

Any Executive Officer may be dismissed at any time by a ‘vote of no confidence’ being passed by a two-thirds majority of those Executive Members present and voting on the issue at a Committee meeting. Any Executive Officer so dismissed may subsequently have that dismissal revoked by calling an Extraordinary General Meeting, wherein they receive a two-thirds majority ‘confidence vote’ by those Members present and voting on the issue.

Article 8

The Executive Officers shall form a Committee, which shall be responsible for carrying out The JCBC's activities and for the general operation and administration of The JCBC. There shall be at least two Committee meetings per term. Either Captain can call a meeting of the Committee at any time they deem it necessary, and shall be responsible for ensuring that all members of the Committee are duly notified, one week in advance of the proposed meeting, of the date, time and place of such a meeting.

Article 8.1

The quorum of the Executive Committee shall be a majority of its voting members. The President shall be its chair, or may delegate this duty to another member of the Committee if he or she desires. Each Executive Officer of The JCBC shall have one, non-transferable vote. If there is a split decision on any issue, the Captains may exercise one additional vote each. If there is still a split decision, then the motion is not passed.

Article 8.2

The Ex Officio Officers of Vice-Captains of Lower Boats, Webmaster and Boatman shall not have voting rights, unless explicitly granted by special motion for the limited purposes of voting on specific questions or subsequent motions, by a majority vote of the Committee. Ex Officio votes may be overruled or disregarded by the Captains in the case of an even split, but only where both Captain’s are in complete agreement to so overrule or disregard.

Article 9

Those Executive Officers elected in the annual election shall take office on the first day of full competition at the next Henley Royal Regatta, for a term of one year, defined as extending up to the first day of full competition at the Henley Royal Regatta of the year following. Those Executive and Ex Officio Officers who are elected by way of by-election or Committee appointment, pursuant specifically to Articles 6.2, 6.3, 11.1, and Part III, or any such other Article as may relevantly pertain to these matters, shall take office immediately, provided that they shall not take office before those Executive Officers elected at the previous annual election. Those elected by way of by-election or Committee appointment shall serve a term of office, which shall not extend beyond the end of the term of office of those Executive Officers who were elected at the previous election.

Article 10

If any officer of The JCBC is absent at the time when the holder of that office should fulfil a duty imposed by an Article of this Constitution, the next most senior Officer of The JCBC who is not absent shall, unless the relevant Article provides otherwise, carry out the duty which that Article assigned to the aforementioned Officer.

Article 11

Officers will be expected to routinely report to The President on the progress made within their areas of responsibility and/or specific or *ad hoc* projects they have been assigned. Motions may be put forward by any Officer formally, and as a discrete agenda item for discussion at an upcoming Committee meeting, or informally, under the agenda provisions for “Other Business”. If the President believes that a vote is needed on an issue, that vote will be conducted as set out in Article 11.1 below.

Article 11.1

Committee votes, including those pertaining to the creation, appointment and/or ratification of new Executive or Ex Officio Offices or Officers, shall normally be by a show of hands. A vote shall instead be by secret ballot, however, if either: a procedural motion requiring one is passed; or the President determines that the issue is of such sensitivity and one should be held.

Article 11.2

Whether the vote is conducted by a show of hands or by secret ballot, it shall take place at the meeting, and only Executive Officers present, and having voting rights, shall be entitled to vote. Each such Officer may only have one vote on each motion (except as provided for in Articles 8.1 and 8.2).

Article 12

One of the Committee Secretaries will be expected to draw up the agenda for each Committee meeting, and take and distribute the minutes to all members of the Committee in reasonable time.

Part III - Of Elections**Article 13**

The Executive Officers shall be elected annually. Elections shall normally take place on the third Sunday of Easter Full Term. Articles 14 to 27 shall relate specifically to the conduct of and contingencies related to the annual election.

Article 14

All references in this Article to Executive posts exclude that of the post of President. Any Senior Member of The JCBC may stand for the Executive posts of Treasurer, or Fairbairns Secretary. Any Senior Member of the Men's section of the club may stand for the Executive posts of Men's Captain, Men's Vice-Captain, Men's Secretary and Men's Captain of Lower Boats. Any Senior Member of the Women's section of the club may stand for the Executive posts of Women's Captain, Women's Vice-Captain, Women's Secretary and Women's Captain of Lower Boats.

Article 14.1

Any Senior Member, being elected to a post of Captain, Vice-Captain or Captain of Lower Boats, must commit to rowing or coxing for The JCBC for the majority of their year in office (circumstances permitting; and at the discretion of the President). The term 'the majority of their year in office' means no less than two full terms during that year.

