

# **Oxford University Gliding Club Constitution**

## **Name & Objects**

1. The club is called the Oxford University Gliding Club. The Club's objects are the support, development, improvement and promotion of gliding in the University of Oxford; and the income shall be applied solely to those objects.

## **Compliance**

- 2.(a) The Club shall be administered in accordance with the regulations for University Clubs and the property which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as a recognized sport. The Club will also abide by the regulations of the Men's and Women's Blues Committee of the University's Sports Federation.
- (b) The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages).
- (c) If there is a National Governing Body for the sport which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available (unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements); and make every effort to comply with all the safety procedures which the National body prescribes or recommends as good practice.
- (d) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
- (e) The Club shall observe the Code of Conduct on Safety matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow a procedure for risk assessment which is acceptable to the Proctors (through the Director of Sport).
- (f) No member of the Club shall participate in any activity overseas organized by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfillment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

- (g) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's clubs and societies webpage. 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 e mail account (as defined by the IT 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 his or her successor in office all records relating to the use of the facilities allocated;
  - (ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer, or, exceptionally, a member of Congregation) to act as its principal webmaster, whose duties shall include maintaining an awareness of guidelines for web and social media publishing that the University may provide from time to time, and co ordinating and regulating access to the web facilities used by the Club;
  - (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services (the "IT Rules" (<<http://www.it.ox.ac.uk/rules>>)) (including those guidelines relating to the operation of electronic mailing lists);
  - (iv) 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**

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club Subscription.
4. All resident junior members of the University shall be eligible to become members of the Club. A junior member is a matriculated member of a College or Hall who is reading and registered for a recognized degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for residence laid down by the University. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
5. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership:
  - (a) Junior members of the University's Permanent Private Halls who are not matriculated into the University;

- (b) Junior members of Ruskin College; Plater College; Ripon College, Cuddesdon; St Stephen's House; {The Oxford Institute of Legal Practice} and {The Westminster Institute of Oxford Brookes University}; and
  - (c) other persons not being resident junior members of the University, or of one of the institutions listed in (b) above, provided that non-university members shall not constitute more than one-fifth of the total membership.
7. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

### **Meetings of the Members**

8. There shall be an Annual General Meeting for all members of the Club in Trinity Full Term, convened by the secretary on not less than fourteen days' notice.
9. The Annual General Meeting will:
- (a) receive the annual reports of the Committee for the previous year and the annual accounts of the Club for the previous year, the report of the accounts having been approved by the Committee;
  - (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
  - (c) elect Members of the Committee in accordance with paragraph 28 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting; nominations for other Committee Members may be taken from the floor of the meeting;
  - (d) consider any motions of which due notice has been given, and any other relevant business.
9. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
10. Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting.

11. The quorum for a General Meeting shall be 10 (ten) members present in person or by proxy, of whom three 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 Committees deputed by the Treasurer to represent his her 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).

## **The Committee**

12. The affairs of the Club shall be administrated by a Committee consisting of not more than 9 (nine) persons, which shall determine the subscriptions payable by the members of the club, and have ultimate responsibility for the activities of the club. Members of the University 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.
13. The quorum for a Committee meeting shall be 3(three) members present in person. When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his her views to the Meeting.
14. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and up to 6 (six) other persons. The roles of the Membership Secretary, Club Captain, IT officer, Alumni and Development Officer and Social Secretary shall taken on by members of the committee. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraphs 4, 5(a) or 5(b) above, or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 5(a) or 5(b) above, on election to office he or she must sign an undertaking to abide by the Proctors Memorandum and to accept the authority of the Proctors on Club matters.
15. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
16. The Secretary shall:
  - (a) give notice of meetings of the members and the Committee;
  - (b) draw up minutes of those meetings;
  - (c) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
  - (d) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;

- (e) notify the Proctors (through the Director of Sport) not later than second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture);
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(b) above;
- (g) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

17. 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 minimize the risk of financial exposure, such as procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- (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 Financial Division;
- (g) develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (i) unless the Club is designated by the Proctors as a 'recognized sport', forward to the Proctors (through the Director of Sport) by the end of Second week of each Full Term in the Club's first year of operation(1 August 10 31 July) a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31<sup>st</sup> July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and
- (j) if the Club has a turnover in excess of £30,000 (Sports fed changed to £40,000) in the preceding year, or if owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.

18. The Membership Secretary shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;

(b) Ensure members are welcomed to the club and receive club communications.

19. The Club Captain shall:

- (a) be responsible for the organization of the varsity match
- (b) Act as the point of contact for members regarding sporting achievements.
- (c) Co-ordinate scoring of the coppers league.

20. The Alumni and Development Officer shall:

- (a) maintain contact with the alumni of the club
- (b) Research and implement sources of funding separate from membership and soaring fees.

21. The IT officer shall:

- (a) Ensure the club meets the requirements in paragraph 2f).

22. The Social Secretary shall:

- (a) Organize a variety of social events for members of the club.

23. In addition the following positions are appointed by the committee

(a) The Senior Member shall:

- i. Hear appeals from removal from membership under paragraph 6 above;
- ii. Following paragraph 17 above, consider the accounts of the Club and sign them if he or she considers them to be in order;
- iii. Ensure the adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 16 and 17; and
- iv. Be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.

(b) The Safety Officer shall:

- i. Ensure that the club abides by the safety requirements as laid down by the University, the club and the British Gliding Association
- ii. Liaise with members of the host club on safety matters.
- iii. Ensure the risk assessment is kept up to date

(c) The Equipment Officer shall:

- i. Maintain an inventory of club property
- ii. Ensure club property is kept in good working condition
- iii. Organize maintenance and repair of club property

(d) The senior committee shall consist of the current president of the club and 4 alumni members still active in gliding and in regular contact with OUGC. The members of the senior committee should be reappointed and that

appointment approved by the members at the AGM. The role of the senior committee is:

- i. To advise the current committee
- ii. To act in accordance with paragraph 33

24. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals to jointly hold any of the Offices, nor allow any individual to hold more than one Office at a time. If the Club is designated by the Proctors as a 'recognized sport', the Director of Sport shall be the Senior Member. If the Club is not so designated, the members of the Club shall appoint a Member of Congregation as the Senior Member when electing other members of the Committee each year. The Senior Member shall be a member of the Committee *ex officio*.
25. If during the period between the annual elections to Offices and vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
26. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her 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 his or her possession; and must complete any requirements to transfer authority relating to control of the Clubs bank accounts, building society accounts, or other financial affairs.
27. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes to subcommittees; which are made up exclusively of members of the Committee.
28. The Committee shall have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.
29. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.
30. The committee shall not have the power to purchase or dispose of any glider, or other club assets valued at £1000 or more, without bringing the item to the vote at an AGM or EGM at which a two thirds (2/3<sup>rd</sup>) majority is required to pass the motion. In addition the majority approval of the senior committee is required.

## **Indemnity**

31. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgment is given in his or her favor (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she 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 him or her by the Court.
32. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or Officer of the Club insurance cover against liability which by virtue or any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs charges, losses and expenses and liabilities incurred by him or her and for which or she is entitled to be indemnified by the Club by virtue of paragraph 24.

## **Dissolution**

33. The Club may be dissolved at any time by the approving votes of the two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without need for any resolution of the members) by means of not less than thirty days' notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
34. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

## **Interpretation**

35. Any question about the interpretation of this Constitution shall be settled by the Proctors.

## **Schedule**

### **Code of Conduct on Safety Matters & Risk Assessments.**