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CONSTITUTION OF NEW COLLEGE BOAT CLUB

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NAME AND OBJECTS

1. The Club is called the New College Boat Club. The Club's objects are the support, development, improvement and promotion of rowing in New College, University of Oxford; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE

1.
 - (a) The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members.
 - (b) The activities of the Club will at all times be conducted in accordance with the University's procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook on the University's webpages).
 - (c) The Club shall be registered as a member of Oxford University Rowing Clubs (OURCs), and by extension of British Rowing. The Club shall comply with all regulations of

OURCs and recommendations of good practice. Where the recommendations of OURCs appear to conflict with British Rowing, the Club shall follow the advice of OURCs.

- (d) The Club shall observe the Code of Conduct on Safety Matters, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. If and for so long as the Club is responsible for organising an inter-college competition, the Code of Conduct shall include guidelines and appropriate generic risk assessments for that competition.
- (e) The Club shall maintain a dedicated website. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
 - (i) to designate a member of the Club entitled to a University email account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to the successor in office all records relating to the use of the facilities allocated. This role also includes maintaining an awareness of the University guidelines on web and social media publishing, coordinating and regulating access to the web facilities used by the Club and maintenance of the NCBC website
 - (ii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
 - (iii) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

MEMBERSHIP

1. The members of the Club shall be those who are eligible and apply for membership of the Club, and who are admitted to and maintained in membership by the Committee.
2. All members of New College, and all persons whose names are on the University's Register of Visiting Students and are affiliated with New College for the period of their visit, shall be eligible to become ordinary members of the Club on the condition that they pay subs at least once. An ordinary member shall continue to be eligible until the end of the full term in which they are given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.
 - (a) A member shall be considered 'active' and shall be required to pay subscriptions if, in that term, they shall have completed five training sessions or been entered into a regatta, indoor regatta, or bumps race representing the Club.
 - (b) All ordinary members shall be eligible to vote at General Meetings and in Club elections until such time as they become an Alumni Member.
3. Former Club members who have left New College shall be considered Alumni Members. They shall ordinarily have no voting rights, but will be encouraged to participate in Club events and, at the Committee's discretion, may use Club equipment provided they have paid the subscription fee that term.
4. The Committee may also, at its discretion, admit to associate membership:-
 - (a) any person affiliated with New College for a term or more;
 - (b) any member of the University who is not affiliated with a college;
 - (c) alumni of New College;
 - (d) any person not falling within paragraph 4, 5 or paragraphs 6(a) to (c) above, provided

- that such members shall not constitute more than one-fifth of the total membership.
5. Associate Members shall not, ordinarily, have voting rights or be eligible to stand for election.
 6. The Committee will note that additional restrictions are placed on associate members competing in events administrated by OURCs. The Committee will work with associate members to ensure any necessary conditions are fulfilled before allowing an associate member to compete on behalf of the Club.
 7. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student, that person may appeal against such removal to a tribunal approved by the Senior member, to be made up of persons who are not Committee members.

MEETINGS OF THE MEMBERS

1. The Secretary shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the Secretary be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chair shall not vote unless there is a tie, in which case they shall have the casting vote.
2. An Annual General Meeting for all members of the Club must be called by the Secretary, with not less than fourteen days' notice, before Week 5 in Trinity Term.
3. The Annual General Meeting will:
 - (a) receive the annual report of the Committee for the previous year, the report having been approved by the Committee;
 - (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
 - (c) consider any motions of which due notice has been given, and any other relevant business.
4. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than two days' notice; or on a written requisition by five or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than five days before the date of the Meeting.
5. Motions for a General Meeting may be proposed by any Club member. Motions must be submitted no less than 24 hours before the meeting.
6. The Secretary shall circulate an agenda for a General Meeting in advance of the meeting itself.
7. Motions shall be discussed at General Meetings as follows:
 - (a) The proposer shall present their motion, and if there is no opposition the motion shall be deemed to have passed with no opposition.
 - (b) The proposer shall speak in favour of the motion, and an opposer shall speak against it. General debate shall be mediated by the Chair, with members raising their hands indicating a desire to speak or ask a question.
 - (c) Amendments may be friendly, and adopted immediately into the motion, or unfriendly. Unfriendly amendments are subject to the process of 16(b) and shall be voted on before the motion as a whole.
 - (d) The Chair shall call a vote once after appropriate discussion, on amendments and the motion as a whole. Motions are passed by simple majority, by a show of hands or secret ballot at the Chair's discretion.
8. The quorum for a General Meeting shall be sixteen members present in person or by