Article 14.2

Any Senior Member being elected to a post of Captain, Vice-Captain or Captain of Lower Boats may not trial for University Boat Clubs at any time during their year of office.

Article 14.3

If any person should be elected to more than one of the posts listed in Article 14, he or she may only serve in one post, and must choose, immediately upon election to the second such post, which post to accept. Any member who refuses to make such a choice shall be deemed to have been unwilling to take up any of the relevant posts, and by-elections shall be held in respect of those posts. Where a choice has been made, the candidate who receives the next highest number of votes for the post that was declined shall be declared elected to that post.

Article 14.4

Any Executive Officer may stand for re-election and/or may stand for election to different Executive posts at the annual election, subsequent to their election to their current post.

Article 15

Either of the newly elected or re-elected, incoming Captains may stand for the post of President. In the case that neither Captain has indicated a desire to run for President, the Captain of the other section of the club to that of the outgoing President will automatically be declared to hold the post of President as part of his or her duties as a Captain.

Article 16

Any Member in good standing of The JCBC may vote at an annual election, provided that they cast their vote in person. Every Member so entitled to vote shall have only one vote for each election.

Article 17

Notice of elections must be published and posted where appropriate at least ten days prior to the date upon which the elections take place. Such notice must refer to the date, time and place at which the elections are to be held. It shall also invite nominations, and specify the form, place of delivery, to whom delivery is to be made, and deadline for nominations. The notice will name the Returning Officer, who shall normally be either the President; or the Men's Secretary or Women's Secretary, if so delegated this task by the President.

Article 18

Candidates shall be those Members in good standing who submit valid nominations to the Returning Officer no later than midnight of the day before the day of the elections. Candidates submitting nominations after this time may be accepted at the discretion of the outgoing Committee, or in the case of the positions of Captain, Vice-Captain or Captain of Lower Boats, by the discretion of the outgoing Captain of the relative section of the club.

Article 18.1

To be valid, nominations must be signed by a proposer and a seconder (both of whom must be eligible to vote), and must include a statement, signed by the person seeking election, indicating his or her consent to serve in the post to which he or she is being nominated. At any time a person seeking election may withdraw his or her nomination, provided that this be in writing to that effect, signed by that person, and submitted to the Returning Officer.

Article 19

After the deadline for nominations has passed, candidates may put up posters or distribute 'hand-bills' to canvas votes, provided that such materials have not been produced commercially.

Article 20

No member may publish or circulate any election address, notice or advertisement, nor incur any expenditure in connection with an election other than in accordance with Article 19.

Article 20.1

If a written complaint is made to the Returning Officer, alleging a contravention of Articles 19 or 20, the Returning Officer shall investigate the complaint immediately, and in any case, prior to the commencement of the elections.

Article 20.2

If the Returning Officer finds that a contravention has occurred, and that a person seeking election, or a person who has been a candidate has been personally culpable the Returning Officer shall have the power to disqualify that person from the election, or (if the election has already taken place) to declare the Candidate-Elect to have received no votes. In so doing, the Returning Officer's declaration shall have the effect of making that election void. He or she shall then declare the Candidate who received the next highest number of votes to have been duly elected.

Article 20.3

Any person who has been so disqualified, or whose election has been declared void, shall have the right of appeal to the Committee, which shall be convened at the earliest opportunity, but in any case no later than one week after the election, to hear the complainant's appeal, commence their own investigations, and then vote on the issue. This appeal must be made in writing to the President within 24 hours of notice of disqualification having been received from the Returning Officer.

Article 21

In all elections, including those with only a single candidate, there shall be an additional option for voters to call for the reopening of nominations. If the majority of Members elect for the reopening of nominations, a new election for that post, in accordance with the election procedures outlined in this Part, will take place on the following Sunday.

Article 22

Voting for contested Executive Officer posts shall take place at or around 10:30 a.m. on the day of the election, and shall take place on Chapel Court Lawn in front of 'Boatie Arch' or in such place as the Returning Officer shall determine, provided that: it be within those areas of Jesus College where junior members of College have access; and that this be in the place specified in a notice of elections.

Article 23

Voting for all Executive Officer positions shall be by secret ballot.

Article 24

The President shall act as Returning Officer on the day of elections, unless he or she is absent, in which case the President shall appoint as a Returning Officer another member of the Committee who agrees to serve in that capacity, but normally either the Men's or Women's Secretary.

Article 24.1

The Returning Officer shall be responsible for ensuring that this part of this Constitution shall be complied with. If the Returning Officer is up for election to any post, the Committee must appoint a Deputy Returning Officer from within its number to oversee any part of the election that involves the election of the Returning Officer.

