

---

# University of Malta Rowing Club



**U M R O W I N G C L U B**

*Club Statute*

---

[Approved and Signed on 24<sup>th</sup> February 2021]

# Section 1: Identity

## 1.1. Name and Affiliation

- 1.1.1. The name of the organisation shall be “University of Malta Rowing Club”, hereafter referred to as the ‘Club’.
- 1.1.2. The official abbreviation of the Club name shall be “UMRC” and “UM Rowing”. “University of Malta Rowing” and “Malta University Rowing” may also be used to refer to the Club.
- 1.1.3. The Club is a University-wide Student Society.
- 1.1.4. The Club is a Sport Malta affiliated club, registration number SM/O 030.
- 1.1.5. The Club’s voluntary organisation number is VO/1358
- 1.1.6. The Club is registered with Aġenzija Żgħażaġħ, registration number AZ/320/2020.

## 1.2. Logo, Oars and Colours

- 1.2.1. The official logo of the Club and the official variants of the logo are those set in Appendix 2.
- 1.2.2. The official Oars of the Club are to be established by the Executive Committee.
- 1.2.3. The official logo, its official variants and the official Oars of the Club may not be changed for a minimum period of two years from their approval.
- 1.2.4. Whenever the logo clashes with the background, it must be edited accordingly, with the main colours being red, white and black.

---

1.2.5. The official colours of the Club will be black and/or white for national events and/or competitions and red, black and/or white for international events and/or competitions.

---

## 1.3. Office and Contact Details

1.3.1. The official address of the Club shall be:

University of Malta Rowing Club  
KSU Office  
Student House  
University of Malta  
Msida, MSD 2080,  
Malta

1.3.2. The primary Club email address shall be [umr@umrowingclub.org](mailto:umr@umrowingclub.org) or as determined by the Executive Committee.

1.3.3. The official means of communication from the Executive Committee to all the Club's members is to be done through a website, if it exists, and through Email.

1.3.4. The official means of communication between the Executive Committee members for administration and ancillary shall be through email and/or other established electronic means. Members of the Executive Committee have got the obligation to keep updated and participate in discussions on these mediums.

## 1.4. Foundation

1.4.1. The Club was founded on the 3rd of November of 2015.

---

## **Section 2: General Vision**

### **2.1. Objectives**

- 2.1.1. The Club's main objective is to promote rowing in the University of Malta and to encourage University of Malta students, alumni and staff to participate and compete in both local and international rowing competitions and/or events.
- 2.1.2. The Club shall act as a representative of University of Malta students in national and international rowing competitions
- 2.1.3. The Club shall seek to maintain links with the Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor) and other Maltese/international rowing teams, clubs, associations and federations.
- 2.1.4. The Club shall actively be involved in initiatives and activities which may improve the Club's, University's and/or Malta's knowledge base regarding rowing.
- 2.1.5. The Club's membership shall be open to the students and alumni of the various faculties and institutes of the University of Malta as well as academic and non-academic members of staff of the University of Malta.
- 2.1.6. The Club shall also provide a suitable environment for members to train and learn skills that will help them in both their personal and professional life. The Club shall also provide members a place for recreation through sports.

### **2.2. Declarations**

- 2.2.1. UM Rowing is a voluntary and non-profit club which is autonomous and exists to realise the aims listed in section 2.1. Any excess funds received or generated from the Club's activities shall be reinvested into the Club itself.

