

# **CONSTITUTION FOR THE OXFORD UNIVERSITY DANCESPORT CLUB**

## **1. NAME AND OBJECTS**

1.1. The Club is called the Oxford University Dancesport Club. The Club's objects are the support, development, improvement and promotion of Ballroom and Latin American dancing in the University of Oxford; and the income and property of the Club shall be applied solely to those objects.

## **2. COMPLIANCE**

2.1. The Club shall be administered in accordance with the regulations for University clubs 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 recognised sport and has "Blues" status. In relation to Blues status and issues surrounding the award of Blues and half-Blues, the Club will also abide by the regulations of the relevant (Men's or Women's) Blues Committee of the University's Sports Federation.

2.2. The Club shall effect and maintain registration to the Inter Varsity Dance Association ("IVDA"); purchase any insurance cover which this 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 safety procedures which the IVDA prescribes, or recommends as good practice.

2.3. The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee or its replacement; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.

2.4. 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 an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the Area Safety Officer (Sport) ("the Safety Officer"). If and for so long as the Club is responsible for organising an inter-college competition, the Code of Conduct shall include guidelines and appropriate risk assessments for that competition.

2.5. Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct on Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.

2.6. No member of the Club shall participate in any activity overseas organised 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.

2.7. 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:

2.7.1. to designate a member of the Club entitled to a University e-mail account (as defined by OUCS rules) to act as its Webmaster, 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, maintaining an awareness of the University Guidelines for Web Information Providers and co-ordinating and regulating access to the web facilities use by the Club;

2.7.2. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;

2.7.3. to ensure that the Webmaster is competent to deal with the requirements of 2.7.1, where necessary undertaking training under the guidance of OUCS.

2.8. 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.

### **3. MEMBERSHIP**

3.1. 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.

3.2. All student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. 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.

3.3. The Committee may also, at its discretion, admit to membership:-

3.3.1. students registered to read for diplomas and certificates in the University;

3.3.2. student members of Permanent Private Halls who are not student members of the University;

3.3.3. members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;

3.3.4. members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford; and

3.3.5. other persons not falling within paragraph 3.2 above or paragraphs 3.3.1 to 3.3.4 above, provided that such members shall not constitute more than one-fifth of the total membership.

3.4. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

#### **4. MEETINGS OF THE MEMBERS**

4.1. There shall be an Annual General Meeting for all the members of the Club in Trinity Full Term, convened by the Secretary on not less than fourteen days' notice.

4.2. The Annual General Meeting will:

4.2.1. receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;

4.2.2. receive a report from the Committee on the Club's compliance with section 2 above;

4.2.3. elect Members of the Committee in accordance with paragraph 5.13 below: the Secretary shall invite nominations for the elected Committee positions in the notice of the meeting: nominations for the Officers (President, Vice-President, Secretary and Treasurer) must be received in writing by the Secretary not less than seven days before the date of the Meeting and must contain the names of a proposer and seconder and have the consent of the nominee: nominations for Publicity Manager and Webmaster may be taken from the floor of the meeting: no-one who is proposing or seconding a candidate for a Committee position shall propose or second any other candidate for that position: the meeting shall appoint two tellers, who shall be members of the Club but shall not be Committee members or candidates, to observe the counting of the votes;

4.2.4. consider any motions or constitutional amendments which have been received in writing by the Secretary not less than seven days before the date of the Meeting and any other relevant business.

4.3. An Extraordinary General Meeting may be called in any Full Term; by the President, Vice-President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by ten 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.

4.4. Any nominations for Officers and any motions or constitutional amendments of which due notice has been given shall be circulated to all members by the Secretary not less than five days before the date of the relevant General Meeting.

4.5. Members may vote in General Meetings by proxy. The member must nominate his or her proxy in writing and the proxy must bring this nomination to the meeting. No one person may act as proxy for more than two members. It is not necessary for the proxy to be a member.

4.6. The quorum for a General Meeting shall be ten 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 Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be business which has been circulated to all members not less than five days before the date of the meeting).

