



BYLAWS OF OXFORD UNIVERSITY SWIMMING CLUB

Ratified AGM 2023

INTRODUCTION

1. As per the Club's Constitution: -
 - (a) The Committee shall have power to make regulations and bylaws in order to implement the paragraphs of the Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
 - (b) This Constitution shall be binding on all members of the Club. No regulation, bylaw or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, the Club's Constitution.
2. This document represents the bylaws made by the Club to carry out its functions.
3. The Bylaws may only be amended at a General Meeting. Amendments to the bylaws 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.

MEMBERSHIP

4. The Committee may remove a person from membership for good cause. 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.

THE COMMITTEE

The committee shall function as per the Club's Constitution.

5. The positions of Men's and Women's 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 Women's Captain, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from the Constitution, or (with approval from the Proctors) a member of Congregation. If their eligibility stems from the Constitution, on election to office they must sign an undertaking to abide by the Proctors' Memorandum and to accept the authority of the Proctors on Club matters.
6. 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 their deputy, and both the Mens' and Women's 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 their views to the meeting.
7. Should any post 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 President and Captains shall carry out the relevant duties until the post(s) is or are filled.
8. The Committee shall be responsible for setting the target times to be achieved before a Full Blue may be awarded. They shall endeavour 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.

9. The Committee shall veto the Captains' team selections only if a quorum of Committee members other than the Captains and Senior Treasurer so agree.
10. The members of the Club shall not allow any individual to hold more than one primary voting Committee position (as defined in 10a) 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 10b) at a time. The immediate past Men's and Women's Captains and 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.
 - (a) The President, the Men's Captain, the Women's Captain, the Junior Treasurer and the Secretary shall be deemed, for the purposes of section 11, to be primary voting Committee positions.
 - (b) The Sponsorship Officer, the Welfare and Safety Officers (x2 people but single vote), the Second Team Men's Captain, The Second Team Women's Captain, the Open Water Captain, the Men's and Women's Vice Captains (x2 people but single vote) and the Social Swimming Officer shall be deemed, for the purposes of 11, to be secondary voting Committee positions.
 - (c) Any individual who is given the power, by reason of 11, to exercise two votes shall only be permitted to exercise one of those votes on any decision of the Committee.
11. 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.
12. Each Committee member must, on relinquishing their appointment, promptly hand to their 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 their 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.
13. 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.
14. 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.
15. 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.
16. Any expenditure of above £100 by committee members must be verified by at least two independent means of communication.

The following Committee members roles, in addition to the officers named in the Constitution, shall be included on the Club's Committee: -

17. **The President shall:**

- (a) 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;
- (b) be responsible for arranging the Club's Annual Dinner;
- (c) together with the two Captains, represent the Club to the Sports Federation;
- (d) 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);
- (e) 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.



- (f) set the subscription fee with approval of the committee at the beginning of the academic year.
- (g) Together with the secretary, arrange the Annual Varsity Match when hosting the event

18. **The Men's and Women's Captains shall:**

- (a) select all their respective teams to represent the University subject to any veto by the Committee under section 10;
- (b) notify all selected team members of their inclusion in the team and give details of meeting times and events to be swum wherever possible;
- (c) where possible, develop and implement procedures to increase morale, spirit de corps, solidarity and team spirit among Club members;
- (d) either attend Blues Committee meetings themselves or arrange for a suitable representative to do so;
- (e) represent the Club together with the President to the Sports Federation;
- (f) represent the Club together with the President to the Oxford University Water Polo Club;
- (g) be responsible for the awarding of Blues as set out below;
- (h) be responsible for the coaching of the team, whether by hiring of a coach, by personally coaching the team, or otherwise;

19. **The Treasurer shall:**

- (a) make all records, procedures and accounts available on request to the Senior Member, the Proctor, and Internal Audit;
 - (i) collect subscriptions, entry fees and other receipts of the Club;
 - (ii) administer a petty cash account and at the end of the academic year, render to the Senior Treasurer a balanced statement of this account

20. **The Secretary shall:**

- (a) be responsible for running home matches;
- (b) organise transport for away matches;
- (c) arrange a time and place for General Meetings as required;
- (d) maintain a register of the members of the Club;
- (e) maintain a list of Club assets and property, detailing their current value and physical location if possible;

21. **The Sponsorship Officer shall:**

- (a) Actively seek sponsorship for the Club from businesses and other sources of sponsorship;
- (b) liaise with the Oxford Swimming and Water Polo Association and produce a yearly report for the Association;
- (c) organise the presence of the Club at Freshers' Fair and other promotional events;

22. **Blues and Second Team Social Secretaries shall**

- (a) arrange social events for the Club, including Freshers' Drinks;



- (b) at least once a term, arrange events which improve morale, team spirit and solidarity among team members;
- (c) organise team attendance at social gatherings, such as Balls, invitational dinners, and other similar events.
- (d) work together to arrange events between the 1st and 2nd squad, to improve bonds between them

23. The Publicity Officer shall:

- (a) Maintain and update the official Oxford University Swimming Club website as frequently and as often as is required.
- (b) 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.
- (c) write and submit reports for publication in the student newspapers;
- (d) supervise the creation and maintenance of the Club website.

