

# 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 Cross-Country Club ("OUCCC").
2. The Club is a federal name which incorporates the following teams:
  - (a) For OUAC, the women's first team, known as the "Women's Blues", the men's first team, known as the "Men's Blues", the women's second team, known as the "Millipedes", the men's second team, known as the "Centipedes", and the men's and women's joint para team, known as the "Para Team".
  - (b) For OUCCC, the men's first team is known as the "Men's Blues", and the second team as the "Tortoises", the third team as the "Snails", the women's first team is known as the "Women's Blues", the second team as the "Turtles" and the third team as the "Sloths". Any additional selected teams must be introduced to both genders at the same time.

### PURPOSE

3. The Club's objectives are to support, develop, and improve athletics and cross country running at all levels at the University of Oxford; to organise inter-collegiate, university, and inter-club competitions to that end; to organise Bannister Miles; to compete in the British University Championships and the Varsity Match; and to award Blues. The income and property of the Club shall be applied solely to those objects.

### COMPLIANCE

4. The Club and its operations will comply with the following points:
  - (a) At the time of the adoption of this Constitution the Club is designated by the Proctors as a foundation sport.
  - (b) The Club shall be administered in accordance with the [University's Regulations for the Activities and Conduct of Student Members](#).
  - (c) The activities of the Club will at all times be conducted in accordance with the University's procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook and on the [University's webpages](#)), and the Club's Code of Conducts.
  - (d) The Club shall effect and maintain registration with the national governing body (England Athletics, or its successor); purchase any insurance cover which the national governing body makes available and make every effort to comply with all safety procedures which the national governing body prescribes or recommends as good practice.
  - (e) The Club shall ensure that all, paid and unpaid, club administrative and coaching appointments are ratified by the University's Sports Strategic Sub-Committee acting

through the Sports Department; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.

- (f) The Club shall observe the Club Safety Policy, ensure compliance with this Policy by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Policy and the procedure for risk assessment should be acceptable to and approved by the Sports Safety Officer. If and for so long as the Club is responsible for organising an inter-college competition, the Policy shall include guidelines and appropriate generic risk assessments for that competition.
- (g) 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 Club Safety Policy 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.
- (h) 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 and approved by the Proctors. 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, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers, or Senior Members to accompany the trip.
- (i) The Club shall maintain a dedicated website and shall supply details of its web address to the Sports Federation for listing on the University's sports club website. 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 email account (as defined by IT Services 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 the 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 the University guidelines on web and social media publishing, and coordinating 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; including IT services guidance and rules about on-line harassment;
  - (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. Subject to clause 5, 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 member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.
8. The Committee may also, at its discretion, admit to membership:
  - (a) students registered to read for diplomas and certificates in the University;
  - (b) student members of Permanent Private Halls who are not student members of the University;
  - (c) members of Ruskin College and Ripon College, Cuddesdon;
  - (d) members of the Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
  - (e) other persons not falling within clause 7 above or clause 8 (a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
9. The Committee may, having specific regard to the Senior Member's advice in relation to the relevant matter and in accordance with the 'Complaints Procedure', remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. An Oxford University student, including any student who has a contract for study with the University, whose membership of the Club is removed under this procedure has a right to ask the Proctors to review the Committee's decision.
10. Subject to the eligibility set out by the Oxford University Blues Committee, only those members of the Club with no outstanding debts to the Club shall be eligible to compete in selected teams at the Varsity Match and receive Blues awards.

## **MEETINGS OF THE MEMBERS**

### **Annual General Meeting**

11. 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 fourteen days' notice.
  - (a) The Annual General Meeting for all members of OUCCC shall be in Week 8 of Hilary Term.
  - (b) The Annual General Meeting for all members of OUAC shall be in the week following the Varsity Match.

12. The Annual General Meeting will:
- (a) receive the annual report of the Committee for the previous year by the OUAC President or OUCCC Club Captain, as the case may be, the report having been approved by the Committee;
  - (b) receive the annual accounts of the Club for the previous year by the Treasurer, the accounts having been approved by the Committee;
  - (c) receive a report from the Secretary on the Club's compliance with clause 4 above;
  - (d) receive a report from the Secretary on the number of formal written complaints received, if applicable and appropriate, the category of such complaints (e.g., harassment, funding disputes or service issues), and any Committee recommendations arising from them;
  - (e) elect members of the Committee in accordance with clauses 31 to 36 below;
  - (f) consider any motions of which due notice has been given, and any other relevant business.