Article 24.2

The Returning Officer and/or Deputy Returning Officer shall be present wherever and whenever voting is taking place, and shall count the votes immediately after each election has taken place. If any situation arises in respect of the conduct of the elections which is not provided for in the Constitution, the Returning Officer have discretion to deal with it as he or she sees fit.

Article 25

Elections shall be by the single-transferable-vote electoral system. A candidate receiving more votes than any other candidate for the same post shall be elected.

Article 25.1

If two or more candidates standing for the same post receive the same number of votes, but more votes than any other candidates (if there are any other candidates receiving fewer votes) for that post, then a second vote will take place between those candidates gaining the same number of votes. This will occur immediately after the results of the first vote. If two or more candidates standing for this post have received the same number of votes after the second ballot, the post will be filled in accordance with Articles 25.2 and 25.3.

Article 25.2

The newly elected Captain of that section of the club will fill the vacancy resulting from the election by appointment, in the case of his or her Vice-Captain, Captain of Lower Boats and Secretary. The new Committee will appoint the person to fill such a vacancy in the case of the posts of Treasurer, or Fairbairns Officer.

Article 25.3

In the case of either of the posts of Captain, or that of President, a second vote identical to the first will take place on the following Sunday. In the case of the posts of Captain, new candidates may come forward in the same way as provided for in Articles 18. If the candidates for Captain receive equal votes at this second election, then the current Captain for that section of the club will cast a second, tie-breaking vote in favour of one of the candidates who received an equal number of votes. In the case of the President, the current President will choose which Captain is to be appointed President.

Article 26

Candidates shall be entitled to be present at the count for the position in which they have been nominated. A candidate may request a recount from the Returning Officer, but one shall only be carried out at the discretion of the Returning Officer.

Article 27

On the day of the elections, the Returning Officer shall announce the results of each election as soon as it is completed. He or she will only specify how many votes each candidate received if the difference between the first and second candidate is less than 10 votes. Any member of the JCBC has the right to know the result of any of the elections.

Article 28

If an Executive Officer who has not taken up his or her office yet, resigns or otherwise vacates his or her office, or if his or her election is declared void before the end of the Easter full term, then the person receiving the second highest number of votes will be declared elected. If no such person was nominated or stood for election to that position, then a by-election will take place on the first Sunday of the new Michaelmas term.

Article 29

In the case of a post other than Captain being vacated at a time or manner not otherwise specified and provided for in this Constitution, then that post will be filled by appointment in one of the following ways. The Captain of the relevant section of the club will be allowed to appoint his or her Vice Captain, Secretary and Captain of Lower Boats. In the case of the posts of Treasurer, Fairbairns Secretary, and Webmaster, the post will be filled by appointment of the President, based upon an agreement of the two Captains or, if this cannot be achieved, by a majority vote of the new Committee recommending the appointment. If two or more candidates standing for the same post receive the same number of Committee votes, but more votes than any other candidates (if there are any other candidates) for that post, the President will choose between the candidates who received an equal number of votes, and make the appointment directly.

Article 29.1

In the case of a post of Captain being vacated at a time or manner not otherwise specified and provided for in this Constitution, then that post will be filled by Committee appointment, based on a majority vote of the Committee to ratify the recommendation received from a sub-committee of the relevant section of the club which the Committee has created for the purposes of interviewing and recommending a candidate.

Article 30

If there is no candidate for an Executive post at the annual election or at any by-election, a person will be chosen in accordance with Article 29.

Article 31

By-elections shall be conducted in accordance with Articles 14-27, except as provided in this Article. By-elections shall be held at the earliest convenient time after an Executive post becomes vacant except that they may not be held outside a Full Term and shall not be held during the Summer Examination period.

Article 32

Any current or former Executive Officer may stand as a candidate at a by-election but if currently holding a post, and if subsequently elected to another post by by-election, then he or she shall be deemed to have resigned from his or her original post.

Part IV - Of Finances**Article 33**

All monies received from official sources shall be paid into an account called the Jesus College Boat Club account, unless authorisation is gained from the President, and agreement is received from the source of the monies to allocate those funds to an alternative purpose. Such purposes shall only be allowed if directly related to the furtherance of the club's operations and purposes as described in Article 35.

Article 34

The Treasurer shall be responsible for the administration of the JCBC account. No payment may be made from that account unless it has been authorised by either: the Treasurer and a Captain, or a majority of a quorate meeting of the Committee. The Committee may veto the authorisation of the Treasurer. All cheques or other negotiable instruments drawn on the JCBC account shall require the signature of the Treasurer.

Article 35

The JCBC account funds shall only be used: to finance the administration and legitimate operation of The JCBC; fulfil the role of The JCBC as a boat club; and, help with the running and maintenance of the facilities of The JCBC. The Treasurer shall ensure that the total payments made for those purposes during any financial year shall not exceed the total of the monies allocated.