- 
- 2.2.2. The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social class, sexual orientation or political belief.
- 2.2.3. No part of the income of the organisation shall be available directly or indirectly to any promoter, member, administrator, donor or other private interest.
- 2.2.4. The financial year of the Club shall be from the 1st of January till the 31th of December. Whenever possible without straining the Club's financial position, the final accounts are to be reviewed or audited and made available to all members and stakeholders. Such audit will always have to be undertaken if so required by Maltese law.
- 2.2.5. The Club shall not have any political affiliation.
- 2.2.6. The effective Statute shall be made available to all members and potential members upon demand.
- 2.2.7. Without prejudice to sub-article 2.2.7, any assets, both tangible and intangible (which include but are not limited to boats, oars, ergometers, software, licenses and access rights), which were developed entirely by the Club or acquired/paid for in full by funds of the Club or given as a donation solely to the Club, shall be considered to be property of the Club and of the Club only. The Club is to have a detailed inventory of its assets, which inventory should also state the origin of such assets.
- 2.2.8. Any assets within the meaning of sub-article 2.2.6 which are developed or acquired together with the University of Malta or donated to the Club and the University of Malta, shall be jointly owned. The percentage of ownership held by the Club and the University of Malta respectively shall be in proportion to the share so developed or paid for by each of them or, in the case of donated assets, in proportion to the share donated to each of them. Provided that if any of the aforementioned assets constitute intellectual property (IP) within the meaning of the Intellectual Property Policy of the University of Malta as in force now or from time to time, such IP shall be owned by the UM if it was developed using UM resources, if it includes assessable student work, or if it involved research conducted by Academic Members of Staff of the University, in which case it shall fall within the scope of the said Policy as in force now or from time to time.



---

## Section 3: Structure and Membership

### 3.1. Structure

3.1.1. The Club shall have the following structure, in this order of supremacy:

- General Meeting made up of the registered members of the Club:
  - Annual General Meeting (AGM)
  - Extraordinary General Meeting (EGM)
- Executive Committee
- Subcommittee/s

### 3.2. General Meeting

3.2.1. The AGM and EGM shall be referred to as General Meetings throughout the Statute, unless stated otherwise.

3.2.2. The General Meeting is the highest authority in the Club. All members of the Club have one vote at the General Meeting.

3.2.3. The minutes taken at a General Meeting shall be prepared by the Secretary General and included in the Club's records and agenda for the next General Meeting. In cases where this is not possible, a suitable person is chosen amongst the Executive Committee.

3.2.4. Unless otherwise decided at the AGM/EGM itself, the Vice President of the Club shall normally chair the General Meeting. They hold the right to manage the General Meeting and expel any rude or disorderly persons from the meeting; all this being subject to a clear warning system and the entry of such expulsions and their underlying reasons in the minutes.

3.2.5. The AGM of the Club shall be held between the 1st of January and the 31st of March. Notice of the day and time of the AGM shall be given at least fifteen (15) days before the day.



---

3.2.6. An EGM of the Club may be held any time provided should the need for it arises. An EGM may be called by any one of the following:

- The President and the Secretary General together, or
- At least 3 other members of the Executive Committee, or
- 33% of the total of the General and Rower Members combined.

Notice of the day and time of such EGM shall be given normally at least five (5) days before the day and which notice must normally include the Agenda for the proposed EGM. The EGM must be convened by not later than 15 days from the request.

3.2.7. Matters that shall be discussed at the AGM include:

- i. Appointment of Chairperson;
- ii. Approval of Agenda of the AGM;
- iii. Reading and Approval of Minutes of previous AGM / EMGs and Matters arising;
- iv. Annual Report to include a review of the competitive year;
- v. Financial Report;
- vi. Amendments to the Statute if any;
- vii. Election of the new Executive Committee;
- viii. Presentation and election of disciplinary board;
- ix. Changes in team strategy going forward, if any;
- x. Any Other Matters.

3.2.8. Matters that shall be discussed at the EGM include:

- i. Appointment of Chairperson;
- ii. Approval of Agenda of the EGM;
- iii. Reading and Approval of Minutes of previous general meeting;
- iv. Reading of motions by the Chairperson;
- v. Discussion of motions;
- vi. Voting on the motions in the order of their presentation (here proxies may be used, as in any other vote taken);
- vii. Any Other Matters.

- 
- 3.2.9. Proceedings of the selection of the Executive Committee: Upon reaching the election phase of the Annual General Meeting, any members may be nominated to one of the designated roles. Another member who is eligible to vote must second these nominations. Should there be more than one nominated member for a particular role, a vote shall be taken, which would be a secret vote should this be requested. For this, an independent Electoral Commissioner is to be selected and approved by the AGM, who will then proceed to oversee the secret vote.
- 3.2.10. A General Meeting can only start if at least 50%+1 of the members of the Club are present for said General Meeting. In the event that this quorum is not reached within the first 30 minutes, the General Meeting will proceed provided that, at least, 15 members of the Club (over and above the number of Executive Committee members) are present.
- 3.2.11. Unless provided otherwise in this Statute, decisions at a General Meeting shall be taken and approved by 50% + 1 of the members present and voting. In the event of a tie in votes, the Chairperson of the General Meeting shall have a casting vote.