#### **Extraordinary General Meeting**

13. An Extraordinary General Meeting may be called for all members of the Club:
- (a) in any Full Term by the OUAC President / OUCCC Club Captain (as the case may be), the Men's or Women's Captain, the Secretary or the 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. The Secretary shall serve notice of the meeting to all members on the same day as receipt of a written requisition.
  - (c) in the absence of a Secretary, any member of the Executive Committee may deputise and fulfil the provisions of clause 13(b).

#### **General provisions relating to the Annual and Extraordinary General Meetings**

14. At least seven days prior to all General Meetings, the agenda shall be sent out to all members.
- (a) Upon consideration of the agenda, members shall be able to submit to the Secretary, at no less than three days' notice, any other motions they feel appropriate. The Secretary shall send out the updated agenda at least two days prior to the General Meeting.
15. The quorum for a General Meeting shall be twenty members present in person, of whom three must be members of the Committee.
- (a) If, in exceptional circumstances, a General Meeting cannot legally be held in person, the quorum shall be 20 members present online.
16. 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 the Treasurer's 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).

17. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting.
18. In the event of a tie for election of Committee Members, Life Members and Vice-Presidents, as well as in respect to all other matters, the OUAC President or OUCCC Club Captain will have the casting vote.
19. Minutes of all General Meetings shall be kept and formally adopted by the Club. Copies of the minutes and Committee's reports shall be made available to members and, upon request, to the Proctors.
20. The General Meeting will be chaired by the OUAC President or OUCCC Club Captain, as the case may be. In their absence they may nominate another member of the Committee to chair the meeting.

## **THE COMMITTEE**

### **GENERAL**

21. Athletics shall be under the control of the OUAC Committee and Cross-Country shall be under the control of the OUCCC Committee.
  - (a) The relationship between the OUAC and OUCCC, shall operate in accordance with the 'Memorandum of Understanding' agreed between the Clubs. This may be reviewed by the OUCCC Club Captain and OUAC President upon their respective appointment.
22. Members of the University shall at all times make up the majority of the members of the Committee.
23. Each Committee shall consider the diversity of the Club and the benefits of increased representation for minority groups in its operations and in the structure of the Committee.
24. Each Committee shall have control of the funds and property of the Club, and of its administration.
25. No member of either Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £4,000 unless the Executive Committee has resolved to approve the relevant arrangement, contract or transaction.
26. The OUAC Committee shall consist of the Senior Member, a President, a Men's Captain, a Women's Captain, a Secretary, a Treasurer (together, the 'Executive Committee'), 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.
27. The OUCCC Committee shall be made up of the Senior Member, the Club Captain (either male or female), the Men's or Women's Captain (opposite gender to the Club Captain), the Secretary and the Treasurer (together, the "Executive Committee"), and such other officers as the Annual General Meeting sees fit to appoint or the Committee sees fit to co-opt.
28. The OUAC President, OUCCC Club Captain, Men's or Women's Captain, the Secretaries and the Treasurers shall each be a member of the Club, as well as matriculated, resident, and full student members of the University of Oxford.

29. Without derogating from its primary responsibility, each Committee may delegate its functions to finance, general purposes and other subcommittees which are made up exclusively of members of the Committee.
30. Each Committee shall have power to make regulations and bylaws in order to implement the clauses of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

#### **ELECTION OF COMMITTEE MEMBERS**

31. The Committee of OUAC and OUCCC shall be elected by its members annually at a General Meeting and shall be eligible for re-election.
32. No member shall simultaneously hold positions on the OUAC and OUCCC Executive Committees in the same season.
33. 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 three days prior to a General 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 a General Meeting in accordance with other Committee positions.
34. Nominations for all OUCCC Committee positions will be taken from the floor of a General Meeting, by way of self-nomination.
35. For OUAC, the election of gender specific roles, namely Women's Captain, Women's Vice Captain, Men's Captain and Men's Vice 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.
36. 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. Candidates shall be ranked in order of preference. In the event that no candidate receives more than fifty percent of the vote of all members present, the candidate with the fewest votes shall be excluded and their votes redistributed to the next preference candidate. This process shall continue until there is a majority vote of all members present for one of the candidates.
37. The incoming OUAC Committee shall assume office immediately following the conclusion of the Annual General Meeting.
38. The incoming OUCCC Committee shall, following its Annual General Meeting, assume office on Sunday of ninth Week in Hilary Term.
39. The members of the Club shall not appoint several individuals jointly to hold any of the Committee positions, nor allow any individual to hold more than one Executive position in the same season.
40. If any vacancies arise within the Committee, during the period between the annual election of the Committee and the next Annual General Meeting, the Committee shall have the power to fill the vacancy or vacancies up to the next Annual General Meeting. This may occur by:

