 Oxford University Swimming Club

**Rules and Constitution of Oxford University Swimming Club (OUSC)**

**Ratified AGM 2000 (changes made AGM 1999)**

**Amended EGM 2004**

**Amended EGM 2005**

**Amended EGM 2010**

**Amended AGM 2012**

**Amended AGM 2017**

**Amended AGM 2018**

**Amended AGM 2019**

**Amended AGM 2020**

**1. The Club**

1. The club is called the Oxford University Swimming Club. This is a federal name which incorporates the following teams: the first team, and the second team.
2. The Club exists to organize swimming teams to represent Oxford University, and to support, develop, improve and promote swimming in the University of Oxford; and the income shall be applied solely to those objects.

**2. Compliance**

(a) The Club shall be administered in accordance with the regulations for University Clubs and the property which are published from time to time in the Proctors’ and Assessor’s Memorandum (“the Proctors’ Memorandum”).

(b) 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).

(c) If there is a National Governing Body for the sport which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the 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 the safety procedures which the National body prescribes or recommends as good practice.

(d) The Club shall ensure that all paid Club administrative and coaching appointment are registered with any relevant national governing body; and that all paid coaches are accredited by such body.

(e) 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).

(f) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on 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:

* + 1. to designate a member of the Club entitled to a University email 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;
		2. 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 coordinating and regulating access to the web facilities used by the Club;
		3. to comply with 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);
		4. 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. First team 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/or been selected by the captains to train with the first team, who have paid the relevant Club Subscription, or held a place on the Club committee within the previous twelve months. Seconds team members of the club shall be those who are admitted to and maintained in membership by the Committee and been selected by the seconds captains to train with the seconds team and who have paid the relevant Club Subscription.
2. Associate Members of the Club shall be those who have paid full membership but not qualified for first or second team membership.
3. All resident junior members of the University shall be eligible to become members of the Club. A junior member is a matriculated member of a College or Hall who is reading and registered for a recognized degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for resident laid down by the University. 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.
4. The Committee may also, at its discretion, admit to membership:-
	1. Junior members of the University’s Permanent Private Halls who are not matriculated into the University;
	2. Junior members of Ruskin College; Plater College; Ripon College; Cuddeson; St. Stephen’s House; The Oxford Institute of Legal Practice; and The Westminster Institute of Oxford Brookes University.
	3. Other persons not being resident junior members of the University, or one of the institutions listed in (ii) above, provided that non-university members shall not constitute more than one-fifth of the total membership.
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 that 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. Good causes may include but are not limited to adversely affecting the welfare of the club and/or its members and/or adversely hindering the smooth-running of the club and its committee and/or acting in a way deemed offensive to or grossly misrepresentative of OUSC. In order to remove a person from membership, the committee must vote with a minimum of 2/3 votes majority, excluding any persons directly implicated in contention with the issue.

**4. The Committee**

1. The affairs of the Club shall be administered by a Committee consisting of not more than twelve voting members, 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 Committee of the Club shall comprise the Senior Treasurer plus the following first or second team members of the club:
	1. The President
	2. The Men’s Captain
	3. The Ladies’ Captain
	4. The Junior Treasurer
	5. The Secretary
	6. Sponsorship Officer
	7. Social Secretaries
	8. Publicity
	9. Welfare and Safety Officer
	10. Men’s Seconds Team Captain
	11. Women’s Seconds Team Captain
	12. Open Water Captain
	13. Previous Men’s and Ladies’ Captains and immediate past President as non-voting advisory members of the Committee.

The positions of Men’s and Ladies’ Vice-Captain shall be created should there be suitable candidates, and as deemed necessary by the Annual General Meeting. The President, the Men’s Captain, the Ladies’ Captain, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraphs 3(c), 3(d) part i, or 3(d) part ii above, or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 3(d) part i, or 3(d) part ii, 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. Additional non-voting Committee positions may be created as deemed necessary by the Annual General Meeting.

