

**Cambridge University Cycling Club  
Constitution  
2023-24 (Updated 15-06-23)**

- 1. Name**
  - a. The name of the Club shall be “Cambridge University Cycling Club” herein after referred to as “the Club”.
- 2. Object**
  - a. The Club shall exist to further interest and participation of its members in all aspects of Cycling.
- 3. Affiliation**
  - a. The Club shall be affiliated to British Cycling, British Universities and Colleges Sport (BUCS) and Cycling Time Trials, and any other appropriate cycling body as decided by the committee.
  - b. The Club colours shall be as registered with British Cycling.
- 4. The Constitution**
  - a. A copy of the constitution shall be kept by the General Secretary and shall be available to view on the Club Website.
  - b. Amendments to the constitution may only be made by majority vote at an Annual General Meeting (AGM) or Extraordinary General Meeting, for which at least ten Club Members must be present. Amendments must be made available to view by Club Members no fewer than 24 hours before the AGM.
  - c. A copy of the Constitution will be lodged with the Senior Treasurer.
- 5. Membership**
  - a. The Club Membership shall be open to any matriculated Member of Cambridge University, or members of Staff at the University or affiliated Colleges and Faculties, regardless of protected characteristics.
  - b. The Committee reserves the right to refuse or revoke the Membership of any person or group of persons for which it has good reason.
  - c. Membership matters shall be the responsibility of the Junior Treasurer but are under the final authority of the Committee.
  - d. If non-student membership exceeds 10% of total Club membership, the Committee and Senior Treasurer must decide that it is in the best interests of the student members of the Club for this to be the case.
  - e. Membership fees shall be as determined at the AGM and current membership types/durations are outlined on the club’s website.
  - f. 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. Equality**
  - a. The Club is committed in its pursuit of sporting participation 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.
  - b. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 7. Honorary Members**
  - a. Any past Member of CUCC may be nominated to be an honorary Member of the club, provided the relevant criteria outlined in the section entitled ‘Membership’ have been met. Election to honorary Member status will be by unanimous Committee vote.
  - b. Honorary Members will have equal rights to any offers, subscriptions or other benefits that sponsorship may bring.
  - c. Honorary Members shall not be liable for Membership fees.

- d. A copy of the current list of honorary Members shall be lodged with the Senior Treasurer to ensure continuity of record keeping.

- e. The period of honorary Membership will be life.

## 8. Club Governance

- a. The running of the Club shall be the responsibility of an elected Junior Committee, herein after referred to as the “Committee”, and advised by a group of former Club Members, herein after referred to as the “Senior Committee”.
  - i. All the Committee members must be members of the Club and shall be eligible for re-election each year.
- b. There shall be a Senior Treasurer who is an MA or PhD of Cambridge University (See section 10 added below). The senior treasurer shall ensure that there is in place proper finance, administration and regulation of the club.
- c. The Committee will meet at least once a term.
- d. Sebastian Dickson is hereby declared to be divine and will be venerated as such.
- e. Ultimate power for making decisions shall rest with the Committee, in accordance with its Standing Orders.
- f. When voting on a motion, each member of the committee shall have a single vote, and approval requires a simple majority.
- g. If a role is split between two people (e.g. Social Secretary, Events Secretary) both members will have an individual vote.
- h. Standing Orders for the Committee shall be amended at an AGM by simple majority.
- i. The Committee shall be elected by majority at the AGM in accordance with Clause 13.
- j. Committee positions may be removed by majority at an AGM.
- k. Committee Members may be removed from their post by the unanimous decision of the other Committee Members.
- l. There shall be a Senior Committee made up of up to 8 former Club Members, to advise the Committee and provide continuity in club governance. It shall operate in accordance with its Terms of Reference. This shall be chaired by the Senior Treasurer, with additional members in accordance with the ‘Membership’ section in that document.