24. The Welfare and Safety Officer shall:

- (a) 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.
- (b) Work to ensure that the agreements of such risk assessments are met by OUSC team members during Club fixtures.
- (c) to distribute welfare-related resources amongst the team and discuss with the team any further resources or provisions they would be interested in
- (d) provide the members of the team with assistance and information on matters of welfare
- (e) provide the members of the team with correct procedures/points of contact for reporting and discussing welfare matters
- (f) To the best of their ability, attend welfare workshops provided by the Oxford University Sports Federation or Oxford University

25. The Men's and Women's Seconds Team captains shall:

- (a) Select the seconds team at start of year and competition teams
- (b) Liaise with Blues captains to organise coaching of the squad
- (c) Set an example and be leaders within the seconds team
- (d) Communicate with the team regarding training times, events, etc.
- (e) Liaise with Blues captains to award Seconds team colours with the following criteria:
 - (i) Competing in the main programme at Seconds Varsity (i.e. not just nx25 relay)
 - (ii) Consistently coming to training and working hard
 - (iii) Positively contributing to the atmosphere of the team
 - (iv) All awards are given at Seconds team Captain's discretion
- (f) Help run the seconds team varsity with the President and Men's and Women's captains.
- (g) Act as spokespeople for the seconds team at committee meetings and give feedback to the coaches of training/ team concerns



26. **The Open Water Captain shall:**

- (a) Organise a Varsity Open Water event, preferably the Henley Classic, in liaison with the President
- (b) Seek sponsorship and funding for this event with the advice of the Sponsorship and publicity officer
- (c) Recruit and select teams for this event
- (d) Work with Cambridge Open Water captain to organise open water Varsity
- (e) Liaise with current members and alumni regarding the feasibility of continuing with the channel relay
- (f) Facilitate safe participation in open water swimming sessions throughout the year

27. **Men's and Women's Vice Captains shall:**

- (a) To help aid the Men's and Women's Captains where possible
- (b) 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. #

28. **The Camp Officer shall:**

- (a) Organise and book an annual training camp for the club (where practical)
- (b) Liaise with the Blues and Second Team Captains as well as the club as a whole to determine a suitable location for this camp
- (c) Source and offer appropriate travel insurance to the club members going on the camp

GENERAL MEETINGS

- 29. The Annual General Meeting shall elect members of the Committee for the next year in accordance with the constitution and section 5-15 above. Members are entitled to vote on all Club Committee nominations and their respective Team's Captains and Social Secretary. This includes men voting for Women's Captain and Women's 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
- 30. Committee members may be elected, removed or appointed to vacant Committee positions only at a General Meeting
- 31. Members are entitled to vote on any amendment to the Constitution.
 - (a) Voting at General Meetings should be by secret ballot if so requested by any member, and where appropriate shall be by the single transferable vote system.
 - (b) A motion is considered carried if more than half of the members present vote in favour, except as detailed elsewhere in the Constitution and its by-laws

COMPETITIONS

- 32. The Club shall compete as Oxford University
- 33. All matches should be held under Swim England law.
- 34. In the match against Cambridge (known as The Varsity Match), additional rules may be laid down by the Oxford and Cambridge Joint Blues Committee.



REPRESENTATIVE HONOURS

35. A Full Blue shall be awarded to any member of the club who:
- (a) Competes in the Blue's Varsity Match AND achieves the time laid down under section 8 for an event.
 - (b) Competes in the Blues Varsity Match and achieves a time laid down under section 8 while representing Oxford University at another point during the season up until 31st August at the discretion of the President and Captains.
36. A Half Blue may be awarded to any member of the club, at the discretion of the Captains and President who:
- (a) Swim in the Blues Varsity Match but do not achieve the time laid down under section 8
 - (b) Compete in the Open Water Channel Relay Team
37. Para Blues and Half Blues may be awarded to any para-athletes in the club who:
- (a) Achieve the required Full Blue Standard Time laid down under section 8 at any point during the season (including Varsity) while representing Oxford University at a competition.
 - (b) Achieve the required Half Blue Standard Time laid down under section 8 at any point during the season (including Varsity) while representing Oxford University at a competition.
 - (c) For a Blue or Half Blue award, the Para-athlete must compete in the Para Varsity Race (or a BUCS Competition if the Para Varsity Race is not held – as this relies on a Para Swimmer from Cambridge).

FINANCIAL

38. 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.

CHANGES TO THESE BYLAWS

39. Changes to these Bylaws must be approved at a General Meeting with the approval of two-thirds of present, eligible and voting members.

INTERPRETATION

40. Any question about the interpretation of these Bylaws shall be settled by the Senior Member of the Club.
41. Guidance relating to by-laws and their relationship to the Club Constitution can be sought from the Sports Federation.