1. The committee shall meet at least once a term, on a day to be fixed at the previous meeting (general or ordinary). The quorum for a Committee meeting shall be five members present in person, including either the President or his/her deputy, and both the Mens’ and Ladies’ Captains. When any financial business of the Club 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.
2. Should any post under 4(b) be vacant, it is the responsibility of the President and Captains to call an Extraordinary General Meeting to fill that, or those, post(s) as soon as possible after the Annual General Meeting. The posts shall be filled in accordance with the provisions of this paragraph, paragraph 15(b)(iii) and paragraph 15(g). The President and Captains shall carry out the relevant duties until the post(s) is or are filled.
3. The Committee shall be responsible for setting the target times to be achieved before a Full Blue may be awarded. They shall endeavor to do so as early as possible in the academic year. The times may not be slower than those set the previous year without the approval of a General meeting and the Blues Committee.
4. The Committee shall veto the Captains’ team selections only if a quorum of Committee members other than the Captains and Senior Treasurer so agree.

The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals to jointly hold any of the Committee positions. The members of the Club shall not allow any individual to hold more than one primary voting Committee position (as defined in 4(g)(i)) at a time. The members of the Club shall not allow any individual to hold more than two secondary voting Committee positions (as defined in 4(g)(ii)) at a time. The Previous Men’s and Ladies’ Captains and immediate past President shall be eligible for election to no more than one primary voting Committee position or to no more than two secondary voting Committee positions but not both. The first and second team members of the Club shall appoint a Member of Congregation as the Senior Treasurer when electing other members of the Committee each year. The Senior Treasurer shall be a member of the Committee *ex officio*.

* 1. The President, the Men’s Captain, the Ladies’ Captain, the Junior Treasurer and the Secretary shall be deemed, for the purposes of 4(g), to be primary voting Committee positions.
	2. The Sponsorship Officer, the Social Secretaries (single vote), the Men’s Vice-Captain, The Ladies’ Vice-Captain, the Publicity Officer and the Seconds Team Captains shall be deemed, for the purposes of 4(g), to be secondary voting Committee positions.

 Any individual who is given the power, by reason of 4(g), to exercise two votes shall only be permitted to exercise one of those votes on any decision of the Committee.

1. If during the period between annual elections to the Committee vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
2. Each Committee member must, on relinquishing his or her appointment, promptly hand to his or her successor (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 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.
3. 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.
4. 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.
5. No member of the Committee shall be removed from office except by the approving votes of two-thirds those present in person or by proxy at a General Meeting.
6. Any expenditure of above £100 by committee members must be verified by at least two independent means of communication. Any expenditure of above £500 by committee members may only be made with the approval of the majority of the committee via a vote.

**5. The President**

The President shall:

1. have the duty 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;
2. be responsible for arranging the Club’s Annual Dinner;
3. together with the two Captains, represent the Club to the Sports Federation;
4. represent the Club with the two captains to other Clubs, for example the Oxford University Water Polo Club. Any dealings with other Clubs should be between the two executives of the Clubs (i.e. Captains and Presidents);
5. consult the Committee in any matter regarding the autonomy of the Club, be it economical or constitutional and has no executive powers on behalf of the Club in such issues.
6. set the subscription fee with approval of the committee at the beginning of the academic year.
7. Together with the secretary, arrange the Annual Varsity Match when hosting the event

**6. Men’s and Ladies’ Captains**

The Mens’ and Ladies’ Captains shall:

1. select all their respective teams to represent the University subject to any veto by the Committee under 4(f);
2. notify all selected team members of their inclusion in the team and give details of meeting times and events to be swum wherever possible;
3. where possible, develop and implement procedures to increase morale, spirit de corps, solidarity and team spirit among Club members;
4. either attend Blues Committee meetings themselves or arrange for a suitable representative to do so;
5. represent the Club together with the President to the Sports Federation;
6. represent the Club together with the President to the Oxford University Water Polo Club;
7. be responsible for the awarding of Blues as set out in paragraph 4(e);
8. be responsible for the coaching of the team, whether by hiring of a coach, by personally coaching the team, or otherwise;

**7. The Senior Treasurer**

The Senior Treasurer shall:

1. be responsible for the financial administration of the Club. He/she shall represent the Club at meetings of the Senior Treasurers’ Committee and shall make an annual statement to that committee of the Club’s receipts and expenditure, together with an application for a grant form the Central Fund to the Club.

