

# Constitution for ICU ICSMSU Boat

## 1. Name

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

## 2. Aims & Objectives

- 2.1 Dominate United Hospital (UH) competitions at both novice and senior level, whilst improving already strong performances at British Rowing (BR) events such as Head of the River.
- 2.2 To continue attracting the largest number of First Year students of all the sports clubs in the medical school (2015-16: 68 new members) and ensure our hugely popular Novice Squads remain well supported.
- 2.3 To continue to provide rowing opportunities for students in all years, improving their skills, whilst balancing a demanding training schedule with a challenging medicine course. This will be facilitated by our extensive Educational and Welfare Support Scheme (see below for more information) and tailoring training plans to specific crews.
- 2.4 To continue to develop the traditions of the Boat Club both on and off the water, competing in new races and making these a part of our regular calendar.
- 2.5 To maintain our annual membership, attracting 120 members next year.
- 2.6 To participate in all UH races and expand our BR race entries to develop and provide greater rowing experience to our squads.
- 2.7 To ensure safety standards are enforced amongst all those in positions of responsibility (captains, coaches, coxswains and scullers), through safety training and employment of specifically designed theoretical and practical competency tests. These members will be regularly re-assessed throughout the year to ensure they continue to meet our safety standards. We also aim to provide accessible safety information for all members along with a register showing it has been read and understood.
- 2.8 To provide our coxswains with a formalised approach to training and developing their skills effectively.
- 2.9 To maintain and diversify our social calendar and include non-Boat Club students from the medical school. Events such as Head of the River cocktails and Bumps party will be advertised to all in the medical school when feasible.
- 2.10 To develop stronger links with other United Hospital (UH) clubs, providing integration between like-minded people and an improved capability to manage future challenges to the UH Boat Club and its competitions.
- 2.11 To actively encourage younger members of the Committee to accept appropriate responsibility, building their confidence and competence in running club affairs. This is vital if we are to ensure that we have a strong reserve of potential senior Committee members in the future.
- 2.12 Further develop the tutoring system currently offered to members. This provides necessary support to ensure full commitment to the club whilst also maintaining their academic performance. Specifically, to build a comprehensive Educational Support Scheme, which provides educational support for all years of medical school. This encompasses online note sharing, tutorial schemes, mock practical examinations as well as viva interview practice for the final years. In order to achieve this, two Education Officers have been appointed and the services of many ex-ICSMBC doctors have been employed (in 2014-16, we consistently achieved 20 alumni volunteers at mock PACES and final year vivas).

## 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

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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 Club Captain

5.2 Kit Officer

5.3 Junior Treasurer

5.4 Social Rowing and Sculling Officer

5.5 Social Sec.

5.6 Welfare Officer

5.7 Assistant Junior Treasurer

5.8 Boatman

5.9 Education Officer

5.10 Safety Officer

5.11 Alumni Officer

5.12 Sponsorship Officer

5.13 Captain of Coxes

5.14 Men's Captain

5.15 Novice mens Capt

5.16 Novice womens capt.

5.17 Womens Captain

## 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.

6.4 The Club Captain 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. Moreover, the club captain shall sign an ICU Financial Responsibility form, and shall be aware of the ICU financial regulations.

6.5 The Junior Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations. The treasurer shall carry out the day to day financial duties of the club.

6.6 The Men's Captain shall Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected..

6.7 The Womens Captain shall lead the women's squad.

6.8 The Novice mens Capt shall lead the new male rowers..

6.9 The Novice womens capt. shall lead the new female rowers..

6.10 The Captain of Coxes shall train and organise the coxes..

6.11 The Boatman shall fix and maintain the equipment.

6.12 The Kit Officer shall order the kit required throughout the year..

6.13 The Safety Officer shall keep everyone rowing safely..

6.14 The Social Sec. shall organise the socials..

6.15 The Social Rowing and Sculling Officer shall organise the social rowing and sculling outings..

6.16 The Alumni Officer shall connect us to our alumni.

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6.17 The Sponsorship Officer shall find us sponsorship and run Friends of ICSMBC..

6.18 The Education Officer shall organise tutorials and mock OSCES, PACES and finals exams.

6.19 The Welfare Officer shall liaise with ICU and ICSMSU welfare officers and provide welfare support to members and promote awareness weeks and activism campaigns..

6.20 The Assistant Junior Treasurer shall liaise with ICU and ICSMSU welfare officers and provide welfare support to members and promote awareness weeks and activism campaigns.

## 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.

## 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.

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## 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 ICSMSU Boat on 26/06/2016 by Luke Reader and Rhys Smith