proxy, of whom five must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

9. A Committee meeting shall be held fortnightly, convened by the Secretary with not less than four days' notice. Committee members will submit items to be discussed to the Secretary in advance of the meeting.
10. The quorum for a Committee meeting shall be eight Committee members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the meeting.
11. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting at Committee meetings. Voting by secret ballot shall be permitted at the discretion of the Secretary. In the case of equal votes the President of the Club shall have a casting vote. A vote held at a General meeting shall be considered equivalent to a vote held at a Committee meeting, except where this Constitution specifies a vote is required at a General Meeting.
12. Minutes of all meetings shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Senior Member.

THE COMMITTEE

1. The affairs of the Club shall be administered by a Committee, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of New College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
2. No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.
3. The Committee shall be made up of the President, the Secretary, the Treasurer, the Men's Captain, the Women's Captain (together, the "Executive Committee"; and their offices are referred to as "the Executive Offices"), the Senior Member and eight other offices.
4. The Non-Executive Committee or Running Committee shall be made up of the Men's Lower Boats' Captain, the Women's Lower Boats' Captain, the Captain of Coxes, the Alumni and Sponsorship Secretary, the Kit Representative, the Boathouse and Safety Officer, the Indoor Regatta Secretary, the Social Secretary and the Welfare Representative(s)
5. Social Media Officer and IT Officer are appointed positions, decided by the President and Secretary. These positions do not have voting rights and therefore are not required at committee meetings. If unfilled, the Social Media Officer role is taken over by the entire committee, and IT Officer is taken over by the Secretary
6. Any committee member apart from the President, Secretary and Treasurer can be fulfilled by multiple people
7. All Committee members are responsible for updating their section of the 'Core NCBC Folder'. This Folder, located on a cloud storage service, should include this Constitution, any contracts entered into by the Club, all accounts and reports, minutes and agendas of meetings, a list of Club members, contact details for the Committee, role-specific

resources and information and copies of British Rowing regatta entry and registration forms.

8. The President shall:

- (a) be responsible for the Club's general running and operation, and take a general advisory and supervisory role;
- (b) ensure co-operation between the men's and women's sides of the Club;
- (c) ensure annual calendar obligations are met and that major events are properly run;
- (d) ensure the general maintenance of the 'Core NCBC Folder' described in paragraph 26;
- (e) be responsible for updating the Constitution so that it remains fit for purpose, submitting amendments if necessary by the procedure detailed in paragraphs 65 and 66.

9. The Secretary shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Senior Member and OURCs on request;
- (b) send a list of members termly to the New College Development Office, for purposes of identifying Club alumni;
- (c) give notice of meetings of the members and the Committee;
- (d) draw up the agendas for and minutes of those meetings;
- (e) take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts and the constitution;
- (f) inform the Senior Member if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.
- (g) oversee the organisation of an annual 24 hour ergathon in Trinity term to raise funds for the British Heart Foundation

10. The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimise the risk of financial exposure;
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (h) maintain separate accounts for an Alumni fund, which shall be used for alumni events and shall typically be the recipient of non-specific donations to the Club from Alumni members;
- (i) make all records, procedures and accounts available on request to the Senior Member.

11. The Captains shall, for their side of the Club (men's or women's):

- (a) be responsible for the selection and training of crews;
- (b) be responsible for the day-to-day organisation of the Club;
- (c) hire and appoint coaches as required;
- (d) represent the Club to OURCs, particularly in Captains' Meetings.