4.7. All voting on motions shall be by simple majority vote. In the event of a tie the President shall have a casting vote in addition to his or her ordinary vote.

4.8. 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.

## 5. THE COMMITTEE

5.1. The affairs of the Club shall be administered by a Committee, 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.

5.2. The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.

5.3. The Committee shall be made up of the President, the Vice-President, the Secretary, the Treasurer, the Senior Member, the Senior Treasurer, the Publicity Manager and the Webmaster.

5.4. The President, the Vice-President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 3.2 above or paragraphs 3.3.1 to 3.3.4 above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from 3.3.1 to 3.3.4 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. The Publicity Manager and the Webmaster shall each be a member of the Club.

5.5. The President shall be responsible for the day to day running of the Club. He or she 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.

5.6. The Vice-President shall assist the President with the day to day running of the Club. In particular, he or she shall be responsible for the organisation of classes (including classes leading to medals examinations) and social events in so far as this responsibility is delegated to him or her by the President.

5.7. The Secretary shall:

5.7.1. maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;

5.7.2. give notice of meetings of the members and the Committee;

5.7.3. draw up the agenda for and minutes of those meetings and ensure that they are available for inspection by any member of the club;

5.7.4. notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of members of the Committee;

5.7.5. advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;

5.7.6. notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card);

5.7.7. provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2.2 above; and

5.7.8. inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

5.8. The Treasurer shall:

5.8.1. keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;

5.8.2. develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit") and ensure that these procedures are in accordance with current Proctors' recommendations;

5.8.3. ensure that bills are paid and cash is banked in accordance with the procedures developed under 5.8.2;

5.8.4. prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;

5.8.5. ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

5.8.6. seek advice as necessary on tax matters from the University's Finance Division;

5.8.7. develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility;

5.8.8. make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;

5.8.9. forward to the Proctors (through the Director of Sport) a copy of the annual accounts to 31 July signed by the Senior Member (the format of which the Proctors may prescribe) as soon as possible after the year end (and in any event no later than the 1 October following the year end), for retention on the Proctors' files; and

5.8.10. if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If

requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

5.9. The Senior Member shall:

5.9.1. hear appeals from removal from membership under paragraph 3.4 above;

5.9.2. following paragraph 5.8.9 above, consider the accounts of the Club and sign them if he or she considers them to be in order;

5.9.3. ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 5.7 and 5.8 above;

5.9.4. resolve disputes between members of the Committee and the Head Coach; and

5.9.5. be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.

5.10. The Publicity Manager shall ensure that publicity material for the Club's classes and events is produced and distributed.

5.11. The Webmaster shall:

5.11.1. take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under paragraph 2.4 above; and

5.11.2. perform the duties listed in 2.7.1.

5.12. All the members of the Committee other than the Senior Member and the Senior Treasurer should be willing to participate in the general day to day administration of the activities of the Club.

5.13. The members of the Committee other than the Senior Member and the Senior Treasurer shall be elected by the members of the Club at the Annual General Meeting, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Committee positions, nor allow any individual to hold more than one Committee position at a time. The Senior Member shall be a member of Congregation and shall hold the position on a permanent basis subject to 5.17. The position of Senior Treasurer shall be filled by the Director of Sport.

5.14. In each election for a Committee position each member present in person or by proxy may vote for one candidate. The candidate with the highest number of votes shall be deemed elected. In the event of a tie the names of the tying candidates shall be placed in a container and the one whose name is drawn out first shall be deemed elected.

5.15. The term of office for the successful candidates shall commence on Sunday of 9<sup>th</sup> week of the Trinity Term in which they are elected and end on Saturday of 8<sup>th</sup> week of Trinity Term the following year.

