

The Cambridge University Ski and Snowboard Club Constitution

1. Name

- a. The name of the society shall be the Cambridge University Ski & Snowboard Club, which may be referred to as CUSSC.

2. Objects

- a. The Club's aims shall be to encourage and raise awareness of skiing and snowboarding activities within the university, and to make provision for the practice thereof.
- b. The Club may also participate in Skiing, Snowboarding and Freestyle competitions in Britain.

3. Membership

- a. Membership of the Club shall be open to all matriculated members of Cambridge University in statu pupillary.
- b. The Committee shall have the right to refuse membership of the Club to any person, with due cause as laid down in sections 3.f and 3.g.
- c. Membership shall be for the duration of one academic year, renewable annually, with the annual membership fee to be decided by the Committee of the time.
- d. Members are advised that skiing and snowboarding may be hazardous, and the Club will not be held responsible for any injuries to members sustained whilst participating in activities associated with the club.
- e. Every member shall be personally responsible for any loss or theft obtained whilst participating in activities associated with the Club.
- f. The Committee shall have the right to expel any member from the club, with due cause, as shall be seen fit. The member in question shall have the right to appeal against this decision to the Committee. Such expulsion shall be subject to confirmation at the next General Meeting of the Club.
- g. Any member who is deemed by his or her actions to have compromised the reputation of the Club or that of the University, or any member whose actions conflict with the Constitution, shall be liable to disciplinary action as shall be seen fit.
- h. The Committee shall have the right to offer honorary membership (free) and life membership (for a fee) to any person as it sees fit.

4. The Executive Committee

- a. The Committee shall consist only of members of the Club, and the Senior Treasurer.
- b. A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate student of the University.
- c. The Executive Committee shall consist of a President (or in circumstance, joint Presidency), Men's Captain, Women's Captain, Secretary, Junior Treasurer, Freestyle Captain, Snowboard Captain, Kit Secretary, and Social and Welfare Secretaries, who shall be elected by the members as in 5.c. The secretary of the Club shall be a nominated current member of the Committee. In addition, there shall be a Senior Treasurer, who shall be a resident member of the Senate or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be ex officio a member of the Executive Committee.
- d. The president will also be responsible for the Club's Health & Safety.
- e. Additional posts may be added as and when required.
- f. The quorum for any meeting of the Committee shall be deemed by a majority of those present.
- g. Decisions shall be reached by a simple majority vote of the Committee officers present. If the vote is tied, then the president shall have the casting vote.
- h. Meetings of the Executive Committee shall be chaired by the President or in their absence captains. If neither the President nor captains are present, the remaining members shall elect a chairperson for the meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.
- i. Committee officers shall be awarded honorary life membership on completion of their term of office.

5. General Meetings

- a. The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge at the end of Lent Full Term. All members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days' notice shall be given to members before the AGM.
- b. The AGM shall approve Minutes of the last General Meeting and the Club's accounts for the preceding year, elect the Committee for the year ahead and conduct such other business as is necessary.

- c. Candidates for election to office shall be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. Voting shall be by secret ballot and if there are more than two candidates for a post or more than two options on a motion, voting shall be by Single Transferable Vote.
- d. An Extraordinary General Meeting 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. Twenty-one days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM.
- e. The President or in their absence the captains shall take the Chair at any General Meeting. In the absence of the President and captains the meeting shall elect a Chairperson for that meeting. The quorum for a general meeting shall be five members and a written record of every General Meeting shall be kept.

6. Financial Matters

- a. The Club will be subject to the rules as laid down by Cambridge University.
- b. The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
- c. It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and that the Society's financial records are kept in good order.
- d. The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited, either by themselves, or by some other person approved under University Ordinances.
- e. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Club unless they have personally authorised such a debt in writing.
- f. For so long as the Club shall be registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for Registration as a University Society.
- g. Any person incurring unauthorised expenditure shall be wholly liable for the expenditure.
- h. The treasurer and the president must both sign as members of the club accounts to ensure oversight in the case of any issues arising later – this extends to both presidents in the case of a Co-President arrangement.

7. Equality, Diversity and Inclusion

- a. The Club is committed to following a strict equality policy, ensuring that all underrepresented and disadvantaged groups are fully supported to allow them to make use of the Club.
- b. The Club follows the University Equal Opportunities Policy.

8. COMPLAINTS PROCESSES

- (1) 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.
- (2) 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.
- (3) 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.
 - (a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
 - (b) 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.
 - (c) 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.
- (4) 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.

- (5) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

9. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 10, 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.
- (2) 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.
- (3) In line with clause 9, 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.
- (4) 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.
- (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 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.

10. Changes to the Constitution

- a. The Constitution may be amended at a General Meeting.

11. Dissolution

- a. The Club may be dissolved at a General Meeting provided that at least twenty-one days written notice of the intention to dissolve the Club has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it be effective.
- b. Any motion for dissolution of the Club shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Club's Committee.