

OUOC Constitution 2016/17

This version of the constitution was updated and ratified at the AGM in Trinity Term 2016.

Minor changes made by James Parkinson 13/06/16 to conform with changes enforced by the University Proctors.

Name & Objects

1. The Club is called the "Oxford University Orienteering Club", hereinafter referred to as "The Club". The Club's objects are the support, development, improvement and promotion of orienteering in the University of Oxford and the income and the property 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 recognised 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. The Club shall be registered as a closed-membership club of the British Orienteering Federation (BOF). The Club shall effect and maintain such registration, purchase any insurance cover which The British Orienteering Federation (BOF) makes available (unless the Insurance Office of the University's Central Administration, 'The Insurance Office', agrees to or prescribes other arrangements) and make every effort to comply with all the safety procedures which BOF 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 The British Orienteering Federation (BOF) and that all paid coaches are accredited by The British Orienteering Federation (BOF).
 - 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. 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. 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, 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.

- h. The Club may apply to 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 IT Services rules) to act as its IT Officer, whose duties shall include assisting the Secretary with the website referred to in paragraph 16 (g) below, 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 the University Guidelines for Web Information Providers, co-ordinating and regulating access to the web facilities use by the Club, and assisting the Secretary with the website referred to in paragraph 16 (g) below;
 - iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
 - 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 members 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 shall first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership :
 - a. Junior members of Ruskin College; Ripon College, Cuddesdon; and
 - b. Other persons not being resident junior members of the University, or of one of the institutions listed in (a) 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 25 below. All nominations for the Officers must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than three 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.
10. 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.
 11. Prior to all General Meetings notice of the agenda shall be sent out at least 2 days before the scheduled commencement of the Meeting.
 12. The quorum for a General Meeting shall be 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 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 prior to the Meeting).

The Committee

13. The affairs of the Club shall be administered by a Committee consisting of not more than ten 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.
14. The quorum for a Committee meeting shall be 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 Committee deputed by the Treasurer to represent his or her views to the Meeting.
15. 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 Men's or Women's Captain (whichever post has not been taken by the President), the Training Officer, the Information Officer, the Social Officers and the Senior Member. The President, the Secretary, the Treasurer and the Information Officer shall each be a member of the Club whose eligibility stems from paragraph 4 above or (with approval from the Proctors) who is a member of Congregation.
16. 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. The President shall :
 - a. ensure committee members carry out their duties;
 - b. ensure that the Varsity Match takes place and liaise with Cambridge University Orienteering Club to agree a venue and date;

- c. appoint a planner and organiser for Cuppers and for any other event the Club wishes to organise, having first advertised these positions to the members of the Club, and ensure that an appropriate venue and controller for the event are found;
- d. take the position of Men's or Women's Captain and select the team for the Varsity Match and any other team orienteering event the club enters;
- e. decide, in conjunction with the committee, the orienteering events that the club will attend;
- f. ensure a termcard is published and distributed to all members;
- g. co-ordinate the club's publicity at the start of Michaelmas Term, ensuring in particular that the club is represented at Freshers' Fair;
- h. compile an annual review of the club and of the Men's or Women's team;
- i. attend Men's or Women's Blues Committee meetings.
- j. liaise with Jesus Orienteering Klubb on relevant matters

17. The Secretary shall :

- a. give notice of meetings to the members and to 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 Office with full details of any insurance cover purchased from or through The British Orienteering Federation (BOF) 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 provided by the Treasurer;
- h. register events the club plans to attend with the Sports Federation and register any events the club organises, including training, with BOF;
- i. inform all members of events the club plans to attend and enter members for the events they wish to attend;
- j. inform the Treasurer promptly which members have attended events so that they may be charged accordingly;
- k. organise transport to events the club attends;
- l. be responsible for all communications with the British Orienteering Federation (BOF) and distribute all publications or mailings from BOF to the appropriate committee members;
- m. provide information to anyone expressing an interest in joining the club;
- n. complete trip registration forms for all club trips to outside the Oxford City boundary;

18. 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 developed under (a);
- c. ensure that bills are paid and cash is banked in accordance with the procedures developed under (a);
- 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 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 Proctors and Internal Audit;
 - i. unless the Club is designated by the Proctors as a 'recognised 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 - 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 31st 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 £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 to 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.
 - k. if the Club ceases to operate, or is to be dissolved, prepare a final statement of accounts to be presented to the Proctors by the Secretary.
19. The Senior Member shall:
- a. be a member of the committee *ex officio*;
 - b. be a member of the congregation of the university;
 - c. provide oversight, if needed, on the general running of the club.
20. The Men's or Women's Captain shall :
- a. select the Men's or Women's team for the Varsity Match and any other team orienteering event the club enters;
 - b. compile an annual review of the Men's or Women's team;
 - c. attend Men's or Women's Blues Committee meetings.
21. The Training Officer shall :
- a. organise and inform members of a weekly run around Oxford;
 - b. keep members informed of any other training activities of interest taking place in Oxford;
 - c. organise one or more training days per year, to be held during Full Term, focusing on orienteering skills;
 - d. organise one or more training weeks per year.
22. The Information Officer shall :
- a. maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
 - b. provide members' details to other committee members, with the exception of medical and other sensitive information;
 - c. ensure that the committee member responsible for any trip away from Oxford is notified of any medical information relating to those members traveling;
 - d. maintain electronic mailing lists for all club members;
 - e. update the club web pages regularly.
 - f. ensure that the club's obligations in Section 2.(e) of the constitution are upheld.
 - g. act as the Fixtures Secretary for the Club, with responsibility for registering events and activities organised by the Club with The British Orienteering Federation (BOF) where appropriate.
23. The Social Officer shall :
- a. organise Freshers Drinks at the start of Michaelmas Term for all members and anyone interested in joining the club;

- b. organise an annual dinner in Trinity Term;
 - c. arrange other social events and publicise them to club members.
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. The members of the Club shall not appoint any individual to hold more than one Office at a time.
 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 invite the officials of any events organised by the Club to attend meetings of the Committee if and when appropriate. Any official so invited shall not have the status of a member of the Committee.
 29. 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.
 30. 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.

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 favour (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 33.

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.