

OXFORD UNIVERSITY VOLLEYBALL CLUB CONSTITUTION

Name & Objects

1. The Club is called the Oxford University Volleyball Club. This is a federal name which incorporates the following teams: the men's first and second teams, the women's first and second teams (the second teams being the Club's student development teams), a men's national league team and a women's national league team. The Club's objectives are the support, development, improvement and promotion of volleyball in the University of Oxford; and the income 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 recognized sport.

(b) The activities of the Club will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

(c) If there is a National Governing Body for the sport which the Club is eligible to register, the Club shall effect and maintain such registration; purchase any insurance cover which the national body makes available (unless the Insurance Section of the University's Central Administration ('the Insurance Section') agrees to or prescribes other arrangements); and make every effort to comply with all the safety procedures which the National body 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, where possible, registered with any relevant national governing body; and that all paid coaches are accredited by such body

(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) No member of the Club shall participate in any activity overseas organized 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.

(g) The Club may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS 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 OUCS rules) to act as its IT Officer, whose duties shall include liaising with OUCS 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 and coordinating and regulating access to the web facilities use by the Club;

(iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;

(iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

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 member 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.

6. The Committee may also, at its discretion, admit to membership

(a) Any student who is studying in Oxford and can present a valid student card

(b) Any staff member of the university

(c) Any other person not belonging to the university

Members not belonging to the university and staffing body of Oxford University shall not constitute more than one quarter of the total membership of the club as a whole.

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 18 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations (made either before or during the AGM) must be seconded and have the consent of the nominee

(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, the Treasurer or a Captain 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 with notice of the Meeting.

12. The quorum for a General Meeting shall be eight 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 Committees deputed by the Treasurer to represent his 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 accompanying the notice of the Meeting).

The Committee

13. The affairs of the Club shall be administered by a Committee consisting of not more than sixteen 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 Committees 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, the Women's and Men's Captains for the student and national league teams (together, the 'Office Holders'; and their offices are referred to as 'the Offices'), the Senior Member and up to eight other persons. Other roles include the Social Secretary, Alumni Officer, Safety Officer, Fundraising Officer, Development Officers, Team Secretary. The President, the Secretary, the Treasurer and the Captains shall each be either a member of the Club whose eligibility stems from paragraphs 4, 5(a) or 5(b) above, or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 5(a) or 5(b) above, on election to office he or she must sign an undertaking to abide by the Proctors Memorandum and to accept the authority of the Proctors on Club matters.

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.

17. The President shall:

- (a) remain aware of all aspects of the Club;
- (b) work to aid all Officers in carrying out their duties;
- (c) act as negotiator in all issues involving more than one team. In particular, the President negotiates the division of training times;
- (d) call for Committee meetings, preferably at least once per term;
- (e) if the Club owns a video-camera, ensure its safety; the video-camera may be loaned to another member of the Club (e.g. a coach or captain); the video-camera must be returned to the President prior to the AGM and must be passed over the next President;
- (f) keep the Constitution up-to-date;
- (g) remain in contact with all relevant organizations, e.g. Sports Federation, external training halls;
- (h) help the Fundraising Officer and the Treasurer with grant and sponsorship applications;

- (i) at the end of his or her term, fill in the President's Pack and submit it to the Sport Federation;
- (j) at the end of his or her term, provides a calendar with all activities, so the new Committee, but also all members, are aware of all activities planned for the year.

18. The Secretary shall:

- (a) compile and maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up minutes of those meetings and circulate them to the Committee;
- (d) 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;
- (e) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body 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;
- (h) organize referees for all home student matches;
- (i) when required, register student teams in the EVA Student Cup and BUCS Championships;
- (j) when required, book the accommodation for the teams' away tournaments;
- (k) at the end of his or her term fill in the Changeover Form and submit it to the Sports Federation.

19. 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 procedures to be reviewed regularly with the University's Internal Audit Section ('Internal Audit');
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) help the Fundraising Officer raise sponsorships, and oversee compliance by the Club with its sponsorship agreements;
- (e) carry out a inventory of all property owned by the Club once a year; this inventory should be checked by the incoming Treasurer;
- (f) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (g) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (h) seek advice as necessary on tax matters from the University's Financial Division;

- (i) ensure that the incoming treasurer who takes over understands his job and all his roles in that job;
- (j) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (k) at the end of his or her term fill in the Treasurer's Pack and submit it to the Sports Federation;
- (l) at the end of his or her term assist the incoming Treasurer with the Club's account signatories change;
- (m) unless the Club is designated by the Proctors as a 'recognized 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 to 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).

20. A student team Captain shall:

- (a) oversee the day-to-day running of his or her respective team, which includes ensuring that there are enough players available for matches;
- (b) [first team Captains only] if necessary, determine the division of training times between the first and second teams;
- (c) [first team Captains only] coordinate the refreshments after his or her first team home match;
- (d) organize transport to all away matches and tournaments;
- (e) timely hand in to the Sports Federation the results of all of his or her team's fixtures;
- (f) communicate between the coach and the rest of the team;
- (g) [first team Captains only] select the first and second teams in the absence of the coach.

21. Each student team will also have the option of electing a Team Secretary. This person will aid the Captain with tasks such as organizing transport and identifying those players available to play. Final responsibility will at all times remain with the Captain. It must be emphasized that the Team Secretary is not in any way a co-Captain.