Article 36

The Treasurer shall be responsible for submitting to the first meeting of a new Committee a detailed estimate of the annual expenditure necessary to run the club. At this Committee meeting the Committee shall examine all annual estimates (including any amendments) received. On the request of the President, the Treasurer shall submit detailed accounts to the next Committee meeting.

SCHEDULE A

1. On all questions of interpretation of this Constitution, the interpretation of the President shall be final. If a contingency arises which is not provided for in this Constitution, the President shall decide the appropriate course of action to be taken.
2. The primary functions of the Executive Officers shall be as follows:
 - a. The President shall have overall responsibility for the affairs of the JCBC that fall equally between the Men's and the Women's sections. He/she should at all times consult with the other Captain on any decisions in this area that are to be made. The President has the first right to the Captain's Room. He/she may offer it to the other Captain only if they wish to take up the Room.
 - b. The Captains shall have overall responsibility for the affairs of the JCBC that pertain to their section of the Club.
 - c. The Vice-Captains shall take on the responsibilities of the Captain when he/she is indisposed and assist with any duties that the Captain delegates to him/her. The Vice-Captains will also be responsible for communicating to the Captain any problems members have with the Club or his/her Captaincy. One Vice-Captain each year will be designated as responsible for Internal Communications, which includes all general communications with club members, all kit orders, and the creation and maintenance of the club's Notice Board in 'Caff Steps.' One Vice-Captain will be designated as responsible for External Communications, which includes all general communications with the College, and all Corporate Sponsorship initiatives.
 - d. The Captains of Lower Boats will be responsible for the organisation and training of all novice rowers (in both Michaelmas and Easter Terms), and any other lower boats as exist throughout the rest of the year. They shall recommend to the Committee, if desired, the appointment of a Vice-Captain of Lower Boats to assist them in their responsibilities as they see fit.
 - e. The Treasurer shall be responsible for matters pertaining to the finances of the JCBC.
 - f. The Men's Secretary and Women's Secretary shall be jointly responsible for any official correspondence from the Captains or the President, and the creation and keeping of complete and appropriate documentation on matters relating to the JCBC. This includes the taking of minutes at Committee meetings, the maintaining of club records and minute books, and the arranging of all race entries. They shall also be responsible for the organisation of all social events and functions.
 - g. The Fairbairns Secretary shall be responsible for the organisation of the annual Fairbairns Races, including advertisement, entries, safety, and any such other matters as required for the successful running of the event. He or she shall have final say on all race disputes, and shall be the final authority on all matters related to the actual running of the races. In the Lent and Easter terms, the Fairbairns Secretary shall be responsible for the promotion and coordination of the Jesus College alumni boat club, in cooperation with a counterpart so nominated by the alumni Members.

SCHEDULE B

For the purposes of interpretation of this Constitution, certain words listed are given particular meanings. Their derivatives shall also be defined accordingly.

1. For the purposes of this Constitution references to the "absence" of Officers shall include not only situations where Officers are physically absent but also to: a situation where an Officer is incapacitated, or a situation in which the relevant Office remained vacated.
2. For the purposes of an Article requiring the calling of an Extraordinary General Meeting, such a meeting shall be deemed as called when; a petition has been signed by at least twenty Members of the club in good standing, at least ten of whom are Members of each section of the club; the petition has been received by the President; and the subject matter of the petition pertains directly to a matter provided for in said Article of the Constitution, or any other matter governed by or included in the Constitution whereby the proposal is to amend the Constitution, or pertains to a matter serious import directly related to the overall operation and management of the club.
3. For the purposes of this Constitution references to "the College" shall mean Jesus College, Cambridge and reference to the "College Regulations" shall mean the Regulations of that College.
4. For the purposes of Part IV of this Constitution, the "financial year" shall be the period July 1st to June 30th and the terms "annual estimate" and "annual expenditure" shall refer to that period.
5. For the purposes of this Constitution, a "majority" vote shall include that obtained by the use of a casting vote.
6. For the purposes of Article 10 of this Constitution, the order of seniority of the Executive Officers shall be: the President; the Men's Captain, the Women's Captain; the Men's Vice-Captain; the Women's Vice-Captain; the Treasurer; the Fairbairns Secretary; the Men's Secretary; the Women's Secretary; the Men's Lower Boats Captain; and the Women's Lower Boat Captain.
7. For the purposes of this Constitution the words "publish" and "publication" shall mean that the relevant information shall be distributed to all Members in good standing of The JCBC. Information requiring publication shall also be displayed on the club Notice Board.