

## The Cambridge University Touch Rugby Club Constitution

### 1. NAME

The name of the Club shall be Cambridge University Touch Rugby Club, hereafter referred to as CUTRC, or simply "the Club".

### 2. AIMS AND OBJECTS

The aims and objects of the Club will be:

- (1) The advancement of amateur sport for the public benefit by encouraging and developing Touch Rugby "Touch" within the University of Cambridge "University"; and
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising, and competing in Touch with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance, and encouragement for Touch to enable members to develop their capabilities and fulfil their potential.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members "Student Members" of the University but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

### 3. MEMBERSHIP

- (1) Membership of the Club shall be open to all Student Members of the University and (subject to clause 3(2)) other individuals by arrangement with the Executive Committee.
- (2) Membership shall consist of the following categories:
  - (a) Playing Competitive Membership
  - (b) Social Playing Membership
  - (c) Other Membership on such terms as the Club may decide
- (3) The Executive Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Executive Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.
- (4) There shall be fees for membership, which are reviewed and determined at the Annual General Meeting each year.
- (5) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.
- (6) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10.

#### 4. EQUALITY OF OPPORTUNITY

- (1) The Club is committed in its pursuit of sporting participation, to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- (2) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- (5) As a sport for all, the England Touch Association (ETA) celebrates and values the inclusion of transgender, non-binary and gender diverse people in Touch and strives towards providing a safe and welcoming environment for any person to be their authentic self. The Club is committed to follow the ETA framework to enable transgender, non-binary and gender diverse people to participate in Touch, including players, coaches, referees and staff.

#### 5. THE EXECUTIVE COMMITTEE

- (1) The day-to-day management of the Club's affairs shall be conducted by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.

- (2) The Executive Committee shall consist of:

Position Role(s)

Senior Treasurer –

See clause 9 for details

President –

Has overall responsibility for the Club and ensures, so far as they are able, that the Club is run successfully and in line with the founding philosophy of the CUTRC

Work with Cambridge University Rugby Football Club, the Student Union, and England Touch Association to ensure smooth running of the Club.

Calls and chairs Executive Committee meetings to discuss the situation of the Club.

Maintain CUTRC's public image and act as ambassador for the Club, ensuring that CUTRC is being promoted adequately.

Liaising with Oxford University and organising the Varsity Touch Rugby Match.

Secretary –

Responsible for administrative affairs of the Club. This includes organising kit, stash and equipment buying, storing, cleaning and repairing.

Enters the Club into various tournaments and matches.

Maintains and updates the Club mailing list. This includes taking care of a member and alumni database.

Responsible for the Data Privacy and Data protection of membership lists and member communications.

Responsible for Maintaining the Club's constitution and making proposals to the membership on relevant updates

Maintain records of Committee and Member meetings.

Mixed Captain, this position will **typically** be held by either the elected Men's or Women's Captain –

Arrange coaching, training, and social games for all Club members. Liaising with the other Club Captains.

Squad / Team selection, ensuring eligible members are provided with suitable opportunities to represent and play for the club.

Game day logistics and management.

Liaison with the Lead Welfare Officer on all relevant matters to ensure the well-being of CUTRC members.

Responsible for recruiting new members throughout the term, including during Freshers' Week

Men's and/or Women's Captain –

Liaising with the Mixed Captain to arrange coaching, training, and social games for the Club.

Men's / Women's Squad / Team selection, ensuring eligible members are provided with suitable opportunities to represent and play for the club.

Game day logistics and management.

Responsible for recruiting new members throughout the term, including during Freshers' Week.

Social Secretary –

Arrange Social activities, including at least four social events for Members each year. Manage all social media accounts and relevant promotions for the Club's activities.

The Social Secretary acts as the point of contact for member complaint or grievances, including selection. To avoid potential conflicts of interest, the Social Secretary will not be allowed to take a direct role in team selection.