22. There may be two Social Secretaries, one for each gender. A Social Secretary shall:

- (a) run social events at a team or Club level;
- (b) organize the "first of the season" social for all teams to be held in the first two weeks of Michaelmas Term;

- (c) if the Varsity Matches are taking place in Oxford, organize the post-match dinner and evening entertainment for both Oxford and Cambridge teams.
- (d) assist the Alumni Officer with organization of the Annual Alumni Dinner;
- (e) assist the Fundraising Officer in carrying out any sponsorship arrangements (e.g. invitations to the Annual Alumni Dinner, Varsity Matches and any other Club events).

23. The Safety Officer shall act to ensure the safety of all players in the club. This includes:

- (a) showing new players how to set up the net;
- (b) talking to players who are deemed likely to cause injuries;
- (c) ensuring the first-aid kits are fully stocked by inspecting and refilling them at least once a term;
- (d) ensuring that the first aid kits are taken to away matches and tournaments;
- (e) advising injured players on treatment of common injuries (e.g. ankle sprains) and providing useful contact information for physiotherapists (e.g. Peak Sporting Performance at the Iffley Athletics Track);
- (f) liaise with the Sports Federation and fulfill any requirements they may have.

24. The Development Officers shall encourage the development and increased awareness and participation of volleyball throughout the University and the local communities. This includes:

- (a) encouraging the development of college teams and running the inter-college league;
- (b) organizing Outreach sessions in local schools throughout the year and for visiting students over the summer;
- (c) running Cuppers and 4MAX tournaments.

24A. There may be a Stash Officer who shall coordinate all the Club stash orders. This includes:

- (a) informing all Club members of the opportunity to order Club stash, including OUVVC stash and Varsity stash;
- (b) collecting the payment from each Club member for the stash orders;
- (c) ordering, receiving and distributing the stash;
- (d) organize custom-made Club stash such as warm-up t-shirts.

25. The Fundraising Officer shall raise funding for the Club. This includes:

- (a) preparing grant applications, including to the EVA, the CCPR (Central Council of Physical Recreation and Sport England);
- (b) seeking sponsors and preparing sponsorship applications (e.g. Deloitte);
- (c) overseeing compliance by the Club with its sponsorship agreements;
- (d) with the help of the IT Officer maintaining the sponsored links on the Club's website.

26. The Alumni Officer shall:

- (a) gather information on OUVC alumni;
- (b) keep the alumni mailing list up-to-date;
- (c) develop a sense of community and involvement among such alumni through termly newsletters, reunions, exhibition matches, etc.;
- (d) organize the Annual Alumni Matches in Trinity Term and the Annual Alumni Dinner;
- (e) solicit alumni donations.

26A. The IT Officer shall:

- (a) re-register with OUCS to continue use of their mailing lists and webspace;
- (b) regularly update the Club's website with current information;
- (c) keep the Clubs' mailing lists up-to-date.

27. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The posts within each student team may only be voted for by student members of that gender. For the offices connected with the national league teams, all members of the same gender may vote for the positions but the President has the final decision on the national league Captains to ensure that the national league teams reflects the students' interests. The members of the Club shall not appoint several individuals to jointly hold any of the Offices. However, the national league teams Captain may also be the Secretary or Treasurer. If the Club is designated by the Proctors as a 'recognized sport', the Director of Sport shall be the Senior Member. If the Club is not so designated, the members of the Club shall appoint a Member of Congregation as the Senior Member when electing other members of the Committee each year. The Senior Member shall be a member of the Committee ex officio.

28. If, during the period between the annual elections to Offices, 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.

29. 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 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. Each Office Holder must also hand to the Committee any property of the club which is in his or her possession if at any stage the Committee requests it.

30. 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.

31. 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.

32. 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

33. 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.

33A. Subject to section 33C, any student Club member responsible for any loss incurred by the Club (including in connection with an accident while driving a Club rented vehicle) or for the loss of Club property shall reimburse the Club an amount equal to 50% of the replacement cost or (if there is no replacement cost) the cost of the loss incurred by the Club up to a maximum of £100. Contributions to the reimbursement may also be otherwise decided by the team. The amount of a member's liability to the Club may be adjusted at an Annual General Meeting or an Extraordinary General Meeting.

33B. Any non-student Club member responsible for any loss incurred by the Club (including in connection with an accident while driving a Club rented vehicle) or for the loss of Club property shall reimburse the Club the full amount of the replacement cost or (if there is no replacement cost) the cost of the loss incurred by the Club.

33C. A student Club member fined for a traffic violation shall assume the entire amount of the fine; team members may contribute to the payment of the fine on a voluntary basis.

33D. The Club shall take no responsibility for any damage to a vehicle driven by a Club member which is not covered by the Sports Federation's insurance policy.

33.D. Subject to 33.A, Captain's (or assigned Captain in case the first is not present) will be responsible for returning any Club property used for the matches (away and home) and trainings of their team (including all items of the kit, balls, scoreboard, line judge flags).

33.E. Before a home or away match captain of the team playing (or assigned captain in case the Captain cannot be present) is required to record in an agreed book the amount of balls, kit items (record numbers of shirts and shorts if applies) and any other Club property to be used before game starts. The Captain or any other member of the team returning borrowed items will be required to sign the return of items.

33.F. Any member of the Club who borrows any Club property (including balls, indoor net, outdoor net, kit or any other item), must communicate it to their team Captain or Club President and sign-off the item in agreed book.

34. 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 24.

Dissolution

35. 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.

36. 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

37. Any question about the interpretation of this Constitution shall be settled by the Proctors.

Schedule

Code of Conduct & Risk Assessments.