

The CULNC Constitution

1. NAME

The name of the Club shall be “Cambridge University Ladies Netball Club” hereafter

referred to as “CULNC”, 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 Netball within the University of Cambridge (“University”); and

(2) The organisation or provision of facilities for the learning, teaching, coaching,

practising and competing in Netball with the object of promoting

health and wellbeing; and

(3) The advancement of sports education by the provision of support, assistance

and encouragement for Netball in order 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) Ordinary Membership

(b) [OTHER TYPE(S) OF MEMBERSHIP – e.g. Alumni Membership,

Community Membership]]

(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, achievement and

excellence, 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. 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 Captain, Vice-Captain, President, Junior

Treasurer, Publicity and Sponsorship Officer and League Secretary.

(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) If a candidate for a position on the executive committee is unable to attend the election, they may run through proxy-candidacy. The candidate must request proxy-candidacy at least 48 hours before the elections.

(6) A majority of the members of the Executive Committee shall be full-time

undergraduate or postgraduate students of the University.

(7) Meetings of the Executive Committee shall be chaired by the President, or, in

their absence, the [Vice-President]. If neither the President nor [Vice-President]

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.

(8) The 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.

(9) Only Executive Committee members will have the right to vote at 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.

(10) 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 Easter Term. All Members shall be entitled to attend and vote at any AGM. At least fourteen days’ written 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 Captain shall take the Chair at

any AGM. In the absence of the President and Captain the meeting

shall elect a Chairperson for that meeting. The quorum for an AGM shall be 10

members, or 20% 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) Any complaints must be submitted in writing to the Executive Committee in an

expedient manner. Complaints should be treated confidentially and must not be

distributed publicly.

(2) 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.

(3) The Executive Committee will meet to hear any member complaints within 28

days of a complaint being lodged.

10. DISCIPLINARY PROCESSES

(1) Subject to the remainder of this clause 10, the Executive Committee 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 gravely harm the interests

of its members.

(2) The Executive Committee may also take other disciplinary action in respect of a

member of the Club, commensurate with the seriousness of the offence. The

Executive Committee may take action as a result of member behaviour within

any Club-organised activities.

(3) Written notice of any investigation will be provided within seven days of a

complaint/decision. 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 expulsion of a member can only be effected following a majority vote of all

Executive Committee members, excluding the Senior Treasurer, and in

circumstances where:

(a) the member has been given at least [twenty-one] days' notice in writing

of the meeting of the Executive Committee at which the expulsion or

suspension will be proposed and the reasons why it is to be proposed; and

(b) the member or, at the option of the member, a representative (who need

not be a member of the Club) has been allowed to make representations

to the meeting.

(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 clause 10(2) wishes to appeal the decision, that appeal

should be made to the Sports Club Registration Sub-Committee which will

assess the appeal in consultation with the Club’s Senior Treasurer.

(7) University members subject to disciplinary action have the right to lodge a

further formal complaint with the University.

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.

(4) 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:

CULNC hereby adopts and accepts this constitution as its current constitution

regulating the actions of members, and will also comply with all University and legal

requirements.

Name: Fenna Agnew Position: President

Name: Millie Quayle Position: Captain