

Constitution for ICU SPI Boat

1. Name

- 1.1 The club shall be a member of the Sports Committee.
- 1.2 The name of the Club shall be SPI Boat, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 Create an inclusive environment for all members so that they feel they can participate
- 2.2 Ensure the safety of all members and staff by following ICL safety rules and regulations, along with Tideway code
- 2.3 Promote the sport and recreation of rowing at all levels at Imperial College under the rules of British Rowing

3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

4. Membership

- 4.1 The following shall be eligible to become members of the club:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

5. Committee

- 5.1 Captain
- 5.2 Kit Officer
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Press Officer
- 5.6 Social Secretary
- 5.7 Mens Captain
- 5.8 Womens Captain
- 5.9 Novice Men's Representative
- 5.10 Novice Women's Representative
- 5.11 Recreational Rowing Representative
- 5.12 Sponsorship

6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.

Constitution for ICU SPI Boat

- 6.4 The Captain shall represent the Club on the ACC, and shall be responsible for making sure that the club is run according to the Club Constitution, Rules and all Bye-laws including those relating to the management and operation of the Imperial College Boathouse and any existing code of conduct as far as can be reasonably expected. The Club Captain will be responsible for Health & Safety ensuring maintenance and adherence to College and Club standards. The Captain will also be responsible for ensuring that appropriate incident reporting is performed within a timely manner and that the well-being of crews involved in an incident are managed and reviewed appropriately. shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.5 The Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations, carry out the day to day financial duties of the Club and be responsible for ensuring all members have paid both Imperial College Union and ICBC membership fees by November 30th..
- 6.6 The Secretary shall be responsible for the organisation of the Club and Committee meetings, the recording of minutes at these meetings and all correspondence relating to the general business of the Club, as well as the maintenance of membership lists (including mailing lists).
- 6.7 The Social Secretary shall be responsible for organising social events for all club members, including the Club Annual Dinner together with the HRR and HRR Receptions for members past and present, alumni and friends..
- 6.8 The Womens Captain shall be responsible for arranging transportation and logistics of the women's squads to and from events and representing the interests of the women's squads on the committee. They will also be responsible for overseeing the welfare of the athletes in the squad..
- 6.9 The Sponsorship shall be responsible for contacting potential sponsors, negotiation of sponsorship contracts and development and maintenance of sponsor relationships. .
- 6.10 The Kit Officer shall be responsible for ordering kit from external suppliers and will ensure that kit is worn appropriately and that rowers' are aware that they are representing the club and the university..
- 6.11 The Press Officer shall be responsible for managing the club website and social media accounts..
- 6.12 The Recreational Rowing Representative shall be responsible for the interests of recreational rowing athletes and shall represent their interests on the Committee..
- 6.13 The Mens Captain shall be responsible for arranging transportation and logistics of the mens squads to and from events and representing the interests of the mens squads on the committee. They will also be responsible for overseeing the welfare of the athletes in the squad..
- 6.14 The Novice Women's Representative shall be responsible for managing the attendance of novice athletes and shall represent the interests of novice athletes on the Committee..
- 6.15 The Novice Men's Representative shall be responsible for managing the attendance of novice athletes and shall represent the interests of novice athletes on the Committee..

7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

Constitution for ICU SPI Boat

9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
- 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
 - 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
- 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
 - 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

11. Health & Safety

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

13. Constitution

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for SPI Boat on 27/01/2021 by Jonathan Powell and Chloe Orsini