12. The Senior Member shall be the Warden of New College, providing the Warden consents to their appointment at their commencement of their term as Warden. If the Warden refuses, the Committee shall appoint a Fellow of New College, by their consent, to be Senior Member. The Senior Member shall:-

- (a) keep abreast of the actions and activities of the Club;

- (b) provide information relating to the Club to the Proctors on request;
 - (c) seek to settle any preliminary disputes between the Committee and the members;
 - (d) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 28 and 29 above;
 - (e) be available to represent and speak for the Club in the public forum, and before the University authorities.
13. The Lower Boats' Captains shall, for their side of the Club (men's or women's):
- (a) be responsible for the training of the lower boats, in consultation with the Captain;
 - (b) be responsible for the recruitment of novice rowers at the beginning of each academic year.
14. The Captain of Coxes shall:
- (a) be responsible for the organisation, training and certification of coxes;
 - (b) be responsible for the Club's lifejackets, cox boxes, microphones and boat lights;
 - (c) ensure that all equipment listed in (b) is in good working order, and that there is a proper and equitable distribution between crews of such equipment.
15. The Social Secretary or Secretaries shall:
- (a) be responsible for the organisation, coordination and publicity of all Club events, except those which are the responsibility of the Alumni and Sponsorship Secretary;
 - (b) have special responsibility for events in Freshers' Week and termly parties after regattas and bumps races;
 - (c) ensure the smooth running of the Boathouse bar during Eights' Week and Torpids, including fulfilling licensing requirements, stocking the bar and finding volunteers to staff the bar;
 - (d) maintain an inventory of all surplus food and drink held by the Club;
 - (e) liaise with other Boat Clubs for the purposes of organising 'crewdates' and other collaborative social events.
16. The Kit Representative shall:
- (a) be responsible for all ordering and distribution of Club-branded clothing and sportswear, except the Club pin badges;
 - (b) maintain an inventory of all spare clothing owned by the Club.
17. The Boathouse and Safety Officer shall:
- (a) ensure that all rowing activities, equipment and facilities conform to OURCs and British Rowing safety standards;
 - (b) maintain a yearly inventory of all Club equipment;
 - (c) be responsible for the maintenance of all Club equipment, in coordination with the Boatman where necessary;
 - (d) organise and present safety briefings to the Club in accordance with OURCs procedures and stay abreast of OURCs safety guidelines.
18. The Alumni and Sponsorship Secretary shall:
- (a) be responsible for the organisation of events for Alumni members, particularly Eights Dinner and the annual drinks reception in London;
 - (b) send out termly newsletters and updates to Alumni members, in coordination with the New College Development Office;
 - (c) order and distribute the Club pin badges to Alumni members, and to departing members at Eights Dinner;
 - (d) procure sponsorship for the Club and ensure any sponsorship obligations are fulfilled;
 - (e) maintain a working relationship with the Development Office, particularly with regard to fundraising.
19. The Indoor Regatta Secretary, also known as Captain of Ergs, shall:
- (a) organise and run the annual New College Boat Club Indoor Regatta, to take place in

- Michaelmas Term in the Erg Suite in the Weston Buildings;
- (b) be responsible for equipment, staffing and safety during the Indoor Regatta, and for collecting and publishing race results.
 - (c) be responsible for the general maintenance of the ergometers owned by the Club.
20. After the final round of competition in the Indoor Regatta has taken place, the Indoor Regatta Secretary shall not be required to meet quorum, but shall retain their voting rights for the remainder of the year.
 21. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next elections by cooptation.
 22. Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly hand to the relevant successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in the outgoing Office Holder's possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
 23. The Committee shall have power to make regulations and Standing Orders in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
 24. A Committee member may be removed from office if they are considered to be abusing their office, failing to carry out their duties or bringing disrepute on the Club.
 - (a) Any committee member may call for a vote of no confidence at the next Committee meeting, and the Committee member shall be removed by a majority vote of the Committee.
 - (b) A vote of no confidence may also be called by any five ordinary members, who should submit the motion in writing to the President. The Secretary should call an emergency General meeting and the Committee member shall be removed by a two-thirds majority vote of approval at that General Meeting.