### **3.3. Executive Committee**

- 3.3.1. The Executive Committee shall be responsible for the running of the Club; implement the decisions taken in the General Meeting and direct the policy of the Club throughout the year. At least seventy-five percent (75%) of the Executive Committee shall be made up of University of Malta students.
- 3.3.2. The Executive Committee shall consist of the following roles who have voting rights:
- President
  - Vice President
  - Secretary General
  - Financial Officer
  - Public Relations Officer
  - Training Officer
  - Media Officer
  - Social Policy Officer

- 
- Events Officer
  - Up to 5 General Members

where the duties of the various officers is to follow those outlined in Appendix 1.

- 3.3.3. The quorum necessary for the transaction of the business of the Executive Committee shall be 50%+1 of the number of members on the Executive Committee as indicated in Article 3.3.2 of this Statute, provided that if no quorum is present within half an hour from the time appointed for the meeting, the meeting shall be adjourned to another day within one week. If at such adjourned meeting no quorum is present within half an hour from the time appointed for the meeting, the meeting shall proceed accordingly provided four (4) members are present. Unless provided otherwise in this Statute, decisions at an Executive Committee Meeting shall be taken and approved by 50% + 1 of the Executive Committee members present. In the event of a tie in votes, the President shall have a casting vote.
- 3.3.4. No member of the Executive Committee may form part of the executive committee of another student organisation unless the Executive Committee of the Club allows this.
- 3.3.5. The legal and judicial representation of the Club shall be vested in the President and Secretary General acting jointly. However, in financial issues, the signatories of Club shall be any two of the following acting jointly: the President, Secretary General and Financial Officer.
- 3.3.6. Other Roles:
- a. The Role of Academic Advisor(s):
    - i. The Rector of the University of Malta has the right to appoint his/her delegate for the role of Academic Advisor.
    - ii. The Club may also have one or more additional Academic Advisor(s) who will be academic staff members of the University of Malta. These will be appointed by the Executive Committee.
    - iii. The Executive Committee shall, at the time of the appointment of the Academic Advisor(s), also decide on the length of the Term of Office of the appointed Academic Advisor(s).

- 
- iv. If there is more than one Academic Advisor, one of them will occupy the role of Principal Academic Advisor. This person is normally the more senior academic. Alternatively, those who occupy such roles may choose to agree between themselves who of them is to take the role of Principal Academic Advisor.
  - v. The Academic Advisor(s) is(are) to be invited to attend meetings of the Executive Committee but will not have voting rights apart from a single casting vote (between them), should the need arise.
  - vi. The Principal Academic Advisor is normally expected to accompany the team to national and international competitions and/or events.
  - vii. The Academic Advisor(s) is(are) expected to take an advisory role to the Club and be able to advise the Club on training methods, external relations and management of the Club.
  - viii. The Academic Advisor(s) should be included in all of the fundamental decisions of the Club and his/her/their opinion is to be highly valued as part of the Executive Committee.

b. The Role of Alumni Representative:

- i. The Executive Committee shall have the right to appoint a member for the role of Alumni Representative.
- ii. The Alumni Representative is to be invited to attend meetings of the Executive Committee but will not have voting rights apart from a single casting vote, should the need arise.
- iii. The Alumni Representative is expected to take an advisory role to the Club and should seek to advise the Club on training methods, external relations and management of the Club.
- iv. The Alumni Representative is also expected, with help of other alumni, to help the Club in its initiatives to improve the standing and facilities of the Club.

3.3.7. The Executive Committee is to be elected by the members of the Club during the AGM as per sub-article 3.2.9.

3.3.8. The business of the Club shall be managed by the Executive Committee which may pay all such expenses, preliminary and incidental to the promotion, formation, establishment and registration of the Club as they deem fit.