## 9. Committee Structure

- a. The Committee shall consist of the following posts:
  - i. President
  - ii. General Secretary
  - iii. Junior Treasurer
  - iv. Women’s Captain
  - v. Men’s Race Captain
  - vi. Ride Race Captain
  - vii. Development Captain
  - viii. Women’s Officer
  - ix. MTB Secretary
  - x. Events Secretary
  - xi. Kit Secretary
  - xii. Website and Social Media Secretary
  - xiii. Social Secretary
  - xiv. Speakers and Sponsorship Secretary
  - xv. Welfare Officer
  - xvi. Safety Officer
- b. The Executive Committee shall be comprised of the President, General Secretary and Junior Treasurer.
- c. Responsibilities for running the Club shall be divided up by the Committee by majority decision.
- d. Two members may jointly hold a post on the committee.
- e. No one shall hold more than one post unless those posts are otherwise unfilled.
- f. If a Committee Member resigns, the remaining Committee may elect a replacement by majority, or redistribute the responsibilities between themselves and other willing Members of the Club.
- g. The Welfare and Safety Officer positions need not fulfil clauses 9d-e, and only require a vote by the committee to be elected.

## **10. Financial Matters**

- a. 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.
- b. 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.
- c. Club Accounts shall be submitted by the Junior Treasurers to the Senior Treasurer at the end of each accounting year for audit before the AGM. The Senior Treasurer shall not be liable for any debt or other obligation of the Club except where they have personally authorised it in writing.
- d. For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- e. The 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. Senior Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Committee.

## **11. Property**

- a. The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the relevant standing orders.

## **12. General meetings**

- a. The Annual General Meeting (AGM) shall be held in the Easter Full Term.
- b. Extraordinary General Meetings may be called at any time during Full Term at the request of at least five Members of the Club.
- c. General Meetings shall be open to all Members of the Club and at least one week's notice must be given.
- d. A simple majority of the Members present shall reach all decisions, except the dissolution of the club.

## **13. Elections**

- a. Nominations for officer positions shall be presented to the President before the deadline set annually at the end of Easter Full Term.
- b. The nominations for elected positions shall be published no less than 24 hours before the AGM.
- c. Voting shall be by simple majority, by anonymous ballot. Committee positions shall be voted for in order of most senior to least senior as laid out in the section entitled Committee Structure.
- d. The option to Re-Open Nominations (RON) will always be present alongside any candidates when voting. If RON receives the majority of votes, the position will be dealt with in accordance with section 13f (below).
- e. In the event of a tie, the role can be split or put to a revote, at the discretion of the Committee.
- f. If a nomination for a post has not been received, or the position is unfilled following the election, the responsibilities of the role shall be split between the other Members of the new Committee, or an election will be held at an Exceptional General Meeting at the earliest reasonable date.
- g. Any elected Member of the Committee may be removed from a position by way of a two-thirds majority vote of Members present at a General Meeting.
- h. Committee Members will remain in their posts after the election until the end of the Easter Full Term in which the election takes place

## **14. Complaints Procedures**

- a. 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

- b. 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.
- c. 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.
  - i. The Executive Committee will acknowledge receipt of any written complaint within 7 days.
  - ii. 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.
  - iii. 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.
- d. 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.
- e. The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

#### **15. Disciplinary Processes**

- a. Subject to the remainder of this clause 15, 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.
- b. 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.
- c. In line with clause 14, 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.
- d. 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.
- e. 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.
- f. 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.

#### **16. Club Colours**

- a. Club Colours for racing kit shall be Cambridge Blue and of a design agreed upon by the Committee.
- b. The Club emblem shall be a left-facing Cambridge Lion in red and outlined in black, the university crest or a Cambridge Blue/White bicycle wheel with the university crest at the centre. The design is to be administered by the President.

- c. The Club tie shall be Cambridge Blue with narrow diagonal white and red stripes. The design is to be administered by the President.
- d. All Blues of the Club shall be entitled to wear a Cambridge Blue Flannel Blazer with a Cambridge Lion or university crest and the letters CUCC in Old English Font under the lion, all embroidered on the pocket.
- e. All Half-Blues of the Club shall be entitled to wear all of the above, in half-blue colours.

**17. Dissolution of the Club and Other Reserved Matters**

- a. The Club shall only be dissolved by a two-thirds majority vote of all Members taken at a General Meeting for which no less than 1 weeks' notice shall have been given of the proposal.
- b. In the event of dissolution, all assets of the club shall be transferred to charitable organisations determined by a majority vote of the Members.
- c. Further matters requiring two-thirds majority are:
  - i. Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
  - ii. The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

**18. Provision of Information**

- a. 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.

**19. Declaration**

- a. Cambridge University Cycling Club 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		Position	President
Sign		Date	

Name	Thomas Bohné	Position	Senior Treasurer
Sign		Date	