- (a) a member being elected to the vacant position (so long as this does not conflict with clauses 32 or 39) by majority vote of the Committee.
41. No member of either Committee shall be removed from office except by:
- (a) a majority vote for the removal from office by the Club Disciplinary Panel, in accordance with the Club Complaints Procedure.
  - (b) by the approving votes of two-thirds of those present in person at a General Meeting.
42. Each Committee Member must, on relinquishing their appointment, promptly hand to their successor in Office (or to another member of the Club nominated by the Committee) all official documents and records, together with any other property of the Club which may be in their possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.

### **COMMITTEE MEETINGS**

43. The quorum for a Committee meeting shall be six Members present in person, or online if in person meetings are legally prohibited or otherwise impractical, one of whom must be the OUAC President or OUCCC Club Captain (as the case may be) or their delegate, and one of either the Men's / Women's Captain, Secretary or Treasurer, or their delegate.
44. 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 the Treasurer's views to the meeting.
45. The OUAC President / OUCCC Club Captain shall have the right to chair at all meetings of the Committee. Should they be absent, or decline to take the Chair, the Committee shall elect another member of the Committee to chair the meeting.
46. Minutes of all Committee Meetings shall be kept and formally adopted by the Committee. Copies of the minutes shall be made available to members and, upon request, to the Proctors.
47. All decisions are to be made by majority. In the event of a tie, the Chair shall have the casting vote.

### **COMMITTEE FUNCTIONS**

#### **OUAC PRESIDENT/ OUCCC CLUB CAPTAIN**

48. The OUAC President / Club Captain shall:
- (a) ensure Committee members carry out their duties;
  - (b) ensure that the Varsity Match takes place and liaise with Cambridge University Hare & Hounds and Thames Hare & Hounds or Cambridge University Athletic Club and the Achilles Club (as the case may be) to agree a venue and date;
  - (c) arrange a venue, organiser, planner and controller for Cuppers and any other event the Club wishes to organise;
  - (d) oversee team selection in conjunction with the Men's or Women's Captain for the Inter Varsity Match against Cambridge University and any other event the Club enters;

- (e) decide, in conjunction with the Committee, the events the Club will attend;
- (f) control the appointment and support of coaching staff;
- (g) ensure a weekly newsletter is published and distributed to all members;
- (h) compile an annual review of the Club and of the Men's / Women's team;
- (i) represent the Club at University meetings;
- (j) represent the Club at national governing body meetings;
- (k) represent OUAC / OUCCC (as the case may be) at the Oxford University Blues Committee meetings;
- (l) ensure that a termly newsletter is published and distributed to all alumni;
- (m) the OUAC President shall represent OUAC at meetings of the Achilles Club;
- (n) the OUCCC Club Captain shall have sole power in setting Blues standards for their relevant gender (in accordance with any Blues Committee requirements); and award Blues, Half-Blues or Club Colours to members of their gender, as the case may be;
- (o) the OUAC President and OUCCC Club Captain, alongside other stakeholders (e.g. Bannister Family and the University) shall jointly open applications and appoint the Bannister Miles organising team;
- (p) the OUAC President and OUCCC Club Captain shall advocate for proportionate representation of different groups (e.g. gender and other minorities) among the student representatives on the Bannister Miles organising team.

#### **MEN'S / WOMEN'S CAPTAIN**

49. The Men's/Women's Captain shall:

- (a) provide assistance to the OUAC President / OUCCC Club 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 Club at University meetings;
- (e) represent the Club at national governing body meetings;
- (f) represent the Club at the Oxford University Blues Committee meetings;
- (g) the OUAC Men's / Women's Captain shall represent OUAC at meetings of the Achilles Club;
- (h) have sole power in setting Blues standards for their relevant gender (in accordance with any Blues Committee requirements); and award Blues, Half-Blues or Club Colours to members of their gender, as the case may be.



