# Oxford University Athletic Club CONSTITUTION 

## TITLE

1. The Club is called the Oxford University Athletic Club ("Club"). It competes in athletics as the Oxford University Athletic Club ("OUAC") and in cross-country running as the Oxford University CrossCountry Club ("OUCCC").
2. The Club is a federal name which incorporates the following teams:
a. For OUAC, the men's first team, known as the "Men's Blues", the women's first team, known as the "Women's Blues", the men's second team, known as the "Centipedes", and the women's second team, known as the "Millipedes".
b. For OUCCC, the men's first team, known as the "Men's Blues", the women's first team, known as the "Women's Blues", the men's second team, known as the "Tortoises", the women's second team, known as the "Turtles", and the men's third team, known as the "Snails".

## PURPOSE

3. The Club's objects are to support, develop, promote and organise inter-collegiate, university, interuniversity and inter-club competitions with a view to encouraging athletics and cross-country running at the University of Oxford. The income and property of the Club shall be applied solely to these objects.

## COMPLIANCE

4. The following shall apply:
a. The Club shall be administered in accordance with the regulations for University clubs 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 foundation sport and is subject to Proctors approval via the Area Safety Officer (Sport).
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. In so far as is relevant, the Club shall effect and maintain registration with the national governing body for the sport with which the Club is eligible to register. It shall 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, where appropriate and adapted to the needs of University sport, comply with all safety procedures which the national body prescribes, or recommends as good practice.
d. The Club shall ensure that all Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; 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 Area Safety Officer (Sport) ("the Safety Officer"). The Code of Conduct or Risk Assessment document may be amended at the discretion of the OUAC President or OUCCC Captain, as the case may be.
e. No member of the Club shall participate in any activity overseas organised 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, eg. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
f. Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.
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](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

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 shall first approve any such restriction.
6. 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. All members of OUAC are automatically members of OUCCC and vice versa.
7. All Student Members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become Members of the Club. A Student Member is defined by the University Statutes as a person who:
a. has the academic qualifications for matriculation; and
b. has been admitted as and remains a student member, or has been suspended from student membership
c. of a college, society or Permanent Private Hall; and
d. has been and remains registered, or has been suspended from registration, as a student
e. for a degree or other qualification of the University; and
f. is to be or has been presented for matriculation by his or her college society or Permanent Private Hall.
8. The Committee may also, at its discretion, admit to Membership Associate Members, these being:
a. Members of Ruskin College; Plater College; Ripon College; Cuddesdon; and Oxford Institute of Legal Practice.
b. Members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford; and
c. other persons not falling within paragraphs 7, 8(a) or 8(b) above, provided that non-University Members shall not constitute more than one-fifth of the total Membership.
9. 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

## Annual General Meeting

10. There shall be an Annual General Meeting for all the Members of OUAC, and an Annual General Meeting for all Members of OUCCC, convened by the respective Secretary on not less than seven days' notice.
11. The Annual General Meeting will:
a. receive the annual report of the Committee for the previous year and a Treasurer's report ;
b. receive a report on compliance with paragraph 4 above;
c. elect Committee Members in accordance with paragraphs 25 to 30 below;
d. consider any motions of which due notice has been given, and any other relevant business.

## Extraordinary General Meeting

12. An Extraordinary General Meeting may be called for all Members of OUAC or all the Members of OUCCC:
a. in any Full Term by the OUAC President / OUCCC Captain (as the case may be), the Men's / Women's Captain, the Secretary or Treasurer on not less than seven days' notice; and outside Full Term ten days' notice; or
b. on a written requisition by ten or more Members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than seven days before the date of the Meeting.

## General provisions relating to the Annual and Extraordinary General Meeting

13. At least seven days prior to all General Meetings notice of the meeting shall be sent to the Members, including an agenda.
14. The quorum for a General Meeting shall be twenty Members present in person, of whom three must be Committee Members.
15. When any financial business is to be transacted there must be present the Treasurer, or a Member of the Committee deputed by the Treasurer to represent his or 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).
16. In the event of a tie for election of Committee Members, Life Members and Vice- Presidents, the OUAC President or OUCCC Captain, as the case may be, will have the casting vote. In the event of a tie in respect to all other matters, there will be no casting vote. The status quo will be maintained.
17. The General Meeting will be chaired by the OUAC President or OUCCC Captain, as the case may be.

