

The Cambridge University Athletic Club Constitution

1. NAME

The name of the Club shall be Cambridge University Athletic Club, hereafter referred to as CUAC 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 athletics within the University of Cambridge (“University”); and
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in athletics with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for athletics 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) Membership shall consist of the following categories:
 - (a) Full Membership is limited to matriculated members of the University
 - (b) Associate Membership, which shall be open to alumni, non-matriculated members of the University or of University associated establishments, at the discretion of the President (e.g. those at Addenbrooke’s Hospital, Moller Centre, BAS etc).
 - (c) Life Membership, which is available to anyone who has held the office of President or Honorary Secretary of the Club after having completed his/her residence at the University, although will be unable to vote at Annual General Meetings
- (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) On payment to the Junior Treasurer of a seasonal or terminal fee of such amount as shall have been fixed by the Committee, any member of the University may become a member of the C.U.A.C. and entitled to the use of the C.U.A.C. facilities at Wilberforce Road for the duration of the fee paid.
- (5) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that

the Club has adopted.

- (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, achievement, excellence] 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 of any kind 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 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 Executive Committee shall consist of:

| Position | Role(s) |
|-------------------------|--|
| Senior Treasurer | In charge of club accounts and large payments |
| Trustee | Assisting with decisions and club accounts |
| President | Leader of the club & oversees all decisions |
| Honorary Secretary | Second in command, in charge of NGB affiliations and bookings |
| Junior Treasurer | Assists senior treasurer with club accounts/ membership payments |
| Men's Captain | In charge of selecting teams for matches |
| Women's Captain | In charge of selecting teams for matches |
| Alverstones' Captain(s) | Second team captain/ organises socials |
| Alligators' Captain(s) | Second team captain/ organises socials |

- (3) The Executive Committee shall also have a Senior Treasurer and two or more trustees. The Senior Treasurer must be a Senior Member of the University of not less than three years' standing, 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 Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee 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 members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
- (6) Meetings of the Executive Committee shall be chaired by the President, or, in their absence, the Honorary Secretary. If the President and Honorary Secretary are not present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be 5 members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
- (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 Executive Committee members 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 fulfill its business.

6. GENERAL MEETINGS AND ELECTIONS

- (1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Easter Term. All Members shall be entitled to attend and vote at any AGM. At least seven 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 and presented to the Honorary Secretary by the deadline specified. 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 11, voting shall be by a simple majority. The method shall be by single transferrable vote or by any other method agreed by the outgoing Executive Committee. Voting by e-mail shall be permitted if an individual is unable to attend the AGM in person. Ballot papers may be requested from the Hon. Secretary following the

announcement of candidates and must be returned to the Hon. Secretary by e-mail a minimum of two hours before the scheduled start of the meeting. The Hon. Secretary will ensure the confidentiality of e-mail votes and will only divulge them to the Chair of the AGM, retiring President, Senior Treasurer or Trustees as necessary for the conduct of elections.

- (4) The President, or, in their absence, the Honorary Secretary shall take the Chair at any AGM. In the absence of the President and Honorary Secretary the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 30 members, or 33% 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) A Special General Meeting (SGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called at the written request of at least ten members or trustees, or at the request of the president. 48 hours' written notice shall be given to members before an SGM is held. All procedures shall follow those outlined for AGMs.
- (7) The order of the elections shall be Senior Treasurer, Trustees, President, Men's Captain, Women's Captain, Honorary Secretary, Junior Treasurer, Alverstones' Captain, Alligators' Captain. It will be assumed that a nomination for President is also a nomination for solely Men's/Women's Captain in the event that a candidate is unsuccessful in the election for President. Such candidates may verbally opt out of this election following the Presidential election. Elections shall not proceed to the next position until the prior election has occurred or it has been determined that the post cannot be filled without re-opening nominations.
- (8) Those standing for the offices of President, Men's/Women's Captain and any other contested position, will be permitted to make a short speech. Speeches shall be made in alphabetical order according to surname. Speeches shall be made consecutively, and may be followed by questions from the floor. Candidates are also permitted to ask questions. All questions are at the discretion of the Chair.
- (9) If a nomination for a post has not been received, or the position is unfilled following the election, (nominations will be accepted from the floor if proposed and seconded. At no other time will oral nominations be accepted.) an election will be held at a Special General Meeting at the earliest reasonable date.
- (10) Any elected member of the committee may be removed from a position by way of a two-thirds majority vote of members present at a General Meeting.