- 
- 3.3.9. Each Executive Committee member is obliged to keep an online copy of all important documents & resources in the Executive's online repository.
  - 3.3.10. The meetings of the Executive Committee shall normally be held at least once a month during the calendar year, except in cases where there is majority agreement by the Executive that no meeting is required or during the University Exams Period.
  - 3.3.11. Members of the Executive Committee must provide valid justification if they miss an Executive Committee meeting.
  - 3.3.12. If Executive Committee Members miss three Executive Committee meetings, the remaining Executive Committee members must reassess the commitment of the member in question and decide whether to refer the matter to the Disciplinary Board appointed in terms of sub-article 4.1.3.
  - 3.3.13. The term of all Executive Committee members shall end at the next session of the Annual General Meeting.
  - 3.3.14. A member of the Executive Committee shall cease to hold office at the end of his/her term; by a written resignation addressed to the President; or by removal from office by a decision of the Disciplinary Board appointed in terms of sub-article 4.1.3.
  - 3.3.15. Upon the cessation of an Executive Committee member's term of office by means of resignation or removal, the remaining Executive Committee members must appoint one of the General Members to fulfil the vacant post by means of a 75% majority of the Executive Committee members present. If this is not possible, the Executive Committee shall begin the procedure for an EGM within 7 days for election to replace the departed member, unless an AGM will be taking place within 30 days of that Executive Committee member's departure.

## **3.4. Subcommittee Members**

- 3.4.1. The Executive Committee has the right to set up subcommittees whenever the need arises and is to appoint the members of such subcommittees.
- 3.4.2. Every subcommittee member is responsible for carrying out the role defined for that subcommittee.

- 
- 3.4.3. Subcommittee members shall cease to hold their positions at the end of their term; by a written resignation addressed to the President; and/or by removal from their positions by a decision of the Executive Committee.
- 3.4.4. At the beginning of a new term, the Executive Committee may decide to keep the subcommittee members and/or nominate new ones accordingly.
- 3.4.5. Each subcommittee shall be governed by a “Subcommittee Policy” which shall be subordinate to this Statute. Should any conflicts arise between a Subcommittee Policy and the Statute, the Statute shall prevail.
- 3.4.6. The Subcommittee Policy shall include at minimum:
- Purpose of the Subcommittee;
  - Role of the Subcommittee; &
  - Roles of members, duration a member can hold that role and the description of the role.
- 3.4.7. The Subcommittee Policy may be changed during a meeting in which the following must be in attendance:
- At least sixty percent (60%) of the subcommittee in question;
  - The Executive Committee member that the subcommittee would be assisting, if any; &
  - Sixty percent (60%) of the Executive Committee except for the Executive Committee member that the subcommittee would be assisting.

## **3.5. Members**

- 3.5.1. Membership of the Club shall be open to *bona-fide* graduates (alumni), students and staff of the University of Malta. However, at least seventy-five per cent (75%) of all registered members shall be University of Malta students.
- 3.5.2. Prospective Members are to fill in a membership form available on the website of the Club.

- 
- 3.5.3. All Members of the Club can leave the club by a written resignation addressed to the Secretary General. Provided that Rowers registered with the Club also need to submit a release form as mandated by the Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor).
- 3.5.4. There shall not be a membership fee for any members of the Club but Alumni members are expected to contribute to the development of the Club either financially or in kind.
- 3.5.5. Members are to be classified in the following order of participation in the Club:
- **Officials**, i.e. the members of the Executive Committee. Officials must also fall under the “Rowers” member classification.
  - **Subcommittee Members**, i.e. those members who are appointed to form part of the established subcommittees as per sub-article 3.4. Subcommittee Members must also be General Members or “Rowers”.
  - **Members**
    - **Rowers**, i.e. those members who are actively training and/or competing and registered as affiliated rowers;
    - **General Members**, i.e. those members who do not fall into any of the other categories of membership but nevertheless are involved by getting the latest updates on the Club and its events.
  - **Alumni Members**, i.e. those members who in the past were students of the University of Malta and were rowers with the present University of Malta Rowing Club or other rowing clubs/teams which the University of Malta may have had in the past. These do not have any voting rights unless they also fall into one of the membership categories that do have a voting right.
  - **Honorary Members** i.e. those people who are appointed for this role by the Executive Committee. These do not have any voting right unless they also fall into one of the membership categories that do have a voting right.
- 3.5.6. Any prospective member in the category of a ‘rower’ who prior to enrolling with the University of Malta Rowing Club is already registered as a rower with another rowing/regatta club affiliated with Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor) must obtain a written permission from the his/her rowing/regatta club before they can train with UM Rowing. Such a person will be considered as a ‘guest rower’ as his/her principal registration will remain with his/her