OPERATIONS

1. The Committee shall fulfill all debts and contractual obligations entered into by any previous Committee.
2. Non-members may only use Club equipment or property accompanying a member by the Committee's invitation, or in accordance with a training- or equipment-sharing programme organised by the Captains.
3. Damage to Club equipment or property must be reported immediately to the Captains or Boathouse and Safety Officer.
4. Outgoing Committee members are required to thoroughly brief the incoming member on the office, in person and with a handover document.
5. The Committee shall award Blades to an Eight which gains a bump every day of Torpids or Summer Eights without being bumped, or which is Head of the River at the close of racing on Saturday of a bumps campaign.
6. The Committee may award Discretionary Blades to an eight which gains a bump each day of racing without being bumped, consisting of at least three days of racing. Technical bumps, penalty bumps, or technical row-overs, as defined by OURCs, may be admitted or disregarded at the Committee's discretion. Discretionary Blades must always be subject to a vote by the committee.
7. Only first and second boat blades can be chalked in the garden quad, which has a capacity

for five chalkings

- (a) A chalking shall be up for minimum of five years from when it was originally chalked
- (b) The Secretary should maintain a record of when blades were chalked
- 8. A member shall have the right to purchase a First Boat blazer (cream) if:
 - (a) They are entered as part of the Men's or Women's first crew to Summer Eights;
 - (b) The Committee votes to award the right, when a crew member has made a significant and sustained contribution to the Men's or Women's first crew but has not fulfilled condition (a).
- (c) All members of the club are able to purchase a Club blazer (purple)
- 9. Unisuits:
 - (a) Purple (a.k.a first boat) unisuits shall only be worn in regattas by those who have been selected for first boats.
 - (b) Care should be taken for novice kit in regattas to be agreed upon across the sides and between boats, and this should be decided by the captains before racing in MT
- 10. Care should be taken for novice kit in regattas to be agreed upon across the sides and between boats, and this should be decided by the captains before racing in MT
- 11. Termly Subscription fees shall be proposed by the Treasurer at the first meeting of each term. This fee shall be disclosed to members before 3rd Week each term and shall be determined as follows:
 - (a) The Subscription fees shall cover, wholly where possible, the cost of maintenance of Club equipment, coaches' pay and entries into internal competitions, being Nephthys and Christ Church Regattas, Isis Winter League, Torpids and Summer Eights.
 - (b) The Subscription fees shall not cover external training or training camps, the cost of which shall be individual members' responsibility.
 - (c) Members shall pay half of the entry and trailering costs when entering external regattas, up to the cost of £15. The Club shall cover the remainder of these costs, though the Treasurer retains the right to alter this if the cost to the Club exceeds £270 per Eight.
 - (d) Termly subscriptions may be reviewed other than at the first meeting of each term under extenuating circumstances. If this occurs, the Treasurer shall disclose the reviewed subscription fee to all members at the earliest opportunity.
 - (e) A waiver of these fees may be granted to any active member who the Treasurer deems, through a confidential discussion, unable to pay the required amount. This waiver shall be granted on a case-by-case basis.
 - (f) Inactive members using the Club's equipment may pay a reduced subscription fee at the Committee's discretion. A reduced 'Sculling Subscription' may be offered to members wishing to use only small boats or to row only in vacation periods.

ELECTIONS

1. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for reelection. Non-executive Offices as well as Men's and Women's Captains may be held by multiple members, provided they stand for election and are elected jointly. The Senior Member shall be a member of the Committee *ex officio*.
2. Elections shall be held in Trinity full term annually. The newly-elected Committee will replace the outgoing Committee on Saturday of 5th Week in Trinity Term. The new Committee shall be considered to hold their offices once the Warden has left the Dining

