

Oxford University Floorball Club Constitution

November 1, 2018

Contents

1	Names and Objects	iii
2	Compliance	iii
3	Membership	iv
4	Meetings of the Members	v
5	The Committee	vi
6	Two Team Structure	x
7	Sponsorship	x
8	Indemnity	xi
9	Dissolution	xi
10	Interpretation	xi

1 Names and Objects

The club is called the Oxford University Floorball Club (OUFC). The Club's objects are the support, development, improvement and promotion of floorball in the University of Oxford; and the income and the property shall be applied solely to those objects.

2 Compliance

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.
2. The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student handbook on the University's webpages).
3. The Club is eligible to be and is registered to UK Floorball Federation, the National Governing Body (www.ukfloorball.org). The Club shall effect and maintain such registration: purchase any insurance cover which the UKFF makes available (unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements); and makes every effort to comply with all the safety procedures which the UKFF prescribes or recommends as good practice.
4. The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; that all coaches are registered with the UKFF; and that all paid coaches are accredited by the UKFF.
5. 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 a procedure for risk assessment which is acceptable to the Proctors (through the Director of Sport).
6. 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, the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover, in case it is not covered under the regular insurance. The Club shall then observe such conditions as the Proctors may then wish to attach to the running of the event. This shall not apply to the events already included in the approved Code of Conduct on Safety Matters, and procedure for risk assessment.

7. 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.
8. The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing in the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
 - (a) to designate a member of the Club entitled to a University e-mail account (as defined by the IT Rules) to act as its IT Officer, whose duties shall include liaising with IT Services 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:
 - (b) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer, or, exceptionally, a member of Congregation) to act as its principal webmaster, whose duties shall include maintaining an awareness of guidelines for web and social media publishing that the University may provide from time to time, and co-ordinating and regulating access to the web facilities used by the Club:
 - (c) to comply with the regulations and guidelines relating to the use of IT facilities published from time to time by IT Services (the "IT Rules" (<<http://www.it.ox.ac.uk/rules>>)) (including those guidelines relating to the operation of electronic mailing lists):
 - (d) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

3 Membership

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.
2. All resident junior members of the University 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. The Committee may also, at its discretion, admit to membership:
 - (a) members of Ruskin College; Plater College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
 - (b) 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;
 - (c) other persons not falling within paragraphs above, provided that university members still form a majority of the club.
4. The club can award Honorary Memberships as a distinction for profound merits in the very best interest of the Club. These memberships are to be considered as distinction for leaving club members (i.e. not continuing playing for the club anymore) who have outstandingly contributed to the prosperity of the Club. Honorary Memberships will be granted at the Committee's discretion. A Honorary Membership certificate signed by the President and the Senior Member stating the Club's name and the name of the holder will be drawn up and given to the laureate. Honorary Memberships can be withdrawn by the Committee's consent at any time if the holder is considered to be no longer worthy of holding this distinction.
5. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing the protected characteristic, provided that the Proctors shall first approve any such restriction.
6. 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

1. There shall be an Annual General Meeting for all members of the Club in Hilary Full Term, convened by the secretary on not less than fourteen days' notice.
2. The Annual General Meeting will:
 - (a) receive the annual reports of the Committee for the previous year and the annual accounts of the Club for the previous year, the report of the accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Club's compliance with said rules in the "Compliance" section above;

- (c) elect Members of the Committee in accordance with the “Committee” section below: all nominations must have the consent of the nominee, and nominations must have an identified proposer and seconder unless they are made by the Committee. Nominations must be received in writing by the Returning Officer designated by the Secretary, with the consent of the designee, to conduct the election. They must be received before the end of nominations, occurring at a time determined by the Returning Officer. Nominations must be open for at least a week and must not open before notice of the General Meeting has been given. The Returning Officer is not eligible for nomination. Nominations for all Committee positions may also be taken from the floor of the meeting.
 - (d) consider any motions of which due notice has been given, and any other relevant business.
3. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days’ notice; or on a written requisition by seven 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. Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting.
 5. 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 Committees 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 that which was set out in the agenda accompanying the notice of the Meeting).