---

original rowing/regatta Club. This permission must be renewed for each competition the 'guest rower' will be participating in.

- 3.5.7. Similarly, any member in the category of a 'rower' who is affiliated with the University of Malta Rowing Club may not register as a rower with any other national rowing/regatta club unless they obtain a written permission from University of Malta Rowing Club to de-register from UM Rowing. However, all members in the category of a 'rower' who are affiliated with the University of Malta Rowing Club are encouraged to train and/or compete with another national rowing/regatta clubs affiliated with the Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor) provided that the rower obtains a written permission from University of Malta Rowing Club. Such permission needs to be signed by the President and Secretary General of UM Rowing and will mean that the rower is considered to be 'on loan' to the other Club. This permission to be 'on loan' will be given for a default maximum period of three months and must be renewed for each competition.
- 3.5.8. When a rower registered with UM Rowing is 'on loan' to another national rowing/regatta club, they are still considered as affiliated 'rowers' with UM Rowing and hence they retain their right and obligation to train and compete under the name of UM Rowing.
- 3.5.9. In the case of 'rowers' who are students of the University of Malta, registration as a 'rower' with University of Malta Rowing Club, unless otherwise agreed *a priori*, shall cease on the 31st December of the calendar year when the student graduates or ceases to be a student. In all other cases, the period of registration will be those stipulated by the Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor).
- 3.5.10. In selecting 'crews' to compete in national and/or international competitions, preference shall normally be given to rowers who may compete under 'Malta' according to FISA rules and who are *bona fide* full-time students or staff of the University of Malta, in this order. The same applies, *mutatis mutandis*, in the selection process of participants for training camps.
- 3.5.11. University of Malta Rowing enforces a stringent Anti-Doping Policy that adheres to guidelines recommended by the World Anti-Doping Agency (WADA), FISA and the National Anti-Doping Organisation (NADO). This is because we believe that our rowers have the right to compete with the peace of mind that they know that they, and their competitors, are clean. The use of performance-enhancing drugs and doping activity severely damages the legacy of sport and



---

undermines the integrity of true athletes. It is the responsibility of the rowers to adhere to these policies.

## **3.6. Dissolution**

- 3.6.1. Without prejudice to any applicable laws in force now or from time to time, if, at any time, the Club shall pass in General Meeting by a majority comprising seventy five per cent (75%) of all the members present and entitled to vote a resolution of its intention to dissolve and wind up, the Executive Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the General Meeting; and thereupon the Club shall for all purposes be dissolved and wound up.
- 3.6.2. Without prejudice to any applicable laws in force now or from time to time, in the event that it is not possible to dissolve and wind up the Club by means of the procedure outlined in sub-article 3.6.1, it shall be up to the Executive Committee or, in the case there is no Executive Committee, the remaining member/s of the Club to dissolve and wind up the Club. However, this is only allowed if the reason for the dissolution and winding up is that the purpose of the Club has become impossible to achieve or the Club can no longer function properly. In this regard, the Executive Committee or the remaining member/s, as the case may be, shall also take immediate steps to settle any debts, and dispose of the monies and property remaining.
- 3.6.3. Without prejudice to any applicable laws in force now or from time to time, in the event of dissolution of the Club, the University of Malta shall have a right of first refusal to receive by donation the Club's share of those assets held in common with the University of Malta at the time of the Club's dissolution. In the event that the University of Malta accepts the transfer of the Club's share of such assets to it, such transfer shall occur free of any liabilities.

