

CAMBRIDGE UNIVERSITY BADMINTON CLUB (CUBaC) CONSTITUTION

1. NAME:

The name of The Club shall be “Cambridge University Badminton Club (CUBaC)” hereafter referred to as “The Club”. “The University of Cambridge” shall hereafter be referred to as “The University”.

2. AIMS AND OBJECTS:

The aims and objects of The Club will be:

- (1) The advancement of amateur sport for the public benefit by encouraging and developing badminton within The University;
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in badminton, with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for badminton in order to enable members to develop their capabilities and fulfil their potential.

In pursuance of these aims and objects, The Club must organise a regular schedule of training sessions exclusive to its members during Michaelmas and Lent Terms of The University’s academic year.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of The University, but may additionally benefit other members of The University and/or residents of Cambridge and the surrounding area where The Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of The University

3. MEMBERSHIP:

- (1) All matriculated members of The University are able to apply for Full Membership of The Club.
- (2) Associate Membership of The Club shall be open to –
 - (a) Alumni;
 - (b) Non-matriculated members of The University; and
 - (c) Members of establishments associated with The Universityin all cases at the President's discretion.
- (3) Half Membership of The Club shall be open to matriculated members of The University who will reside outside of Cambridge for a significant part of the academic year and hence will be unable to attend more than half of the training sessions and matches, in all cases at the unanimous discretion of the Executive Committee (see 5(2)). The value of the Half Membership fee shall be set by the Executive Committee on a yearly basis. The amount shall fall between 50% and 100% of the Full Membership fee. Any Half Member attending more than half of the training sessions during the season will be liable to pay Full Membership fees. Other than the aforementioned, Half Members have the same rights as Full Members within The Club, and are expected to represent The Club in BUCS matches or Varsity during the course of the year.
- (4) Application is via a trial session organised and publicised by The Committee at the start of every academic year. Half & Full Members who were not selected to participate in the previous year's Varsity match will also be required to re-apply via the trial session.
- (5) Offers of membership of The Club must be made following the trial session and must be based on badminton ability alone.
- (6) The only people able to make offers of membership to men are the President and the Men's Captain(s).
- (7) The only people able to make offers of membership to women are the President and the Women's Captain(s)
- (8) There must be an annual fee for membership, which shall be determined by The Club on an annual basis before the trial session.
- (9) An offer holder of membership of The Club will become a member only when the Junior Treasurer has received from the offer holder full payment of the annual fee.
- (10) The Executive Committee (see 5(2)) may expel any member whose conduct seems

likely to bring The Club into disrepute. Such expulsion shall be undertaken in accordance with Section 8, and is subject to confirmation at the next General Meeting of The Club. Any person expelled shall have the right of appeal to the Senior Treasurer.

- (11) 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.

4. EQUALITY OF OPPORTUNITY

- (1) The Club is committed in its pursuit of sporting 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.
 - (2) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
 - (3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
 - (4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures as detailed in section 9.

5. THE COMMITTEE AND EXECUTIVE COMMITTEE:

- (1) The day-to-day management of The Club's affairs shall be in the hands of The Committee, which will be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee (see 5(2)), subject to the approval of the Sports Club Registration Sub-Committee.
- (2) A subset of The Committee shall be called "The Executive Committee" and must consist of a President, Secretary, and Junior Treasurer, all of whom must be members of The Club. The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Junior Proctor or Sports Club Registration Sub-Committee. The Senior Treasurer must be appointed by the elected members of The Executive Committee and must be ex officio a member of The Executive Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.

(3) In addition to The Executive Committee, The Committee must contain, but not be limited to, the following positions -

(a) Men's Captain(s);

(b) Women's Captain(s);

(c) Mixed Captain(s);

(d) Development Squad Leader(s); and

(e) League Secretaries for management of the inter-college leagues

The committee positions 5(3)(a)-5(3)(e) inclusive are hereafter referred to as the "Compulsory Positions".

(4) The Executive Committee has the sole power to decide upon the number of the Compulsory Positions.

(5) The Executive Committee has the sole power to create positions extra to the Compulsory Positions.

(6) A majority of the elected members of the Executive Committee must be full-time undergraduate or postgraduate students of the University.

(7) Meetings of The Committee shall be chaired by the President or in his/her absence another member of the Executive Committee. The quorum for a meeting of the Committee must be half of the number of Committee members and a written record of each meeting shall be kept.

(8) The Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.

(9) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

6. GENERAL MEETINGS:

(1) The Club shall hold an Annual General Meeting (AGM) during each Academic year of The University. The AGM shall be held in Cambridge during Easter Full Term. All Members shall be entitled to attend any General Meeting. All Half and Full Members shall be entitled to vote. At least fourteen days written (including via

email) notice shall be given to Members before the AGM.