## **SECRETARY**

50. The Secretary (also known as the Honorary Secretary) of OUAC and OUCCC shall for their respective organisations:
- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors and the Sports Federation on request;
  - (b) ensure the Club is registered with the national governing body and all members, coaches, officials, etc., are registered too.
  - (c) ensure the collection of all membership fees, working with the OUAC or OUCCC Secretary where necessary.
  - (d) give notice of meetings of the members and the Committee;
  - (e) draw up the agendas for and minutes of those meetings;
  - (f) notify the Proctors (through the Sports Federation) promptly following the appointment and resignation or removal of committee members;
  - (g) take responsibility for the operation and updating of a suitable club webpage displaying (as a minimum) current club contacts, the Club Constitution, and the Club Safety Policy, the Club Complaints Procedure, the Club Code of Conduct and procedure for risk assessment(s), approved from time to time by the Sports Safety Officer under clause 4(f) above;
  - (h) advise the Proctors (through the Director of Sport) promptly of any changes to the constitution;
  - (i) advise the Proctors (through the Director of Sport) within reasonable time of the programme of fixtures which have been arranged for that term;
  - (j) provide the Sports Federation with full details of any insurance cover purchased from or through the national governing body;
  - (k) inform the Proctors through the Sports Federation 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 Sports Federation may prescribe).
  - (l) organise transport to events and complete trip registration forms for all trips beyond the Oxford City boundary;
  - (m) co-ordinate the Club's publicity at the start of Michaelmas Term, ensuring in particular that the Club is represented at Freshers' Fair;

## **TREASURER**

51. The Treasurer (also known as the Junior Treasurer) of OUAC and OUCCC shall for their respective organisations:
- (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 minimise the risk of financial exposure,

- such procedures to be reviewed annually by the Sports Federation;
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under clause 51.(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 Finance Division;
  - (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
  - (h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and the Sports Federation;
  - (i) forward to the Proctors (through the Sports Federation) a copy of the annual accounts, signed by the Senior Member, to 31 July as soon as possible after the year end (and in any event no later than 1 October), the format of which the Proctors may prescribe; and
  - (j) if the OUAC or OUCCC has a turnover in excess of £50,000 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. Accounts are to be ready for inspection by 1 October after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

#### **MEN'S AND WOMEN'S VICE CAPTAINS**

52. 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.
53. The OUAC Vice Captains are responsible for:
- (a) organising Cuppers
  - (b) organising Warm Weather Training

#### **BANNISTER MILES ORGANISING TEAM**

54. The student representatives on the Bannister Miles organising team shall
- (a) Collaborate with stakeholders in the organisation of the event;
  - (b) Ensure the OUAC President and OUCCC Club Captain are involved in all communications regarding the event;

- (c) Once appointed, sit on both OUAC and OUCCC committees. At least one representative of the Bannister Miles organising team shall attend committee meetings of both committees.

### **SENIOR MEMBER**

- 55. The position of Senior Member is not a contested position and is appointed by the Executive Committees of OUAC and OUCCC, in consultation with the Trustees, and is subject to the approval of the members at a General Meeting. Approval must be renewed upon the completion of a five-year term.
- 56. The Senior Member must be a member of Congregation.
- 57. The Senior Member will be appointed to a five-year term, unless and until:
  - (a) his or her voluntary retirement; or
  - (b) agreement is reached between the OUAC President, OUCCC Club Captain and the Trustees, that the Senior Member be replaced; or
  - (c) a majority vote for the removal from office by the Club Disciplinary Panel, in accordance with the Club Complaints Procedure; or
  - (d) the OUAC President and OUCCC Club Captain disagree with each other as to whether the Senior Member should be replaced under clause 56(b). Then, and only then, the matter may be brought before the members of both OUAC and OUCCC at a General Meeting. Upon a vote in favour by two-thirds of those present in person at a General Meeting, by both organisations, the Senior Member may be removed.
- 58. The Senior Member (also known as the Senior Treasurer) shall:
  - (a) be a member of the Committee *ex officio*;
  - (b) meet the Executive Committees of OUAC and OUCCC on at least one occasion during each University Full Term;
  - (c) keep abreast of the actions and activities of the Club;
  - (d) provide information relating to the Club to the Proctors on request;
  - (e) seek to settle, at a preliminary stage, any disputes between the Committee and the members, if necessary in accordance with the procedure laid out in the Club Complaints Procedure;
  - (f) following clause 51(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
  - (g) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under clauses 50 and 51 above;
  - (h) be available to represent and speak for the Club in the public forum, and before the University authorities; and
  - (i) attend the Varsity Match or nominate an attendee in their absence.

## **CHARITY AND TRUSTEES**

59. The 1876 Charitable Trust is a Charitable Incorporated Organisation set up to advise and support OUCCC.
60. The Trustees shall receive newsletters, invitations to Varsity Matches and other major fixtures, and may attend OUCCC Annual General Meetings but may not vote.