---

# Section 4: Disciplinary Rules & Procedures

## 4.1. Disciplinary rules

- 4.1.1. All members of the Club shall abide by the anti-doping rules imposed by the World Anti-Doping Association as well as those imposed by the National Anti-Doping Association (NADA). All members should also accept to be tested, if necessary, as explained in accordance with L.N. 17 of 2015 (Sports Act, Cap. 455).
- 4.1.2. Any member that fails a doping test will be unable to row with UM Rowing for the period stipulated by the NADA.
- 4.1.3. Without prejudice to any other provision of this Statute, any member of the Club who does not abide by the previous two sub-articles and/or:
- a) whose actions, voluntary or involuntary, hinder the functioning of the Club or hinder it from progressing toward its goal;
  - b) whose actions are deemed disrespectful or prejudicial towards other Club members; and/or
  - c) whose actions are deemed corrupt, be it bribery or otherwise.

Shall be brought before an independent and impartial Disciplinary Board set up and composed as determined by the AGM or EGM, which Disciplinary Board shall, after hearing the member concerned, decide on the appropriate measures to be taken in response to the offending conduct which may include expulsion of the member concerned from the Club or in divesting that member from his/her official duties, if any, within the Club.

## 4.2. Reconsideration

- 4.2.1. A member who has been subject to disciplinary proceedings in terms of sub-article 4.1.3 can ask the Disciplinary Board to reconsider its decision by writing a letter not later than 10 working days from

---

the date of notification of the decision, explaining why the decision should be reconsidered. The Disciplinary Board will then decide whether to stand by or reconsider the decision taken.

---

## **Section 5: External Matters**

5.1: Following a General Meeting, the Executive Committee shall, within reasonable time, send all relevant documentation required to the Registrar of the University of Malta, KSU, SportMalta, the Commissioner of Voluntary Organisations, Maltese National Rowing Association (Għaqda Regatta Nazzjonali u Qdif Ieħor) and other authorities who are empowered to require such information.

---

# Section 6: Conclusions

## 6.1. Amendments

- 6.1.1. Amendments to this Statute after finalisation can be effected only by seventy-five per cent (75%) of the members present and entitled to vote at a General Meeting. Provided that the Executive Committee may, by means of seventy-five per cent (75%) of the Executive Committee members present at an Executive Committee meeting, effect changes to the Statute if such changes are required in order to obtain or maintain Senate recognition. Provided further that the Executive Committee shall be bound to inform the members of the Club at the next General Meeting of the changes effected by them for the purposes of effecting or maintaining Senate Recognition.
- 6.1.2. In the event of inconsistent provisions in this Statute or the latter is silent on a particular matter or matters and a decision on the way forward is required, the Executive Committee can, by means of seventy-five per cent (75%) of the Executive Committee members present at an Executive Committee meeting, decide on the appropriate course of action to take in the circumstances. Provided that the Executive Committee shall be bound to inform the members of the Club at the next General Meeting of such decision and, if need be, propose that the General Meeting effect the necessary changes to the Statute in order to correct the inconsistency or cater for the particular matter or matters in the Statute in line with all applicable laws in force at the time.

This statute was approved today, the \_\_\_\_\_ 2021 at the University of Malta, Msida.