**8. The Junior Treasurer**

The Junior Treasurer shall:

1. keep proper records of the Club’s financial transactions in accordance with current accepted accounting rules and practices;
2. develop and implement control procedures to minimize the risk of financial exposure, such as procedures developed under (b);
3. ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
4. prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
5. ensure that all statutory returns are made including VAT, income tax, and corporation tax if appropriate;
6. seek advice as necessary on tax matters from the University’s Financial Division;
7. develop and maintain a manual for all written procedures for aspects of the Treasurer’s responsibility;
8. make all records, procedures and accounts available on request to the Senior Member, the Proctor, and Internal Audit;
9. collect subscriptions, entry fees and other receipts of the Club;
10. administer a petty cash account and at the end of the academic year, render to the Senior Treasurer a balanced statement of this account.

**9. The Secretary**

The Secretary shall:

1. be responsible for running home matches;
2. organise transport for away matches;
3. give notice of meetings of members and the Committee;
4. draw up minutes of those meetings;
5. keep minutes of Committee and General Meetings;
6. arrange a time and place for General Meetings as required;
7. maintain a register of the members of the Club;
8. maintain a list of Club assets and property, detailing their current value and physical location if possible;
9. provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(b) above;
10. inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

**10. Sponsorship Officer**

The Sponsorship Officer shall:

1. Actively seek sponsorship for the Club from businesses and other sources of sponsorship;
2. liaise with the Oxford Swimming and Water Polo Association and produce a yearly report for the Association;
3. organise the presence of the Club at Freshers’ Fair and other promotional events;

**11. 1st and 2nds Social Secretaries**

The Social Secretaries shall:

1. arrange social events for the Club, including Freshers’ Drinks;
2. at least once a term, arrange events which improve morale, team spirit and solidarity among team members;
3. organise team attendance at social gatherings, such as Balls, invitational dinners, and other similar events.
4. work together to arrange events between the 1st and 2nd squad, to improve bonds between them

**12. Publicity Officer**

The Publicity Officer shall:

1. Maintain and update the official Oxford University Swimming Club website as frequently and as often as is required.
2. This should include the training times for the term, notice of any events (competitive or social), results from any competitions entered by OUSC, and a selection of photos from all recent events.
3. write and submit reports for publication in the student newspapers;
4. supervise the creation and maintenance of the Club website.

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**13. Welfare and Safety Officer**

The Welfare and Safety Officer shall:

1. Ensure that any required risk assessments for OUSC are drafted and submitted to the Oxford University Sports Federation Safety Officer in time for them to be approved.
2. Work to ensure that the agreements of such risk assessments are met by OUSC team members during club fixtures.
3. to distribute welfare-related resources amongst the team and discuss with the team any further resources or provisions they would be interested in
4. provide the members of the team with assistance and information on matters of welfare
5. provide the members of the team with correct procedures/points of contact for reporting and discussing welfare matters
6. To the best of their ability, attend welfare workshops provided by the Oxford University Sports Federation or Oxford University

**14. Men’s and Women’s Seconds Team Captains**

The Men’s and Women’s Seconds Team captains shall

* 1. Select the seconds team at start of year and competition teams
	2. Liaise with Blues captains to organise coaching of the squad
	3. Set an example and be leaders within the seconds team
	4. Communicate with the team regarding training times, events, etc.
	5. Liaise with Blues captains to award Seconds team colours with the following criteria
		1. Competing in the main programme at Seconds Varsity (i.e. not just nx25 relay)
		2. Consistently coming to training and working hard
		3. Positively contributing to the atmosphere of the team
		4. All awards are given at Seconds team Captain’s discretion
	6. Help run the seconds team varsity with the President and Men’s and Women’s captains.
	7. Act as spokespeople for the seconds team at committee meetings and give feedback to the coaches of training/ team concerns

**15. Open water Captain**

1. The Open Water Captain shall:
	* 1. Organise a Varsity Open Water event, preferably the Henley Classic, in liaison with the President
		2. Seek sponsorship and funding for this event with the advice of the Sponsorship and publicity officer
		3. Recruit and select teams for this event
		4. Work with Cambridge Open Water captain to organise open water Varsity
		5. Liaise with current members and alumni regarding the feasibility of continuing with the channel relay

**16. Men’s and Women’s Vice Captains**

1. To help aid the Men’s and Women’s Captains where possible
2. To the best of their ability, provide support and advice to fellow teammates and support to the Welfare Officer, and if possible have undertaken peer support training.