5 The Committee

1. The affairs of the Club shall be administrated by a Committee consisting of not more than eight persons, 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.
2. The quorum for a Committee meeting shall be three members present in person. When any financial business of the Club 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.
3. The Committee shall be made up of the President, the Secretary, the Treasurer, the Club Captain, the Social Secretary, the Sponsorship Officer, and up to two other persons. The President, the Secretary, the Treasurer, the Club Captain, the Social Secretary, and the Sponsorship Officer shall each be either a member of the Club whose eligibility stems from paragraphs under the “Membership” section above, or (with approval from the Proctors) a member of Congregation. All elected members must accept the authority of the Proctors on Club matters.
 4. The **President** 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. The **Secretary** shall:
 - (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
 - (b) give notice of meetings of the members and the Committee;
 - (c) draw up minutes of those meetings;
 - (d) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
 - (e) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
 - (f) notify the Proctors (through the Director of Sport) not later than 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);
 - (g) take responsibility for the provision of relevant website content displaying (at a minimum) current club contact, 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 4 from “Compliance” section above;
 - (h) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to “Compliance” above;
 - (i) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.
 6. The **Treasurer** shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimize the risk of financial exposure, such as procedures to be reviewed regularly with the University's Internal Audit Section (Internal Audit);
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Financial Division;
- (g) develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (i) forward to the Proctors (through the Director of Sport) a copy of the annual accounts to the 31st July signed by the Senior Member, for retention on the Proctors' files (and in any event no later than the 1 October following the year end);
- (j) if the Club has a turnover in excess of £30,000 in the preceding year, or if owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.

7. The **Club Captain** shall:

- (a) organise routine training sessions;
- (b) conduct training sessions together with the club appointed Club Coach;
- (c) preside over team selection;
- (d) take responsibility of competitive match arrangements, including registering for tournaments, arranging for transport;

8. The **Social Secretary** shall:

- (a) plan and organise (at a minimum) 1 social event per term designed to foster camaraderie amongst club members;
 - (b) take responsibility for the operation and updating of suitable club web page;
 - (c) take responsibility for the provision of relevant website content displaying (at a minimum) latest news about the club, such as events organised by the club.
9. The **Sponsorship Officer** shall:
- (a) Actively look to find sponsorship to alleviate the financial burden on club members;
 - (b) Be the primary point of contact for sponsorship matters and any other external affairs;
 - (c) Be available outside of term time to communicate with potential and existing sponsors;
 - (d) Keep accurate records of sponsorship matters;
 - (e) Inform club members of sponsorship developments;
 - (f) Maintain the alumni network, organise events involving alumni, and approach alumni for donations, if necessary.
10. The **Senior Member** shall:
- (a) hear appeals from removal from membership;
 - (b) consider the accounts of the Club and sign them if he or she considers them to be in order;
 - (c) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities
 - (d) be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities should the need arise.
11. The members of the Committee other than the Senior Member shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club or the Committee shall not appoint or elect several individuals to jointly hold any of the positions on the Committee, or allow any individual to hold more than one position at a time. The Club is designated by the proctors as a “recognised sport”, therefore the Director of Sport shall be the Senior Treasurer. The Senior Member shall be a member of the Committee *ex officio*.
12. If during the period between the annual elections Committee vacancies occur amongst the members of the Committee, the Committee shall have the power to fill the vacancies up to the next General Meeting by cooptation.

13. Each member of the Committee must, upon relinquishing his or her position, promptly hand to his or her successor (or to the remaining committee if no successor has yet been found) 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 the control of the Club's bank accounts, building society accounts, or other financial affairs.
14. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes to subcommittees; which are made up exclusively of members of the Committee.
15. The Committee shall have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. 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.
16. 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.

6 Two Team Structure

1. The Club Captain may appoint a member of the Club to the position of Club Coach. The Club Coach shall not be a Committee position. The Club Captain may also serve as Club Coach.
2. The Club Coach shall:-
 - (a) plan routine training sessions;
 - (b) conduct training sessions together with the Club Captain;
3. Subject to member interest, the club will strive to enter two teams into competitive and/or recreational leagues.
4. The 'First Team' will comprise of the best players who are affiliated to the Club. Non-University members may comprise up to 75% of this team, but student participation will be strongly encouraged for this team as well. The position of the First Team Captain shall be held by the Club Captain.
5. The 'Second Team' will be a more inclusive team with a less defined structure and it will participate in recreational or lower division tournaments. Participation from University members will be strongly encouraged in the Second Team. The position of Second Team Captain shall be held by the Club Captain, unless otherwise decided by him or her.

6. The funds of the club will be primarily used to promote Oxford University student participation.

7 Sponsorship

1. The Sponsorship Officer will actively look to find sponsorship to alleviate the financial burden on club members.
2. Sponsorship contracts shall be negotiated with regards to future needs of the club and limitations of future executive committees of the floorball club.
3. Committees are bound by contracts agreed upon by previous committees.

8 Indemnity

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 judgment is given in his or her favour (or 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.
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 liability which by virtue or 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 or she is entitled to be indemnified by the Club.

9 Dissolution

1. The Club may be dissolved at any time by the approving votes of the two-thirds of those present in person or by proxy at a General Meeting. The Club may also be

dissolved (without 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.

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 Floorball or other sporting activities within the University.

10 Interpretation

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