

The Cambridge University Orienteering Club Constitution

1. NAME

The name of the Club shall be "Cambridge University Orienteering Club", hereafter referred to as "CUOC", or simply "the Club".

2. AIMS AND OBJECTS

The aims and objects of the Club will be:

- (1) The advancement of amateur sport for the public benefit by encouraging and developing Orienteering within the University of Cambridge ("University"); and
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in Orienteering with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for Orienteering in order to enable members to develop their capabilities and fulfil their potential.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

3. MEMBERSHIP

- (1) Membership of the Club shall be open to all Student Members of the University and (subject to clause 3(2)) other individuals by arrangement with the Executive Committee.
- (2) There shall be one class of membership.
- (3) The Executive Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Executive Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.
- (4) There shall be fees for membership, which are reviewed and determined at the Annual General Meeting each year. The Club Membership fee shall be the same for all members. In addition, members may choose to become members of British Orienteering, for which there will be an additional fee, set by British Orienteering, which may be different for different age groups.
- (5) All members will be subject to the regulations of the constitution and the Club Code of Conduct and by joining the Club will be deemed to accept these regulations, as well as any other rules/codes of practice that the Club has adopted. The Code of Conduct shall be reviewed every year, and shall be available on the club website.

- (6) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10.

4. EQUALITY OF OPPORTUNITY

- (1) The Club is committed in its pursuit of sporting participation and achievement to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- (2) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. THE EXECUTIVE COMMITTEE

- (1) The day-to-day management of the Club's affairs shall be conducted by the Executive Committee, which shall consist of the Officers of the Club, to be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.
- (2) The Officers of the Club shall be:
 - i. Club Captain
 - ii. Men's or Women's Captain*
 - iii. Senior Treasurer
 - iv. Junior Treasurer
 - v. Secretary
 - vi. Social Secretary
 - vii. Mapping Officer
 - viii. Webmaster
 - ix. Publicity Officer and Journal Editor
 - x. Quartermaster
 - xi. Training Officer
 - xii. Safety and Welfare Officer
 - xiii. Icenian Organiser
 - xiv. Icenian Planner

*The Men's or Women's Captain shall be of opposite gender to the Club Captain.

- (3) The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- (4) All Officers (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any Officer should fall vacant after election, the Executive Committee shall have the power to fill the

vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.

- (5) A majority of the Officers of the Club shall be full-time undergraduate or postgraduate students of the University.
- (6) Meetings of the Executive Committee shall be chaired by the Club Captain, or, in their absence, the Men's or Women's Captain. If neither of the Captains is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.
- (7) The Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
- (8) Only Officers of the Club will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- (9) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.
- (10) The responsibilities of the Officers shall be:
 - i. Club Captain – to co-ordinate the affairs of the club and the activities of the Committee; to ensure the Club's interests are represented at appropriate external bodies; to select teams to represent the Club; to ensure that the Varsity Match and Cuppers competitions take place during the year.
 - ii. Men's or Women's Captain – to assist the Club Captain in their management and selection duties.
 - iii. Senior Treasurer – to audit the accounts of the Club, and provide advice if required.
 - iv. Junior Treasurer – to manage the finances of the Club and submit the application for the recurrent grant.
 - v. Secretary – to record the proceedings of Club and Committee meetings; to handle correspondence on behalf of the Club.
 - vi. Social Secretary – to arrange a regular programme of social events; to provide refreshments at Club events when required.
 - vii. Mapping Officer - to co-ordinate the production and use of the Club's maps.
 - viii. Webmaster – to maintain the Club website and mailing list.
 - ix. Publicity Officer and Journal Editor – to produce a journal to be presented at the annual dinner to record the activities of the Club, and to oversee recruitment and retention of members in liaison with the Captain and to ensure the Club is well presented in all communications.

- x. Quartermaster – to keep track of the equipment owned by the Club and ensure that the stores are kept in good order; to order and keep track of Club clothing.
- xi. Training Officer – to co-ordinate a programme of training activities to improve the performance of members of the Club.
- xii. Safety Officer – to ensure compliance with Health & Safety regulations.
- xiii. Icenian Organiser – to organise the annual Icenian event.
- xiv. Icenian Planner – to plan the annual Icenian event.

6. GENERAL MEETINGS

- (1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during the first half of Easter Term. All Members shall be entitled to attend and vote at any AGM. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
- (2) The AGM shall be called to:
 - Approve Minutes of the previous AGM;
 - Approve Club Accounts for the preceding year;
 - Receive and review reports from Committee members;
 - Review and agree membership fees;
 - Elect the Executive Committee for the year ahead;
 - Consider any proposed changes to the Club Constitution;
 - Conduct such other business as is necessary.
- (3) Candidates for election to office shall be proposed and seconded by two other members. Any member of the Club may stand for any position, except for those of Men's or Women's Captain, who must be of the appropriate gender, and Senior Treasurer, who must be a member of Regent House or other person approved by the Sports Club Registration Sub-Committee.

Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 13, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee. If there is only one candidate for a position, they shall be elected unless an objection is raised.

The Icenian Organiser and Icenian Planner shall be appointed by the Committee at the appropriate point in the year; this should be at least six months before the Icenian is to be held.

- (4) The Club Captain, or, in their absence, the Men's or Women's Captain shall take the Chair at any AGM. In the absence of the Club Captain and Men's or Women's Captain the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 10 members, or 2/3 of the membership, whichever is fewer. A written record of every AGM shall be kept.

- (5) Only current, fully paid-up members are eligible to vote at an AGM.
- (6) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

7. FINANCIAL & LIABILITY MATTERS

- (1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- (3) The Junior and Senior Treasurers shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by the Senior Treasurer, or by some other person approved under University Ordinances. The Treasurers shall submit audited accounts to the Annual General Meeting for the previous year ending 31st March.
- (4) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- (5) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- (6) When entering into contractual arrangements pursuant to clause 7(5), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (7) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- (8) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- (9) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they

shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.

- (10) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

8. CHANGES TO THE CONSTITUTION

Subject to clause 13 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present. Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

9. COMPLAINTS PROCESSES

- (1) Any complaints must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
- (2) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- (3) The Executive Committee will meet to hear any member complaints within 28 days of a complaint being lodged.

10. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 10, the Executive Committee shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or gravely harm the interests of its members.
- (2) The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may take action as a result of member behaviour within any Club-organised activities.
- (3) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- (4) The expulsion of a member can only be effected following a majority vote of all Executive Committee members, excluding the Senior Treasurer, and in circumstances where:

- (a) the member has been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and
 - (b) the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the meeting.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to clause 10(2) wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal in consultation with the Club's Senior Treasurer.
- (7) University members subject to disciplinary action have the right to lodge a further formal complaint with the University.

11. SAFEGUARDING

All members shall follow the rules set out by British Orienteering regarding safeguarding, referenced in the Code of Conduct.

12. DISSOLUTION:

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 13.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service until such time as another Club with similar aims exists.

13. RESERVED MATTERS:

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

13. PROVISION OF INFORMATION

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

14. DECLARATION:

CUOC hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name		Position	Club Captain
Sign		Date	
Name		Position	Senior Treasurer
Sign		Date	