---

**Rebekah Caruana**

ID: 484000L

President

**Raffaella Baldacchino**

ID: 0076101L

Secretary General

---

# Appendix 1: Roles of Executive Committee Members

President	<ul style="list-style-type: none"> <li>• Shall be responsible for the coordination of the work of the Executive Committee;</li> <li>• Chairs Executive Committee meetings;</li> <li>• When a vote is split evenly, the President shall have the final say in Executive Committee meetings.</li> <li>• Must keep track of any financial transactions made by the Club;</li> <li>• Shall oversee important decisions taken by the Club;</li> <li>• Looks for prospective sponsors and forwards them to the Financial Officer; and</li> <li>• Encourages new members to join the Club in all levels.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• The Vice President needs to be familiar with the responsibilities of the President and they need to be prepared to take up the role of the President when the latter cannot fulfill his/her role.</li> </ul>
Secretary General	<ul style="list-style-type: none"> <li>• Shall be responsible for the handling of agendas and keeps minutes of all meetings of the Club, and correspondence with third parties;</li> <li>• Shall maintain any documentation of the Club in an organised manner;</li> <li>• Shall maintain the member register containing all the records of active members and archive records of past members; and</li> <li>• Together with the President, the Secretary General shall be vested with the legal and judicial representation of the Club</li> </ul>
Financial Officer	<ul style="list-style-type: none"> <li>• Be one of the signatories for financial transactions;</li> <li>• Shall be responsible for the Club's business;</li> </ul>

	<ul style="list-style-type: none"> <li>• Shall be responsible for managing the Club's finances, administering all bank account(s) and side-funds, and handling all other financially-related matters;</li> <li>• Together with the President or Secretary General, shall be vested with the legal responsibility of managing the Club's bank account(s) and all other funds;</li> <li>• Shall monitor expenditure, including providing necessary budgeting advice prior to activities organised by the Club;</li> <li>• Must manage and prepare the Club's necessary financial documents required by law and present the Club's financial situation to the attending members at the General Meetings as well as to the Executive Committee at least every quarter;</li> <li>• Negotiates with prospective sponsors;</li> <li>• Is responsible of creating the Financial report at the end of each financial year; and</li> <li>• All financial statements prepared by the Financial Officer should show the fair and true value of the Club.</li> </ul>
<p style="text-align: center;">Public Relations Officer</p>	<ul style="list-style-type: none"> <li>• Manages the Club's Facebook Page and other social media accounts;</li> <li>• Keeps the Club's website up to date if it exists;</li> <li>• Encourages new members to join the Club in all levels; and</li> <li>• Encourages people to participate and attend events organized by the Club.</li> </ul>
<p style="text-align: center;">Media Officer</p>	<ul style="list-style-type: none"> <li>• Maintains the Club's brand and image; and</li> <li>• Creates and manages any media that will be used by the Club. This includes, but is not limited to, Club logo, Club's colour schemes and typography scheme (which would be used on the Club's website if it exists and other media), event logos and images, promotional videos and promotional graphics.</li> </ul>



---

<p>Events Officer</p>	<ul style="list-style-type: none"> <li>• Plans and executes events along with volunteering members who would like to help out (as well as other Executive Committee members who will help). Should this also be a training activity the Training Officer and the Events Officer are expected to collaborate and work together on this;</li> <li>• Handles logistics for each event;</li> <li>• Prepares an event report at the end of each event; and</li> <li>• Prepares a detailed summary of each event as per Room Allocation Report (RAR) guidelines.</li> </ul>
<p>Training Officer</p>	<ul style="list-style-type: none"> <li>• If requested by the University of Malta Degree+ Office, the Training Officer shall plan the curriculum for any training-related degree+ activity for degree+ registered students;</li> <li>• Plans training timetables and guides for Rower Members; and</li> <li>• Handles the logistics of any training related activity. Should this also be an event the Training Officer and the Events Officer are expected to collaborate and work together on this.</li> </ul>
<p>Social Policy Officer</p>	<ul style="list-style-type: none"> <li>• Shall represent the Club in social policy foras within and outside the University, such fora are to be within the Club remits and support the Club's objectives and aims as set out in section 2.1 and 2.2.</li> </ul>
<p>General Member/s</p>	<ul style="list-style-type: none"> <li>• Assist the other Executive Committee members in fulfilling their roles; and</li> <li>• If a role in the Executive Committee is unoccupied or becomes vacant, a general member may assume the position by a decision of the Executive Committee meeting.</li> </ul>

---

## **Appendix 2: The Official Logo and its Official Variants**

The official logo of the Club is that shown in Figure 1, which is displayed on a white background. In the event that the logo is displayed on a dark background conflicting with the logo then the version in Figure 2 is to be used.

The logo in Figure 3 is not the official logo to be used on letterheads, however may be used as the Public Relations Officer and Media Officer see suitable. In the case that the logo in Figure 3 is to be used on a dark background then that in Figure 4 is to be used instead.

