



# Cambridge University Ladies Netball Club Constitution 06/07

## **NAME**

The full name of the club is the 'Cambridge University Ladies Netball Club', abbreviated to CULNC.

## **AIMS**

1. The Club aims to promote excellence in Netball at Cambridge University.
2. The Club welcomes all interested students of the University to the annual trials, regardless of religion, race, or nationality. Any discrimination shall not be tolerated as the Club strives to maintain its respected and successful reputation at the heart of a diverse and thriving University.
3. The club endeavours to organise and support College League Netball and the College 'Cuppers' tournament at the end of each season.
4. The Club strives for divisional promotion of both the Blues and Second Team in the BUSA league.

## **MEMBERSHIP**

1. Membership of CULNC is dependent on selection through University trials, held over the first weekend of Full Term of each academic year. The first cut is made at the end of Saturday and the new squad is announced by the Captain immediately after the final trial on Sunday. Selection is determined by the Captain, Vice-Captain and the squad coach.
2. There shall be an annual fee for membership which is determined by the President each year. It will be dependent on the total number of netballers in the squad and the amount of sponsorship money available.
3. Membership is only valid for one season and is only available to those girls playing netball for the University teams. Every player must trial at the beginning of each new season to secure a place in the squad. The Club offers no Life Membership or Honorary Membership.
4. The Executive Committee reserve the right to expel any member of the Club whose conduct has or seems likely to bring the Club into disrepute. Such expulsion shall be subject to confirmation at the next General Meeting of the Club. The member's actions shall be discussed and all members may vote for or against expulsion of the said member.

## **THE EXECUTIVE COMMITTEE**

1. The day-to-day management of the Club's affairs shall be in the hands of the Executive Committee, which shall be elected at the Annual General Meeting (AGM).
2. The Executive Committee shall consist of a Captain, Vice-Captain, President, Junior Treasurer, Kit Secretary and League Secretary. In addition, there shall be a Senior Treasurer, who shall be a resident member of the Senate or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be ex officio a member of the Executive Committee.
3. A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
4. Meetings of the Executive Committee shall be chaired by the Captain, or the Vice-Captain or President in her absence. If none of the aforementioned three positions are present the remaining members shall elect a chairperson for that meeting. A written record of each meeting shall be kept by the President.



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### **GENERAL MEETINGS**

1. The Club shall hold an Annual General Meeting (AGM) during each Academic Year. The AGM shall be held in Cambridge during Easter Full Term. All current members shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM.
2. The AGM shall approve Minutes of the season's General Meetings and ensure the Club's accounts are up to date for the next Executive Committee. Any debt incurred during the season shall be paid in full before the new committee take over. The New Executive Committee shall be elected for the year ahead and any other business shall then be conducted as necessary.
3. Candidates for election to office must be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. Voting shall be conducted by secret ballot. If there are a tied number of votes for a post or motion the Executive Committee only shall vote again. In the event of a tie after the Executive Committee's vote, the decision shall be made by the Club Captain.
4. 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. An EGM shall have the same powers as an AGM.
5. All General Meeting shall be chaired by the Captain. In her absence, the Vice-Captain or President shall Chair the meeting. The minimum number of members present at a General Meeting is ten. A written record of every General Meeting shall be kept by the President.

### **FINANCIAL MATTERS**

1. The Club shall maintain a bank account with a suitable Bank to hold the Club's funds. The bank account shall be in the full name of the Club: 'Cambridge University Ladies Netball Club'.
2. Specimen signatures of the Junior Treasurer and President shall be supplied to the bank. These signatures must be updated at the start of every season following the election of these new Executive Committee members. Mandate forms must be completed and returned to the Bank within a month after the AGM election, so the new cheque books are ready to use at the beginning of the new playing season.
3. It is the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and that the Club's financial records are kept up to date and in good order. Accounts shall be kept in a receipts and payments book, containing a record of all invoices and receipts of payments. At the end of each year, the Junior Treasurer must ensure that the Receipts and Payments book is ruled off, added up and balanced. The bank statements shall be reconciled with the balance shown in the Receipts and Payments book. The Junior Treasurer must prepare the accounts for audit and approval at the AGM. The Junior Treasurer must make available to the Senior Treasurer all books, invoices and other records, including minutes of meetings.
4. The Junior Treasurer must ensure that the Senior Treasurer is sent annually a copy of the accounts and a full list of the current committee members.
5. The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited, either by herself/himself, or by some other person approved under University Ordinances.
6. The Senior Treasurer shall not be liable for any financial debt or other obligation



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- of the Club unless he/she has personally authorised such a debt in writing.
7. For so long as the Club is registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for Registration as a University Club.

## **CHANGES TO THE CONSTITUTION**

The constitution may be amended at a General Meeting.

## **DISSOLUTION**

1. The Club may be dissolved at a General Meeting provided that at least twenty-one days written notice of the intention to dissolve the Club has been given to all members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.
2. Any motion for Dissolution of the Club shall provide that assets remaining, after all liabilities have been met, shall be transferred to the Club's Syndicate.