## General

18. Athletics shall be under the control of the OUAC Committee and Cross-Country shall be under the control of the OUCCC Committee.
19. The OUAC Committee shall consist of the Senior Member, a President, a Men's Captain, a Women's Captain, a Secretary, a Treasurer, a Men's Vice Captain, a Women's Vice Captain, and such other officers as the OUAC Annual General Meeting sees fit to appoint or the OUAC Committee sees fit to co-opt.
20. The OUCCC Committee shall consist of the Senior Member, a Captain (either male or female), a Men's or Women's Captain (opposite gender to the Captain), a Secretary, a Treasurer, and such other officers as the OUCCC Annual General Meeting sees fit to appoint or the OUCCC Committee sees fit to co-opt.
21. The OUAC President, OUCCC Captain, the Men's / Women's Captains, the Secretaries and the Treasurers (known as the "Executive") shall each be a Member of the Club whose eligibility stems from paragraph 7 above.
22. Each Committee shall meet as often as is required to manage the activities of OUAC or OUCCC. Among other matters the Committees shall:
a. adjudicate on all questions of interpretation of the Constitution;
b. approve any proposed alteration of the Constitution before it may be brought before a General Meeting;
c. control the events, funds and property of the organisation; and
d. set the membership fee.
23. Without derogating from its primary responsibilities, the Committee may delegate its functions to finance, general purposes and other subcommittees, which are made up exclusively of Committee Members.
24. The Committee shall have power to make regulations and policy statements in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

## Election of Committee Members

25. The Committee Members of OUAC or OUCCC shall be elected by its Members annually, and shall be eligible for re-election. The Members shall not appoint an individual to jointly hold positions on the OUAC or OUCCC Executive.
26. Nominations for the OUAC Executive must be proposed by a non-executive club member, and seconded by a minimum of one non-executive club member, at least four days prior to the meeting. The position of OUAC President is open exclusively to nominations from past or present members of the Committee. In the circumstance that no person fitting this criterion puts themselves forward, this position is then open to nominations taken from the floor of the Meeting in accordance with other Committee positions.
27. Nominations for all OUCCC Committee positions, and all other OUAC Committee positions, will be taken from the floor of the Meeting, by way of self-nomination.
28. For OUAC, The election of gender specific roles, namely Women's Blues Captain, Women's Seconds Captain, Men's Blues Captain and Men's Seconds Captain, will be voted for gender exclusively, as follows:
a. If 20 or more women/men are present at the AGM then the women's/men's positions will be voted for exclusively by the women/men in the AGM;
b. If fewer than 20 women/men are present in the AGM then the positions of women's/men's role(s) will be voted for by the entire AGM floor.
29. All other Committee Members will be elected by a majority vote of all Members present at the OUAC or OUCCC Annual General Meeting, as the case may be. In the event that no candidate receives more than fifty percent of the vote of all Members present, another vote will be taken, excluding the candidate with the least number of votes. This process shall continue until there is majority vote of all Members present for one of the candidates.
30. The incoming OUAC Committee shall assume office immediately following the conclusion of the Annual General Meeting. The incoming OUCCC Committee shall, following its Annual General Meeting, assume office on Sunday of ninth Week in Hilary Term.
31. If, during the period between the annual elections to offices, any vacancies occur amongst Committee Members, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting. This may occur by either:
a. an existing Committee Member assuming the vacant position (so long as this does not conflict with the requirements of clause 24 of this Constitution) upon majority vote of the Committee; or
b. a Member being elected to the vacant position by majority vote of the Committee.
32. No Member of the Committee shall be removed from office except by the approving votes of twothirds of those present in person at a General Meeting.
33. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another Member nominated by the Committee) all official documents and records, together with any other property belonging to the organisation which may be in his or her possession, and must complete any requirements to transfer authority relating to control of bank accounts, building society accounts, or other financial affairs.

## Committee Meetings

34. The quorum for a Committee meeting shall be four Members present in person, one of whom must be the OUAC President or OUCCC Captain (as the case may be) or his or her delegate, and one of either the Men's / Women's Captain, Secretary or Treasurer, or his or her delegate.
35. When any financial business is to be transacted, there must be present either the Treasurer or a Member of the Committee deputed by the Treasurer to represent his or her views to the meeting.
36. The OUAC President / OUCCC Captain shall have the right to preside over all meetings of their respective Committees. Should the OUAC President or OUCCC Captain be absent, or decline to take the chair, the Committee shall elect another Committee Member to chair the meeting.
37. All decisions are to be made by majority vote. In the event of a tie, the OUAC President / OUCCC Captain shall have the casting vote.