The badge in Figure 5 is the logo format to be used on the official Club kit and merchandise. It is also to be used as the Profile Picture on Social Media platforms. The corresponding logo in Figure 6 is to be used when the logo is used on a dark background.

The Brand Mark in Figure 7 may be used on promotional material where a smaller image is more suitable, such as on pencils, pens, visors etc. The corresponding logo in Figure 6 is to be used when the logo is used on a dark background.



*Figure 1 - Club Logo*



*Figure 2 - Club Logo Inverted*



**UM ROWING CLUB**

MALTA'S FIRST COASTAL ROWING CLUB

*Figure 3 - Club Logo - Letterheads*



Figure 4 - Club Logo - Letterheads Inverted



Figure 5 - Club Badge



Figure 6 - Club Badge Inverted



Figure 7 - Brand Mark



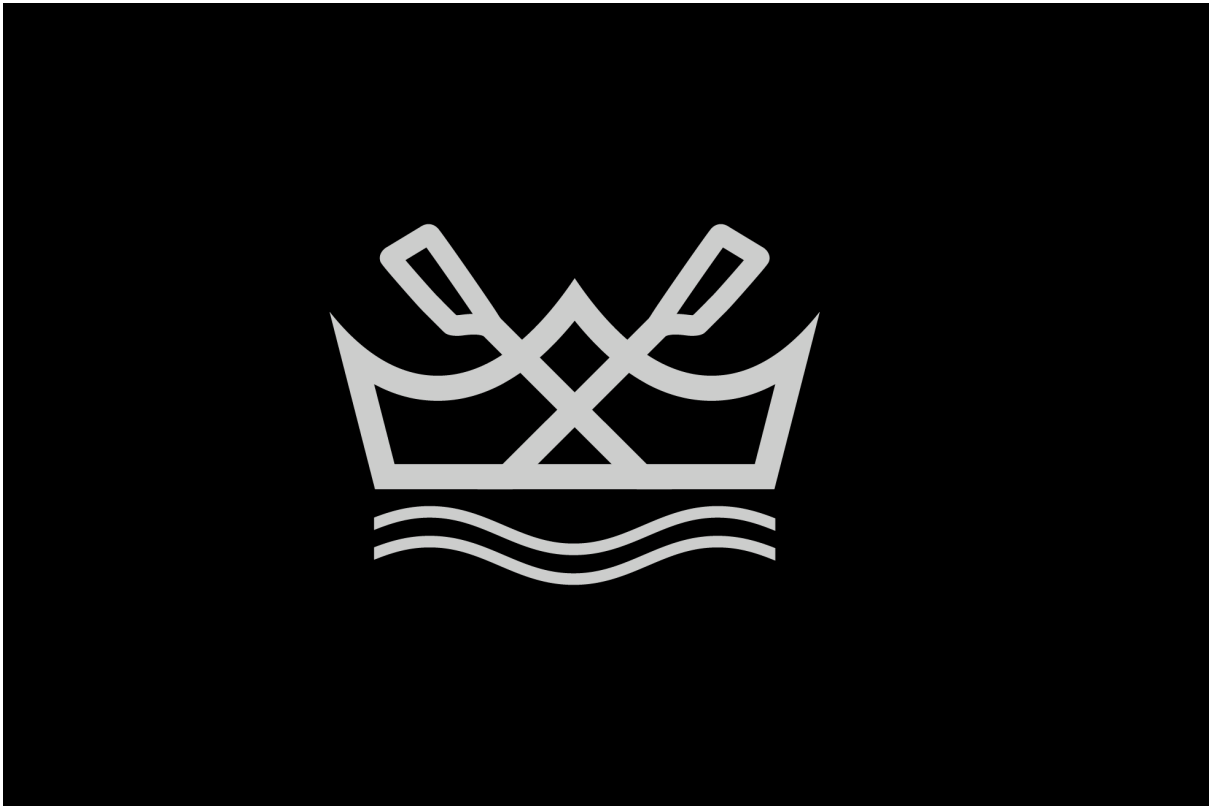


Figure 8 - Brand Mark Inverted