

# **1. University of Sheffield Constitution**

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### **1.0 Name of the Club**

1.1 The club's name shall be the 'University of Sheffield Union of Students Rowing Club.' Referred to as the 'club.'

### **2.0 Aims and Objectives of the Club**

2.1 The club aims to improve the standard of rowing of all members of the club and to promote rowing as an enjoyable and rewarding sport that can help people expand their social experience at the University of Sheffield.

2.2 The main competitive aim of the club is to produce the most competitive crews it can to enter BUSA events and men's and women's Henley.

### **3.0 Membership of the Club**

3.1 Membership of the club will be open to all members of the Union in accordance with the Union constitution.

3.2 Individuals who are not members of the Union may only participate in club activities in a coaching capacity. Issue of coaching membership will be at the discretion of Sports Committee and reviewed annually.

3.3 Club members (including coaching members) must act according to the Union's Equal Opportunities policy.

#### **4.0 Club Subscriptions and Club Finance**

4.1 A membership fee is required from all club members. The club's committee will determine this fee and are responsible for its collection.

4.2 Sports Council is paid a proportion of the membership fee. Sports Committee will determine the amount required depending on the general administration costs for the year.

4.3 Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with club business.

4.4 Any expenditure on social activities shall be in accordance with the regulations approved by Sports Committee.

#### **5.0 Club Officials**

5.1 An executive committee will conduct the club's administration. This committee shall not operate autonomously. Planning activities, buying equipment, and administering other club matters must satisfy all club members.

5.2 The committee will consist of the following officers who shall be full members of the Union:

-President

-Treasurer

-Secretary

-Fundraising Secretary

-Safety and Equipment Advisor

-Social Secretary

-Ability Representatives: Men's Captain

Women's Captain

Novice Captains (2)

5.3 The executive committee will serve for one complete year.

5.4 Committee elections will be conducted three weeks before the Easter vacation. The new committee should serve along side the old committee until the Easter vacation to promote the efficient 'hand-over' of the club and to provide a period of apprenticeship for the new committee, overseen by the existing committee.

#### **6.0 Duties of Club Officials**

6.1 **The club President is responsible for:**

- Ensuring that all club ‘Good Practice Guidelines’ are followed.
- Providing adequate provision for all members in the club’s programme of events.
- Providing a high standard of instruction and leadership for the members.
- Submitting a report in weeks 12 (semester 1), 6 (semester 2), and 15(semester 2) on the activities of the club to the Sports Secretary.
- Publicising the club’s complaints procedure to members.
- Ensuring that the club's committee includes the officers named in 5.2.
- Appointing suitable activity and trip leaders in conjunction with the club Safety and Equipment Advisor, and the Clubs and Societies Safety Officer. (See the club ‘Good Practice Guidelines’ for details.)
- Compiling introductory material for new members in conjunction with the club committee.
- Other duties as agreed with the club committee.

## 6.2 **The club Treasurer is responsible for:**

- Administering the club’s finances in accordance with Union procedures.
- Collecting membership fees and other race fees from club members.
- Producing a financial plan for the academic year, in conjunction with the President.
- Producing the club’s annual budget proposal, in conjunction with the President.
- Other duties as agreed with the club committee.

## 6.3 **The club Secretary is responsible for:**

- Administering the membership of the club.
- Providing a full and detailed list of club members to the Sports Secretary. This is required by the third week of the first semester.
- Providing secretarial support to the club committee.
- Ensuring affiliation to the relevant national governing body.
- Administering race entry details, in conjunction with the club Captains.
- Maintaining a club logbook that contains details of members’ experiences and relevant qualifications, and reports from the club’s activities and trips.
- Other duties as agreed with the club committee.

## 6.4 **The club Fundraising Secretary is responsible for:**

- Attracting firms to offer sponsorship to the club, in order to purchase new equipment.
- Administering any fundraising events the club holds.
- Other duties as agreed with the club committee.

## 6.5 **The club Safety & Equipment Advisor is responsible for:**

- Promoting safe practice within the club at all times.

