

## **Cambridge University Real Tennis Club Constitution**

### **1. NAME**

The name of the Club shall be “Cambridge University Real Tennis Club”, hereafter referred to as “CURTC”, or simply “the Club”.

### **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 Real Tennis within the University of Cambridge (“University”); and beyond.
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in Real Tennis with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for Real Tennis to enable members to develop their capabilities and fulfil their potential.

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. In the case of CURTC, this primary benefit to students is achieved by encouraging an active Senior membership whose subscription fees (and donations) subsidise those of the Student membership as well as covering the maintenance and other running costs of the building and staff.

### **3. MEMBERSHIP**

- (1) Membership of the Club shall be open to both University and non-University members.
- (2) Membership shall consist of the following categories:
  - (a) Student Membership
  - (b) Senior Membership
 And such other membership categories as defined from time to time by the committee
- (3) The Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Committee, with the approval of the Senior Member, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club. In the case of CURTC, running costs of the Club are higher than most Student Clubs; to keep costs to the students lower than cost price, senior membership will normally exceed 10% of the total membership. Further, the Senior members of the Committee will provide general management of the staff and buildings maintained by the Club, thereby taking this burden of responsibility from the student members.
- (4) There shall be fees for membership, and for court usage, which are reviewed and determined by the Committee.

- (5) 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.
- (5) Membership of the Club may be terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10.

**4. EQUALITY OF OPPORTUNITY**

- (1) The Club is committed in its pursuit of sporting participation, achievement, and 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.

**5. THE COMMITTEE**

- (1) The day-to-day management of the Club’s affairs shall be conducted by the Committee. Committee members shall be elected at the end of each committee member’s term of office at the Annual General Meeting (AGM), with the following exceptions. The Senior Treasurer shall be appointed by the Committee, subject to the approval of the Sports Club Registration Sub-Committee. The Men’s and Women’s Student Captains shall be elected annually, with advice from the Senior Professional, by the four current members of the respective first student team and the Senior Professional, each of whom will have one vote. Up to four committee members may be co-opted by the Committee to fulfil specific functions.

The Sports Service shall be notified of the identity of the Senior Member.

- (2) The Committee shall consist of:

<b>Senior Treasurer (5 year term)</b>
<b>President (5 year term)</b>
<b>Senior Member (3 year term)</b>
<b>Secretary (3 year term)</b>
<b>Fixtures Secretary (3 year term)</b>
<b>Up to 3 additional positions to fulfil specific roles (3 year term)</b>
<b>Men’s Student Captain (1 year term)</b>
<b>Women’s Student Captain (1 year term)</b>
<b>Sports Service representative (3 year term)</b>
<b>A former student player (3 year term)</b>
<b>Up to 4 co-opted positions to fulfil specific roles (up to 3 year term)</b>

- 3 The following roles shall be performed between them by the Senior Treasurer, President, Secretary, Senior Member and Fixtures Secretary: management of governance, finance, compliance, health and safety, human resources, discipline, fixtures; Welfare Officer; drafting of agendas, minutes and other documents; liaison with alumni. The allocation of these roles to specific committee members at any time shall be set out in a separate document.
- (4) The Senior Treasurer shall be a member of the Senate House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- (5) All Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election at the end of their term. If the post of any member of the Committee should fall vacant after election, the Committee shall have the power to fill the vacancy, provided that any temporary replacement for the Senior Treasurer is a member of the Senate House, or other person approved by the Sports Club Registration Sub-Committee.
- (6) The Committee shall include the two student captains, who will be full-time undergraduate or postgraduate students of the University. The current men's and women's captains shall each be entitled to select one further student member annually.
- (7) Meetings of the Committee shall be chaired by the President, or, in their absence, the Senior Treasurer. If neither the President nor Senior Treasurer is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Committee shall be five members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
- (8) The Committee will be responsible for implementing 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) Only Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Committee has one vote on each issue.
- (10) The Committee will have powers to appoint any non-voting advisers to the Committee as necessary to fulfil its business.
- (11) From time to time the Committee may set up Subcommittees with specified remits.

## 6. GENERAL MEETINGS

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

notice shall be given to members before the AGM, containing the date, time, and place of the meeting.

- (2) The AGM shall be called to:
  - Approve Minutes of the previous AGM;
  - Approve Club Accounts for the preceding year;
  - Receive and review reports from Committee members;
  - Receive a list of current Committee members and, for positions where terms of office are ending, elect members of the Committee;
  - Consider any proposed changes to the Club Constitution;
  - Conduct such other business as is necessary.
- (3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 11, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Committee.
- (4) The President, or, in their absence, the Senior Treasurer shall take the Chair at any AGM. In the absence of the President and Senior Treasurer the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 7 members. A written record of every AGM shall be kept.
- (5) Only fully paid-up members are eligible to vote at an AGM.
- (6) 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 ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

## 7. FINANCIAL & LIABILITY MATTERS

- (1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds, and may make deposits of reserve funds with suitable banks or building societies, subject to approval by the Committee. The Committee will endeavour to ensure that funds are invested in a manner which will support the aims and objectives of the Club.
- (2) It shall be the responsibility of the Senior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order.
- (3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly prepared on an annual basis, either by themselves, or by some other person approved by the Sports Service.
- (4) For so long as the Club shall be registered with the 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 Sports Club.
- (5) The Committee (acting on behalf of 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-Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Committee.

- (6) When entering into contractual arrangements pursuant to clause 7(5), the Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (7) All monies drawn against Club funds must be authorised by the Committee.
- (8) The assets of the Club shall be held on trust by the members of the Committee as trustees for the benefit of the Club and its members.
- (9) 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 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.
- (10) 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, in which case the liability is limited to that of any CURTC member, or (ii) have acted otherwise than in accordance with the club constitution.

## 8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

## 9. 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 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 9.

- (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 Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
  - (a) The Committee will acknowledge receipt of any written complaint within 7 days.
  - (b) The Committee will meet in person or online to review the complaint within 21 days of receipt to determine what information, response or action is required. The 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 Committee as the appropriate course of action following their meeting, the complaint will be delegated to the Senior Member who will conduct an investigation.
- (4) Complaints against a member(s) of the 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 Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

#### 10. DISCIPLINARY PROCESSES

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

11. DISSOLUTION:

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

12. 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.

13. PROVISION OF INFORMATION

The 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.

14. DECLARATION:

CURTC 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.

Name		Position	President
Sign		Date	

Name		Position	Senior Treasurer
Sign		Date	