5.16. If any vacancies occur amongst the elected members of the Committee, the Committee shall have the power of filling the vacancy or vacancies for the remainder of the term of office by co-optation. In the event of a vacancy for the position of Senior Member the Committee shall propose

a new Senior Member at a General Meeting. The appointment will require the approving votes of two-thirds of those present in person or by proxy at the Meeting. No appointment of a Senior Member shall be considered by a General Meeting unless it has been included as an agenda item in the notice of the Meeting. If the position of Senior Member is vacant, or if the Senior Member is unable to perform his or her duties, the duties of the Senior Member may be performed by the Director of Sport.

5.17. 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. No proposal to remove the Senior Member from office shall be considered by a General Meeting unless at least one fifth of the members of the club are present in person or by proxy and the Senior Member has been invited to the meeting.

5.18. Each Committee Member 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 (on request from the Committee) 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 Club's bank accounts, building society accounts, or other financial affairs.

5.19. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.

5.20. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

## **6. TEAM**

6.1. There shall be a Team which shall represent the Club in team matches at interuniversity competitions including the annual Varsity competition against Cambridge.

6.2. The members of the Team shall be selected by the Head Coach after consultation with the President and shall be subject to reselection at the beginning of the following academic year. No one selected to be a member of the Team in any given academic year shall be removed from the Team before the initial selection of the Team at the beginning of the following academic year except by a joint decision of the President and the Head Coach.

6.3. All members of the Team must be members of the Club.

6.4. The President shall be the Team Captain. He or she shall be a member of the Team ex officio in an administrative capacity and may vote in Team elections. He or she shall organise and manage the Team and the Pre-Team with the assistance of one or more Team Vice-Captains, a Team Treasurer and the holders of any other Team administrative positions he or she deems necessary.

6.5. The Team Vice-Captain(s) and Team Treasurer shall be elected at a Team Meeting held following the initial selection of the Team at the beginning of the academic year. (The President shall determine the number of positions of Team Vice-Captain to be filled subject to there being at least one such position.) The term of office for the successful candidates shall commence immediately and end when new elections are held the following year. If any vacancies occur before

the end of this term of office, they shall be filled for the remainder of the term of office by election at a Team Practice. No holder of any of these positions shall be removed from office except by the approving votes of two-thirds of those present at a Team Practice. No proposal to remove the holder of any of these positions from office shall be considered at a Team Practice unless the relevant person has been given at least seven days notice.

6.6. The holders of any other Team administrative positions shall be appointed by the President and may be removed from office by the President.

## **7. PRE-TEAM**

7.1. There shall be a Pre-Team (otherwise known as the 'Beginners Team') which shall represent the Club in the beginners events at inter-university competitions including the annual Varsity competition against Cambridge.

7.2. The members of the Pre-Team shall be selected by the Head Coach after consultation with the President. No one selected to be a member of the Pre-Team in any given academic year shall be removed from the Pre-Team before the end of that academic year except by a joint decision of the President and the Head Coach.

7.3. All members of the Pre-Team must be members of the Club who have not received professional tuition in Ballroom or Latin American dancing before the Inter Varsity Dance Competition of the previous academic year.

## **8. COACHING**

8.1. There shall be a Head Coach who shall have ultimate responsibility for all coaching including the employment of other coaching staff and for all trials and selections for the Team and Pre-Team.

8.2. The President, the Senior Member and a member of Congregation nominated by the University's Sports Strategy Committee or its replacement shall be jointly responsible for the appointment and oversight of the Head Coach and for resolving any issues that may arise in relation to his or her employment. In filling any vacancy for the position, they shall determine the appointment procedure subject to the University's accepted code of practice.

## **9. INDEMNITY**

9.1. 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 judgement is given in his or her favour (or the proceedings are 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.

9.2. 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 any liability which by virtue of 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 he or she is entitled to be indemnified by the Club by virtue of paragraph 9.1.

## **10. DISSOLUTION**

10.1. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the 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.

10.2. 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 for use in support of University Ballroom and Latin American dancing or other sporting activities within the University.

## **11. INTERPRETATION**

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

## **SCHEDULE**

Code of Conduct on Safety Matters