**17. General Meetings**

1. The Annual General Meeting (AGM) of the Club shall be held after the Varsity match and before the end of Hilary Full Term. The secretary shall notify members of the time and place of the meeting at least ten days in advance by letter or email.
2. The Annual General Meeting shall:
3. 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;
4. receive a report from the Committee on the Club’s compliance with paragraph 2 above;
5. elect Members of the Committee for the next year in accordance with paragraph 4 above. First and Second team members are entitled to vote on all Club Committee nominations and their respective Team’s Captains and Social Secretary. This includes men voting for Ladies’ Captain and ladies for Men’s Captain, from their respective team. Any option of re-open nominations shall be available for all votes, including when only one candidate stands. Nominations for the Committee shall be taken from the floor of the AGM, must be seconded and must have the consent of the nominee. After a candidate for a committee position has given a speech for their candidacy and taken questions they will leave the room for a short time while other members of the club discuss their suitability;
6. consider any motions of which due notice has been given, and any other relevant business;
7. An Extraordinary General Meeting (EGM) of the Club may be called in any Full Term by the President, Secretary or Treasurer on not less than seven days notice; or on a written requisition by three or more first team members of the Club, 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with notice of the meeting.
9. The quorum for a General Meeting shall be half the first team membership of the Club present in person or by proxy, of which five 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).
10. Committee members may be elected, removed or appointed to vacant Committee positions only at a General Meeting
11. First team and Second team members are entitled to vote on any amendment to the Constitution.
12. Voting at General Meetings should be by secret ballot if so requested by any first or second team member, and where appropriate shall be by the single transferable vote system.
13. A motion is considered carried if more than half of the first and second team members present vote in favour, except as detailed elsewhere in this Constitution.
14. At any General Meeting where the vote is not for a Committee position then tied votes shall be declared lost. In all other cases the Chair shall have a casting vote.

**18. The Constitution**

1. A copy of the Club Constitution shall be made available to all Club members.
2. The Club Committee shall be the sole interpreter of the Constitution.
3. The Constitution may only be amended at a General Meeting. Amendments to the Constitution to be considered at a General Meeting must be proposed in writing to the Secretary by any two members at least seven days before the meeting, and must be circulated to all members at least five days before the meeting. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at the General Meeting.

**19. Competitions**

1. The club shall compete as Oxford University
2. All matches should be held under ASA law.
3. In the match against Cambridge (known as The Varsity Match), additional rules may be laid down by the Oxford and Cambridge Joint Blues Committee.

**20. Representative Honours**

1. A Full Blue shall be awarded to any member of the Club who in one academic year betters the time laid down under 4(e) for an event and competes to the Captains’ and President’s satisfaction in the Varsity Match.
2. The members of the team who compete in the Varsity Match who do not win a Full Blue shall be awarded a Half Blue, except that if they compete in a relay only then this award shall be at the Captains’ discretion.
3. A Half Blue shall be awarded to any female member of the Club who competes to the Captains and President’s satisfaction in the Varsity Cross-Channel Relay.

**21. Financial**

1. All funds or other property of the Club shall not be paid to or distributed among members of the Club but applied towards the Club’s objectives. In the event of dissolution of the Club the remaining funds shall be distributed towards objectives similar to those of the Club or to other purposes approved by H.M. Customs and Excise.

**22. 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 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 he or she is entitled to be indemnified by the Club by virtue of paragraph 18(a).

**23. Dissolution**

(a) The Club may be dissolved at any time by the approving votes of two-third of those present in person at a General Meeting. The Club may also be dissolved (without any 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 anytime the Club ceases to be registered with the Proctors.