- (2) 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.
- (3) Candidates may apply to The Executive Committee to run for Committee positions prior to the date of the AGM, and in this instance should provide a short manifesto. Candidates may also apply to run for Committee positions during the AGM, and in this instance must be seconded by two other members. Voting shall be by secret ballot. Voting must be by First Past The Post whereby the winning candidate, or prevailing motion, is s/he who commands a simple majority.
- (4) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by The Committee or at the written request of at least one quarter of The Club's members. Seven days written (including via email) notice shall be given to Members before an EGM is held. An EGM shall have the same powers as an AGM.
- (5) The President, or in his/her absence the Secretary, shall take the Chair at any General Meeting. In the absence of the President and the Secretary the members present at the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be one third of The Club's members and a written record of every General Meeting shall be kept.
- (6) The option to re-open nominations (RON) must be available to the voting members for the election of every member to the Committee.
- (7) In the event of a General Meeting leaving a position(s) on the Committee unfilled, the Committee has the power to re-open applications or co-opt a member to the unfilled position. If the unfilled position is a Compulsory Position as in 4(2) then the Committee must co-opt a member to the unfilled position. Otherwise The Committee may distribute the roles and responsibilities of the unfilled position among its members as it sees fit.

7. FINANCIAL & LIABILITY MATTERS:

- (1) The Club must maintain a banking account with a suitable Bank or Building Society to hold its funds.
- (2) 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 must ensure continuity of Cambridge resident signatories for any bank accounts held by The Club.

- (3) The Senior Treasurer shall make arrangements for The Club's Accounts to be properly audited, either by himself/herself, or by some other person approved under University Ordinances.
- (4) The Senior Treasurer shall not be liable for any financial debt or other obligation of The Club unless he or she has personally authorised such a debt in writing.
- (5) For so long as The Club shall be Registered with the Junior Proctor or 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 Society or as a University Sports Club, respectively.
- (6) The Executive 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. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- (7) When entering into contractual arrangements pursuant to clause 7(6), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (8) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- (9) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- (10) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such

members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.

(11) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

8. CHANGES TO THE CONSTITUTION:

(1) The Constitution may be amended at either a General Meeting, with approval of at least two-thirds of those present and a quorum of one third of The Club's members, or by the unanimous decision of those present at a Committee meeting, with a quorum of two-thirds of The Committee. Proposed changes must be circulated at least seven days prior to a General Meeting. Any amendments are subject to approval by the University Proctors or University Sports Service as appropriate, and must be received by the relevant party within fourteen days of the vote.

9. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 9, 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 10, 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. 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 10.
- (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.

11. DISSOLUTION:

- (1) 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 to be effective. The quorum for a motion of Dissolution is three-quarters of The Club's members.
- (2) 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 Societies' Syndicate.

12. ELIGIBILITY IN UNIVERSITY, INTER-UNIVERSITY, AND EXTRA-UNIVERSITY MATCHES:

- (1) Full and Half Members of The Club will be eligible for the 'Varsity Match' in accordance with Blues Committee rules. Full and Half Members will also be eligible to compete in all other matches (e.g. BUCS, South Cambridgeshire League).
- (2) Associate Members will be eligible to compete in all fixtures save where their status renders them ineligible according to competition rules.

13. INTERCOLLEGIATE COMPETITION:

- (1) The League Secretaries shall be responsible for maintaining a set of rules for intercollegiate badminton and for communicating these rules to the captains of the college teams at the beginning of the academic year.
- (2) The League Secretaries shall be responsible for the running of intercollegiate badminton events. These must include, but need not be restricted to, an "Open League", a "Ladies' League", and "Inter-college Cuppers". Further, there must be three Cuppers events: "Open Cuppers", "Ladies' Cuppers", and "Mixed Cuppers".

14. DEVELOPMENT SQUAD:

- (1) The Development Squad Leader(s) shall be responsible for the organisation and running of the Development Squad.
- (2) The Development Squad's aim shall be to provide high-level college players with an opportunity to train together and be coached, with feather shuttles, enabling their ability to progress. In this manner, The Development Club shall function as an intermediate level between college- and university-level badminton, facilitating the progression of players from the former to the latter.
- (3) Development Squad Membership shall be open to fully matriculated members of The University who are not Members of The Club. Development Squad Membership does not affect the ability of a player to participate in college-level badminton. At least one-third of the Development Squad Members should be female.
- (4) The only people able to make offers of Development Squad Membership are the President and the Development Squad Leader(s). This may be through recommendation by the captain of a college badminton team or a Member of the Club. The Men's and Women's Captains are responsible for identifying players of a suitable standard at the trial session. Suitable players for whom there is insufficient space in The Development Squad shall be placed on a waiting list.
- (5) Training sessions shall be held approximately once per week during Michaelmas and Lent Full Terms. Training sessions will be coached by members of The Committee, following a training plan set out by The Development Squad Leader(s).
- (6) Development Squad Membership fees shall be determined by The Executive Committee in consultation with the Development Squad Leader(s). The fees shall reflect the number of training sessions and shall not be greater than Full Membership fees.

- (7) Development Squad Members are not entitled to attend The Club's AGM, but may offer suggestions via The Development Squad Leader(s).
- (8) Development Squad Members may be permitted to progress to Full Membership of The Club, at the recommendation of The Development Squad Leaders and with the approval of The Executive Committee and the appropriate Captain(s). In this eventuality, their fees shall be determined by the Executive Committee. The sum total of all fees payable to The Club by any one person in a given academic year shall never be less than 50% or more than 100% of Full Membership fees. .
- (9) The Development Squad may be dissolved at a General Meeting by a majority vote. The majority of the Committee must also vote in favour of dissolution.
- (9) Rules regarding Disciplinary Procedures in section 9 apply to The Development Squad.

15. RESERVED MATTERS:

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

16. PROVISION OF INFORMATION:

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.

17. DECLARATION:

CUBaC 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.