

Committee Standing Orders

2023-24

(Updated 12th July 2023)

1. Meeting

The Committee shall meet at least once a term.

At least one day's notice shall be given to the whole Committee for a meeting to be valid (Pub trips shall not spontaneously be decided to be meetings).

Minutes shall be taken and posted on the website. It is important there is a good record of why decisions were taken.

There shall be a 50% quorum for a meeting to be valid.

2. Voting

The following things need to be taken to Committee by majority before they can go on:

- Large Planned Expenditures (>£100) excluding kit upkeep and transport reimbursements (if applicable)
- Annual Budget
- Changes to club policy (i.e. setting up a Team, Scholarship scheme, etc.)
- Any changes to kit design. There must be regular updates given to Committee throughout the design process and the final designs must be submitted to Committee for review a minimum of a week prior to the vote.

The following things can only be changed by majority vote at an AGM or EGM:

- Changes to the Constitution
- Changes to the Committee Standing Orders

3. Membership

The Committee shall be chaired by the President.

The General Secretary shall take minutes.

A member of the Committee may be removed by a unanimous vote by the rest of the Committee, or by a 2/3rds majority of an AGM or EGM.

No member may hold more than one post, unless that post is otherwise unfilled.

Roles can be done jointly.

Filling Vacant Positions

- If a Committee member resigns, the other members of the Committee may redistribute their responsibilities amongst themselves or other willing members of a club
- The Committee may elect by majority a new person to that Post
- If two or more Committee members resign, an EGM shall be called to elect Replacements.

4. Position Responsibilities

a. President:

- I. Overall responsibility for the running of the Club and prompting the rest of the Committee.
- II. Organising the annual Club ride kit order in conjunction with the Kit Secretary.
- III. Organising the annual winter training camp for Club Members.
- IV. Liaison with the Senior Treasurer (ST) and Senior Committee.
- V. Liaison with the University Sports Service, including undertaking the Sports Club Registration and submitting the End of Year Information.
- VI. Liaison with the Development and Alumni relations office of the university with regards to fundraising efforts from Alumni of the club, particularly encouraging donations from graduating students.
- VII. Organising Freshers' and Sports fair stalls.
- VIII. Organising the AGM at the end of Easter term (and any EGMs deemed necessary), and drawing up any proposed changes to the Constitution and/or Standing Orders for these meetings.

b. General Secretary:

- I. Acting as the Club primary point of contact.
- II. Sending weekly newsletters.
- III. Keeping minutes of Club meetings.
- IV. Organising the annual Club casual kit order ('Stash') in conjunction with the Kit Secretary.
- V. Ensuring Club Health and Safety documentation is up to date with both the Cambridge University Sports Department and British Cycling regulations.
- VI. Liaison with the Development and Alumni relations office of the university with regards to Alumni correspondence.

c. Junior Treasurer:

- I. All financial aspects of the club.
- II. Proposing an annual budget.
- III. Applying for grants from the University Sports Service with the President.
- IV. Presenting the accounts for the previous accounting year at the Annual General Meeting and to the Senior Treasurer for auditing.
- V. To manage the bank account and ensure payments/reimbursements of club members in a timely fashion

d. Women's Race Captain:

Working in conjunction with the Men's Race Captain to achieve the following:

- I. Women's Team Selection
- II. Submitting Member details to the Sports Club Coordinator.
- III. Arranging travel to racing fixtures and associated training sessions.
- IV. Representing the club at Women's Blues Committee meetings.
- V. Organising track training sessions.
- VI. Primary point of contact with the club coach along with the Men's Race Captain.
- VII. Encouraging members to race.

e. Men's Race Captain:

Working in conjunction with the Women's Race Captain to achieve the following:

- I. Men's team selection,
- II. Submitting Member details to the Sports Club Coordinator.
- III. Arranging travel to racing fixtures and associated training sessions.
- IV. Representing the Club at Men's Blues Committee meetings.
- V. Organising track training sessions.
- VI. Primary point of contact with the club coach along with the Women's Race Captain.
- VII. Encouraging members to race.

f. Ride Captain:

- I. Organising and advertising road training sessions and club rides.
- II. Organising and advertising turbo training sessions.
- III. Organising development of people new to the sport and those not keen on racing, in conjunction with the Development Officer.
- IV. Being a friendly port-of-call providing advice to those new to group riding. In this regard the Ride Captain is expected to be a regular attendee of club rides.
- V. Running rides to interesting places.
- VI. Organising weekend away rides / tours sessions / ride to the sea.

g. Development Officer:

- I. Work in conjunction with the ride Captain to ensure that rides of all colours are running frequently, including creating a Committee rota for leading blue and green rides.
- II. Act as a spokesperson on the Committee for the green, blue and red rides.
- III. Support development of riders new to the sport or keen to improve
- IV. Liaise with club coach on the Beginner's and Develop plan
- V. May organise skills sessions on getting started with group riding, racing (working alongside Race Captains) and bike maintenance.

h. Women's Officer

- I. Encouraging women to take up cycling.
- II. Organising and advertising women's rides
- III. Organising and advertising women's socials.
- IV. Organising talks and events focused on training as a woman

g. MTB Secretary:

- I. Organising MTB race entries.
- II. Arranging travel to MTB racing fixtures.
- III. Organising regular MTB rides.
- IV. Organisation of Varsity XC if Cambridge is hosting in addition to transport to the event irrespective of the host university.

i. Events Secretary:

- I. Liaison with and registration of events with Cycling Time Trials.
- II. Organising Freshers' Time Trial (TT) at the start of Michaelmas.

- III. Organising Cuppers TT in Lent.
- IV. Organising a Club Hill Climb in Michaelmas
- V. Organising a BUCS road cycling event.

j. Kit Secretary:

- I. Keep Club equipment in order and inform the General Secretary of any equipment issues.
- II. Auditing club equipment annually.
- III. Organising the annual club ride kit order in conjunction with the President.
- IV. Organising the annual Club casual kit order ('Stash') in conjunction with the General Secretary.
- V. Update the Committee on any proposed changes to kit design.

k. Website and Social Media Secretary:

- I. Maintaining and updating the current Club website.
- II. Running the mailing lists.
- III. Admin associated with the SRCF.
- IV. Liaising with the Committee to update website with information about races.
- V. Posting regular content on club's Instagram and Facebook handles.

l. Social Secretary:

- I. Organising the Club Christmas Dinner at the end of Michaelmas.
- II. Organising a Varsity Dinner after the BUCS 25 mile TT if Cambridge is hosting the BUCS 25 mile TT.
- III. Organising a Club Annual Dinner in Easter term.
- IV. Organising May week events.
- V. Organising formals (preferably one a term if possible)

m. Sponsorship, Speakers and Alumni Secretary:

- I. Organising club sponsorship and liaising with sponsors.
- II. Organising for guests to speak at the club and the associated admin with their visit.
- III. Organising, with the aid of the social secretary, an annual Alumni dinner.
- IV. Organising the termly CUCC newsletter sent out to the alumni mailing list.
- V. Organising, in conjunction with social secretary, alumni events. Including, for 2023/24, CUCCs 150th anniversary dinner.

5. Honorary Members

Any member of the Committee may propose an honorary member. They must have been a member of the club, and achieved either excellent results or gone above and beyond in their support to the club.

A unanimous vote by the Committee is required to elect them.