Attend the start of year Cambridge Welfare officers meeting to ensure preparedness for dealing with complaints procedure and to act as lead/secondary welfare officer.

Junior Treasurer –

Organises the financial affairs of the Club. See clause 7 for more details.

Prepare relevant reports and statements for the Annual General Meeting, see clause 6 for more details.

Prepare budgets, forecasts, and reports on the financial position of the Club to the Executive Committee each term and as applicable members.

Obtain sponsorships for the Club. Acts as liaison between the Executive Committee and CUTRC sponsors.

Sponsorship arrangements including donations and in-kind donations to be agreed with the Club's Committee and when finalised the agreement to be signed by the sponsor and Club President and Junior Treasurer.

Welfare and Safety Officer(s) – position(s) to be held either as a subrole(s) of another Committee position or as individually assigned roles as voted on at an AGM/EGM

There will always be two Welfare Officers on the committee, the social secretary and one other (to be nominated by the committee at their first meeting in the case of subrole assignment). One will act as Lead Welfare Officer and the secondary officer will support the Lead in their following responsibilities.

Lead Welfare Officer will ensure the well-being of CUTRC members and that the Club Code of Conduct is adhered to at all times, including:

- Maintaining a high level of member welfare, support and inclusion within the club.
- Report to the Club's Committee on all incidents raised, including outcomes.
- Attend the start of year Cambridge University Welfare officers meeting and training.

The Safety Officer will monitor club practices to ensure that their Health and Safety Procedures, in accordance with agreed risk assessments, are being adhered to, including:

- Responsible for accident and emergency procedures, such as supplying First Aid Cover for activities.
- Report to the Club's Committee on all incidents raised, including outcomes.
- Attend the start of year Cambridge University Safety officers meeting and training

- (3) The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- (4) All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.
- (5) A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
- (6) Meetings of the Executive Committee shall be chaired by the President, or, in their absence,

the Mixed Captain. If neither the President nor Mixed Captain is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.

- (7) The Executive Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
- (8) Only Executive Committee members will have the right to vote at Executive Committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- (9) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

## 6. GENERAL MEETINGS

- (1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Lent Full Term. All Members shall be entitled to attend and vote at any AGM. At least fourteen days' electronic (e-mail and / or CUTRC social media page) notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
- (2) The AGM shall be called to:
  - Approve Minutes of the previous AGM;
  - Approve Club Accounts for the preceding year;
  - Receive and review reports from Committee members;
  - Review and agree membership fees;
  - Elect the Executive Committee for the year ahead;
  - Consider any proposed changes to the Club Constitution;
  - Conduct such other business as is necessary.
- (3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 11, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee.
- (4) The President, or, in their absence, the Mixed Captain shall take the Chair at any AGM. In the absence of the President and Mixed Captain the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 15 members, or 30% of the membership, whichever is fewer. A written record of every AGM shall be kept.
- (5) Only current, fully paid-up members are eligible to vote at an AGM.
- (6) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

## 7. FINANCIAL & LIABILITY MATTERS

- (1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- (3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- (4) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- (5) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- (6) When entering into contractual arrangements pursuant to clause 7(5), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (7) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- (8) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- (9) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- (10) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

## 8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

## 9. COMPLAINTS PROCESSES

- (1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 9.
- (2) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
- (3) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
  - (a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
  - (b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
  - (c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
- (4) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- (5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

## 10. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 10, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.
- (2) The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
- (3) In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct,

the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.

- (4) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

#### 11. DISSOLUTION:

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

#### 12. RESERVED MATTERS:

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (3) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

#### 13. PROVISION OF INFORMATION

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

#### 14. DECLARATION:

Cambridge University Touch Rugby Club hereby adopts and accepts this constitution as its current constitution regulating the actions of members and will also comply with all University, England Touch Association (or any successor organisation), and legal requirements.



Last Updated: 05/06/24

Name: Ben Rhodes

Position: President

Name: Dr Darshil Shah

Position: Senior Treasurer