- Promoting the benefits of further training for all club members and providing the club with the relevant information.
- Liaison with the Clubs and Societies Safety Officer over all matters concerning safety.
- Administering the club's insurance policies in conjunction with the Sport and Student Activities Office.
- Producing an annual inventory of club equipment and filing a copy of this document with the Sports and Student Activities Office (by week 4). The Safety and Equipment Advisor is also responsible for updating the inventory when necessary.
- Storing and maintaining all equipment in accordance with the manufacturers and club guidelines.
- Keeping accurate records of all safety checks undertaken in the Equipment Log Book.
- Recording information concerning equipment failure or damage in the above mentioned log.
- Recording the whereabouts of all equipment in the Equipment Log Book and ensuring that on return loaned equipment has suffered nothing more than expected wear and tear.
- Ensuring that all equipment issued for an activity is suitable for that purpose as far as reasonably practical in the circumstances.
- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised as far as reasonably practical in the circumstances.
- Advising the borrower on the correct care of the loaned equipment. (This includes advising on security.)
- Arranging the repair or disposal of unsafe equipment.
- Advising the committee on the purchase of club equipment; and informing them of when this will be necessary.
- Other duties as agreed with the club committee.

#### 6.6 **The club Social Secretary is responsible for:**

- Organising sociable activities for club members, which should usually make profits for the club.
- Liaising with Sheffield Hallam University Rowing Club and City of Sheffield Rowing Club to organise the annual Sheffield Rowing Ball.
- Other duties as agreed with the club committee.

#### 6.7 **The club Captains are responsible for:**

- Ensuring the welfare of the members they represent.
- Facilitating the integration of their members into the club, and their access to relevant information and advice.

- Ensuring that participating members understand all aspects of a club activity, paying particular attention to the skill levels required, risks involved, and equipment requirements.
- Advising their members on their suitability for certain trips.
- Selecting crews for training purposes and races, in conjunction with club coaches.
- Other duties as agreed with the club committee.

## **7.0 Meetings**

7.1 An annual general meeting is required at least three weeks before the Easter vacation (week 6 in 1999/2000). The club members and the Sports Secretary should be given at least one week's notice of the AGM.

7.2 The club President must call regular ordinary general meetings. A minimum of three days notice is required.

7.3 Regular committee meetings are required to discuss all club matters. The Sports Secretary and all club members must have access to copies of the minutes accompanying these meetings.

7.4 All meetings must be conducted in accordance with Bye-Law 10 of the Union Constitution and Byelaws document.

## **8.0 Voting**

8.1 This will take place for the election of club officials and any issue that the club deem of importance.

8.2 Only club members will be entitled to vote.

8.3 The Sports Secretary must be informed immediately, in writing, of the results of all elections or voting.

## **9.0 Changes to Club Constitution**

9.1 Changes can be implemented if approved by Sports Committee and a two-thirds majority is obtained at an annual or ordinary general meeting of the club.

## **10.0 Club's Complaints Procedure**

10.1 This procedure has been created to allow club members to raise complaints about issues, which might include the following:

- The safety of club activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for club activities.
- Poor club administration.
- The lack of suitable activities for their level of participation.
- Disregard to the Union's Equal Opportunities policy.

10.2 Complaints concerning club safety or operational matters should initially be addressed to the club President. If this does not prove satisfactory a written complaint should be made to the Sports Secretary. A reply will be received within ten days. If this reply is unsatisfactory then a written

complaint should be made to the Union President who will deal with the complaint in accordance with By-law 18 of the Union Constitution and By-laws document.

**11.0 Union Commitments**

11.1 Two representatives from each club are required to attend Sports Council meetings.

11.2 Clubs shall send at least one representative to the Union's Annual General Meeting.

**12.0 Discipline**

12.1 The club shall have disciplinary regulations that are in line with Bye-laws 11 and 17 of the Union Constitution and Byelaws document.

**13.0 Declaration**

13.1 As a club official I agree to abide by and enforce the rules of the club Constitution and office to which I hold.

**PRESIDENT**

**TREASURER**

**SECRETARY**

**FUNDRAISING SECRETARY**

**SAFETY AND EQUIPMENT ADVISOR**

**SOCIAL SECRETARY**

**MEN'S CAPTAIN**

**WOMEN'S CAPTAINS (a)**

**(Job-share) (b)**

**NOVICE CAPTAINS (a)**

**(b)**