## OUAC President / OUCCC Captain

38. OUAC President / OUCCC Captain shall, among other things:
a. ensure Office Holders carry out their duties;
b. ensure that their organisation's Varsity Match takes place and liaise with Cambridge University to agree upon a venue and date;
c. arrange a venue, organiser, planner and controller for Cuppers and any other event the organisation wishes to organise;
d. delegate the role of team selection to the Men's and Women's Captains for the Inter Varsity Match against Cambridge University and any other event the organisation enters
e. decide, in conjunction with the Committee, the events OUAC / OUCCC will attend;
f. control the appointment and support of coaching staff;
g. ensure a newsletter is published and distributed to all Members;
h. co-ordinate OUAC's / OUCCC's publicity at the start of Michaelmas Term, ensuring in particular that the organisation is represented at Freshers' Fair;
i. compile an annual review of the Club and of the Men's / Women's team;
j. represent the respective organisation at the University meetings and governing body meetings;
k. the OUAC President shall represent OUAC at meetings of the Achilles Club;

## Men's/Women's Captain

39. 

a. Following the election of the OUCCC Captain, a Men's or Women's Captain will be elected by the Members. This Captain must be of the opposite gender to the elected OUCCC Captain.
b. Both an OUAC Men's Captain and an OUAC Women's Captain will be elected by the Members.
40. The Men's/Women's Captain shall:
a. provide assistance to the OUAC President / OUCCC Captain wherever possible;
b. select the Men's/Women's team for the Varsity Match and any other event the organisation enters;
c. compile an annual review of the Men's/Women's team;
d. represent the respective organisation at the Men's / Women's Blues Committee meetings, University meetings and governing body meetings;
e. the OUAC Men's / Women's Captain shall represent OUAC at meetings of the Achilles Club;
f. have sole power in setting Blues standards for their relevant gender (in accordance with any Blues Committee requirements); and
g. award Blues or Half-Blues to Members of their gender, as the case may be.

## The Secretary

41. The Secretary (also known as the "Honorary Secretary") of OUAC and OUCCC shall for their respective organisations:
a. maintain a register of the Members, which shall be available for inspection by the Proctors on request;
b. give notice of meetings to the Members and to the Committee;
c. draw up minutes of those meetings;
d. notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Committee Members;
e. advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
f. 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;
g. provide the Insurance Section with full details of any insurance cover purchased from or through the national governing body;
h. inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts the format of which the Proctors may prescribe;
i. organise transport to events; and
j. complete trip registration forms for all trips to outside the Oxford city boundary;
k. take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under paragraph 4(d) above;

## Treasurer

42. The Treasurer (also known as the "Junior Treasurer") of OUAC and OUCCC shall for their respective organisations:
a. keep proper records of financial transactions in accordance with current accounting rules and practices;
b. develop and implement control procedures to minimise the risk of financial exposure, such 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 and regularly inform the Committee of progress against that budget;
e. ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
f. seek advice as necessary on tax matters from the University's Finance Division;
g. develop and maintain a manual of written procedures covering all aspects of the Treasurer's responsibilities;
h. make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
i. forward to the Proctors (through the Director of Sport) a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year-end) the format of which the Proctors may prescribe; and
j. if OUAC or OUCCC has a turnover in excess of $£ 40,000$ in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. OUAC and OUCCC accounts are to be ready for audit within four months after the year end and the costs of the audit shall be borne by the relevant organisation. If requested by the auditors, OUAC or OUCCC shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the relevant organisation.

## Men's and Women's Vice Captains

43. The role of Men's and Women's Vice Captains is to support the OUAC Men's and Women's Captain and support the OUCCC Captain and Men's / Women's Captain. The OUAC Men's and Women's Vice Captains are Captains of the Centipedes and Millipedes teams respectively in the Varsity Match.
44. The OUAC Vice Captains are responsible for:
a. organising Cuppers
b. organising Warm Weather Training

## The Senior Member

45. The Senior Member (also known as the "Senior Treasurer") shall be a Member of the OUAC and OUCCC Committees ex officio. He or she is to meet jointly with the President of OUAC and Captain of OUCCC as well as the respective Women's / Men's Captain, Secretary and Treasurer, three times during each University Full Term.
46. The position of Senior Member is not a contested position. The term of the Senior Member will continue from year to year, unless and until:
a. his or her voluntary retirement; or
b. agreement is reached between the OUAC President and OUCCC Captain in consultation with the Trustees, that the Senior Member be replaced; or
c. the OUAC President and OUCCC Captain disagree with each other as to whether the Senior Member should be replaced under clause 44(b). Then and only then may the matter be brought before the Members of both OUAC and OUCCC at a General Meeting. Upon agreement by both organisations (by way of majority vote), the Senior Member may be removed.
47. In the event of either clauses 43(a), (b) or (c) occurring, the OUAC President, OUCCC Captain and Senior Trustee will appoint by agreement a new Senior Member.

## INDEMNITY

48. So far as may be permitted by law, every Committee Member 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. 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 and in which judgement is given in his or her favour (or the proceedings are 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.
49. 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 any liability which by virtue of 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 he or she is entitled to be indemnified by the Club.