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, lodged by the Senior Treasurer.
- (2) The Club funds shall comprise General Funds and Investment Funds which shall be invested in the joint names of the Senior Treasurer and the Trustees. They shall either retain the investments as at present invested or at their discretion sell the same and invest proceeds in investments authorised by law for the investment of trust moneys with power from time to time to vary or transpose such investments for or into other investments of a like nature and they shall stand possessed thereof and of the dividends and income thereof upon the trusts stated in the next succeeding rule.
- (3) The General funds of the Club mentioned above (2) and the dividends and income thereof and also all monies from time to time in the hands of the Senior Treasurer or any part of such funds or income may be paid and otherwise applied with the consent and under the direction of the Committee.

- (i) Paying the expenses of the Club including expenses in connection with the Wilberforce Road Sports' Centre.
 - (ii) Making such other payments as the Committee shall consider to further the objects of the Club as defined in Clause 2.
- (4) The Investment Funds (but not any interest or dividend thereon, which shall become General Funds) shall be disposed to further the objects of the Club as defined in Clause 2 at the discretion of the trustees.
- (5) 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.
- (6) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Senior Treasurer), either by signature, or access to online banking facilities.
- (11) The assets of the Club shall be held on trust by the Senior Treasurer and the trustees.
- (12) 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.

- (13) 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. CLUB COLOURS

- (1) The Club Colours shall be:

- i) A light blue singlet with black trim.
- ii) A pair of black running shorts.

- (2) The Blues teams' kit for the 'Varsity Match shall be:

- i) A white running singlet with a wreath interwoven on the front and the letters C.U.A.C. in old English underneath; all in Cambridge blue.
- ii) A pair of white running shorts.

- (3) All Blues of the Club shall be entitled to wear:

- i) A Cambridge Blue Flannel Blazer with a wreath and the letters C.U.A.C. in Old English under the wreath, all embroidered in white on the pocket.
- ii) A white wool Sweater with Cambridge Blue wool trimming at the neck and waist. A small wreath on the front with the letters C.U.A.C. underneath in Cambridge Blue wool cross stitch.
- iii) A Cambridge Blue Flannel Scarf.

- (4) All Half-Blues of the Club shall be entitled to wear all of the above, in half-blue colours, i.e. Cambridge Blue modified by white stripes.

9. ELIGIBILITY IN UNIVERSITY AND INTER-UNIVERSITY COMPETITIONS

- (1) Full members will be eligible for the 'Varsity Match' in accordance with Blues committee rules and the Achilles Club Standing Orders. Full members will also be eligible to compete in all other matches.
- (2) Associate members will be eligible to compete in all fixtures save where their status renders them ineligible according to competition rules.

10. INTER-COLLEGIATE COMPETITION

- (1) The Club shall be responsible for organising Inter-collegiate Athletics events. These must include inter-college Cuppers, and may also include CUAC Sports, Inter-college Relays and Inter-college Field Events matches.
- (2) The Club shall ensure that there is an athletics representative in each college.
- (3) Each College shall provide judges as required by notification.

11. CHANGES TO THE CONSTITUTION

Subject to clause 15 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least seven days prior to a General Meeting. Trustees and life members shall be entitled to vote on resolutions involving a new rule of amendment or revocation of an existing rule.

12. COMPLAINTS PROCESSES

- (1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 12.
- (2) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
- (3) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
 - (a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
 - (b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
 - (c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
- (4) 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.
- (5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

13. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 13, the Executive Committee, in consultation with the Senior Treasurer, 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 materially harm or present a risk of material harm to the interests of its members.
- (2) The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
- (3) In line with clause 12, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. 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 member against whom a complaint has been made will be given an opportunity to

make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members.

(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 this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

14. DISSOLUTION:

(1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 15.

(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 with exception of rebranding and mergers.

15. 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.

16. DECLARATION:

Cambridge University Athletic Club 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 | President |
| Sign | | Date | |

| | | | |
|------|--|----------|------------------|
| Name | | Position | Senior Treasurer |
|------|--|----------|------------------|

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|------|--|------|--|
| Sign | | Date | |
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