- Hall after Eights' Dinner (or after Eight's Dinner has concluded if the warden is not in attendance).
3. Hustings for each contested Office and Executive Office shall be held, and voting shall commence immediately after the conclusion of hustings. The Secretary shall give no less than fourteen days' notice of the hustings.
 4. Candidates standing for election must submit their manifesto to the Secretary no less than one week before hustings.
 5. A manifesto must consist of:
 - (a) A proposer and seconder, both of whom are members.
 - (b) Details as to what the candidate will do in their role.
 6. If no candidate has submitted a manifesto for a role less than one week before hustings, manifestos for this role can be submitted until immediately before hustings.
 7. If a Committee position has not been filled after hustings, then the Committee reserves the right to appoint a member, on the receipt of a manifesto, by vote.
 8. Only ordinary members shall be eligible to vote in elections. Voting for every Office shall be held online in the 24 hours following Hustings and be overseen by the existing Secretary and President, and such existing committee members as they request for assistance. Voting shall be by single transferable vote. The President shall have the casting vote.
 9. All voting ballots must include the option to re-open nominations
 10. In the event that the Secretary is running for election, another member, as chosen by the Committee, shall also oversee the voting process.
 11. Voting for certain positions shall be restricted to certain groups of members.
 - (a) For election of the Men's Captain and Men's Captain of Lower Boats, only rowers who have been selected for a men's boat in that academic year may vote. For election of the Women's Captain and Women's Captain of Lower Boats, only rowers who have been selected for a women's boat in that academic year may vote.
 - (b) Members entered to cox in a race for either sex in that academic year may vote for both men's and women's positions.
 - (c) The restrictions of (a) shall not apply to current Committee members. Committee members nevertheless shall be encouraged not to vote for a position if they would ordinarily be unable to.
 12. If any member feels a position has been incorrectly elected, they may lodge an appeal with the outgoing Committee no later than one week after the close of voting. Such an appeal may be the result of any reasonable grievance, including, but not limited to, the ineligibility of a candidate, misapplication of the rules specified in this Constitution, or ineligibility of electors to vote for the position.
 - (a) In the case of such an appeal, an emergency Committee meeting shall be called by the outgoing Secretary to investigate the allegation.
 - (b) The member lodging the appeal shall have the right to represent their case at this meeting, or may remain anonymous. In this case, a member of the Executive Committee, who is not involved in the appeal, shall represent their case.
 - (c) If a specific member of the Club has been accused of wrongdoing, they shall also have the right to represent themselves at this meeting.
 - (d) The Committee shall vote by secret ballot whether to uphold the appeal. If the majority vote is to uphold the appeal, the outgoing President and Secretary shall arrange a re-election for the position in question.

INDEMNITY

1. So far as may be permitted by law, every member of the Committee and every officer of the Club (each a “**relevant officer**”) shall be entitled to be indemnified out of the Club’s assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer’s duties as a relevant officer. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer as a relevant officer and in which judgement is given in the relevant officer’s favour (or the proceedings are otherwise indisposed of without any finding or admission of any material breach of duty on the relevant officer’s part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.
2. No Club assets shall be used to pay fines awarded by OURCs, except at the Committee’s discretion. The Committee may also decide to pay only a portion of the fine, and regardless members shall, in the first instance, be liable to cover any fines they incur.
3. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 59.

DISSOLUTION

1. The Club may be dissolved at any time by the approving votes of twothirds of those present in person or by proxy at a General Meeting, after an Executive Committee officer proposes the resolution to dissolve the Club. This General Meeting shall be held within 30 days of the resolution being proposed.
2. Alumni and Associate members shall also have voting rights for the purposes of a General Meeting motion on the Club’s dissolution.
3. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to New College for use in support of rowing in New College, or secondarily other sporting activities.

AMENDMENTS

1. Amendments to the Constitution may be proposed by any Committee member, and should be sent to the President. The President shall inform the Secretary of the amendment, to be added to the agenda of the next Committee Meeting for discussion and review.
2. Amendments shall be adopted by a two-thirds majority vote at the next quorate Committee Meeting.

INTERPRETATION

1. Any question about the interpretation of this Constitution shall be settled by the President, in consultation with the Executive Committee.
2. This Constitution shall be binding on all members of the Club. No regulation, by-law or

policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.