## AMENDMENT OF THE CONSTITUTION

50. Any Member may propose to either the OUAC or OUCCC Committee that the Constitution be amended.
51. In relation to a matter in the Constitution affecting both OUAC and OUCCC, the following procedure must then, in order, occur:
a. Separate meetings must be called of both OUAC and OUCCC Committees, upon seven days' notice in Full Term and ten days' notice outside this period.
b. If both Committees approve the amendment, the proposed alteration may be brought before General Meetings of the Members of OUAC and a General Meeting of the Members of OUCCC.
c. At the General Meetings separately held by OUAC and OUCCC, the approving vote of twothirds of those present in person is required.
52. In relation to a matter in the Constitution affecting only OUAC or OUCCC as the case may be, and upon agreement that this is indeed the case by both the OUAC President and OUCCC Captain, the following procedure must then, in order, occur:
a. A meeting be called of either the OUAC or OUCCC Committee (whichever is the organisation affected by the change), upon seven days' notice in Full Term and ten days' notice outside this period.
b. If the relevant Committee approves the amendment, the proposed alteration may be brought before General Meetings of the Members of OUAC or OUCCC.
c. At the General Meeting, the approving vote of two-thirds of those present in person or by proxy is required.
53. Procedural aspects of the General Meeting are governed by clauses 12 to 16 of this Constitution.

## ELIGIBILITY TO COMPETE IN THE INTER-VARSITY MATCH

54. The eligibility of members to compete in Inter-Varsity Matches against Cambridge University shall be as determined by the Oxford and Cambridge Men's and Women's Blues Committees. The eligibility of Members to compete in all other competitions shall be as determined by the governing body of each competition.

## TRUSTEES

55. A Senior Trustee and at least two other Trustees shall be appointed by the Senior Member in consultation with the OUAC President and OUCCC Captain.
56. The Trustees must be senior members of the University of Oxford, with a keen interest in the Club, preferably having served previously on either the OUAC or OUCCC Committee.
57. The Trustees, once appointed, can only be removed by the Senior Member, two-thirds majority vote at a General Meeting, or by resignation.
58. The Senior Member may not be a Trustee.
59. The Trustees are responsible for the management of the Development Funds.
60. The Trustees shall receive newsletters, invitations to Varsity Matches and other major fixtures, and may attend Annual General Meetings but may not vote.
61. The Club funds shall comprise General Funds and Development Funds.
62. General Funds are those used for day-to-day expenses of running either OUAC or OUCCC. Income normally comprises the Annual Grant, and any Supplementary Grant(s) received from the University Sports Committee together with any income received from sponsorship. Such income is received by the Senior Member and controlled by him or her. Additional income is received in the form of Members' annual subscriptions paid to the Treasurer. These General Funds are used for the day-today expenses as agreed by the respective Committees and subject to the overall control of the Senior Member. Any financial commitment of either OUAC or OUCCC to payment of any amount equal to or greater than $£ 1000$ must be agreed to by a majority of the relevant Committee at a Committee meeting, and approved by the Senior Member. In exceptional circumstances, the Senior Member may approve the transfer of any surplus General Funds to the Development Fund's account.
63. Development Funds are those which have been built up from appeals to previous Club Members and return on investments. Development Funds are to be held in a high interest, low risk account. Such funds are designated for one-off purchases of capital equipment beyond the resources of the General Funds and may not be used for the day-to-day expenses of running OUAC or OUCCC. Development Funds are controlled solely by the Trustees in accordance with any trust documents.

## FINANCE DISTRIBUTION

64. Except in those activities relating solely to athletics or cross-country running, income and expenses shall be shared between OUAC and OUCCC according to a formula determined by the respective Committees and approved by the Senior Member.

## LIFE MEMBERS

65. Life members may be elected at an OUAC or OUCCC General Meeting.
66. Life members shall continue to pay the membership fee while members of the University.
67. At the end of the term of office of the OUAC President, the OUAC Men's or Women's Captain, the OUAC Secretary and the OUAC treasurer, a motion shall be put before the OUAC Annual General Meeting to approve their election to life membership.
68. the end of the term of office of the OUCCC Captain and the OUCCC Men's or Women's Captain a motion shall be put before the OUCCC Annual General Meeting to approve their election to life membership.
69. Life members may attend Annual General Meetings but may not vote.

## LIFE VICE PRESIDENTS

70. Life Vice-Presidents may be elected at an OUAC or OUCCC General Meeting subject to the prior approval of the Senior Member.
71. Life Vice-Presidents must have made a major contribution to OUAC or OUCCC over a period of at least ten years in an administrative or coaching capacity.
72. Life Vice-Presidents shall receive newsletters, invitations to Varsity Matches and other major fixtures, and may attend Annual General Meetings but may not vote.
73. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the 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.
74. 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 for use in support of University athletics or crosscountry running.

Last Updated 17/08/2017 - William Christofi