## **FINANCIAL PROVISIONS**

61. 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 Executive Committees and approved by the Senior Member.
62. OUAC's and OUCCC's funds shall comprise of separate General Funds and Development Funds.
63. General Funds are those used for day-to-day expenses of running the OUAC and OUCCC, as the case may be.
  - (a) Income normally comprises the Annual Grant, and any Supplementary Grant(s) received from the University Sports Federation together with any income received from sponsorship.
  - (b) Additional income is received in the form of members' annual subscriptions.
  - (c) These General Funds are used for the day-to-day expenses as agreed by the Committees and subject to the overall control by the Senior Member.
    - (i) The Senior Member shall be a signatory on the General Funds account(s).
  - (d) In exceptional circumstances, the Senior Member may approve the transfer of any surplus General Funds to the Development Funds account.
64. Development Funds are those which have been built up from appeals to previous Club members and returns 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, improved coaching facilities, and high performance activities beyond the resources of the General Funds. Development Funds may not be used for the day-to-day expenses of running the Club. The interest returned from these funds shall only be used for these purposes and the capital held in the funds shall only be used in exceptional circumstances, with approval from the Senior Member.
  - (a) OUAC's Development Funds are held in the Tanner Fund.
    - (i) OUAC Development Funds are controlled by the Tanner Trustees in accordance with Tanner Fund legislation Part of Council Regulations 25 of 2002: Trust Regulations.
  - (b) OUCCC's Development Funds are held in the 1876 Fund.
    - (i) OUCCC Development Funds are controlled by the Trust in accordance with any trust documents.

## **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. At the end of the term of office of the OUCCC Club Captain and the Men's or Women's Captain a motion shall be put before the Annual General Meeting to approve their election to life membership.
69. Life members may attend Annual General Meetings but may not vote if they are no longer members of the University.

## **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 the Club 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.

## **INDEMNITY**

73. So far as may be permitted by law, every member of the Committee, shall be entitled to be indemnified out of the Club's assets against all costs, charges, losses, expenses, and liabilities incurred by them in the execution or discharge of their duties or the exercise of their powers. This indemnity extends to any liability incurred by them in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by them as a member of the Committee and in which judgement is given in their favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part), or in which they are 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 them by the Court.
74. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any member of the Committee insurance cover against any liability which by virtue of any rule of law may attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by them and for which they is entitled to be indemnified by the Club by virtue of clause 72.

## AMENDMENTS TO THE CONSTITUTION

75. Any Member may propose in writing to the Committee that the Constitution be amended.
76. Upon the proposal of a constitutional amendment, the OUAC President and OUCCC Club Captain shall meet, within seven days, to determine whether the proposed amendment affects both Clubs or one Club only.
77. In relation to a matter in the Constitution affecting only OUAC or OUCCC as the case may be, 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 ('relevant Committee'/'relevant Club'), 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 a General Meeting of the members of the relevant Club.
  - (c) Prior to a General Meeting of the members of the relevant Club, the relevant Committee will notify the Proctors of the proposed change and seek their counsel. Any alterations suggested by the Proctors may be accepted by the Committee and brought before the members at a General Meeting.
  - (d) At the General Meeting, the approving vote of two-thirds of those present, eligible and voting members is required. The quorum must be satisfied as per clause 15.
78. 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 separate General Meetings of the members of OUAC and OUCCC.
  - (c) Prior to the General Meetings, the Committees will notify the Proctors of the proposed changes and seek their counsel. Any alterations suggested by the Proctors may be accepted by the Committees and brought before the General Meetings.
  - (d) At the General Meetings, the approving vote of two-thirds of those present, eligible and voting members is required.
  - (e) If either Club does not approve the proposed change the status quo will be maintained.
79. Procedural aspects of the General Meeting are governed by clauses 14 to 20 of this Constitution.
80. This Constitution should be reviewed at least every five years, taking into account any changes to the University's Standard Sports Club Constitution.

## **INTERPRETATION**

81. Any question about the interpretation of this Constitution shall be settled by the Committee, in consultation with the Trust and the Senior Member.
82. This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

## **DISSOLUTION**

83. The Club may be dissolved at any time by the approving votes of two thirds of those present in person at a General Meeting.
84. 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 cross-country running.

*Written in 2023 by: Thomas Renshaw (OUCCC Secretary), Jared Martin (OUCCC Club Captain) and Catherine Gallagher (OUAC President)*

*Last updated 11/06/2024 - Anika Schwarze-Chintapatla (OUCCC Club Captain) and Natalie Groves (OUAC President)*