

The Cambridge University Polo Club Constitution

1. NAME

(1.1) The name of the Club shall be “Cambridge University Polo Club”, hereafter referred to as “CUPC”, or simply “the Club”.

2. AIMS AND OBJECTS

(2.1) The aims and objects of CUPC will be:

- a) The advancement of amateur sport for the public benefit by encouraging and developing polo within the University of Cambridge (“University”), as follows:
 - i. Fielding a competitive Varsity team with the aim of winning major fixtures, primarily the iconic Varsity Match against Oxford University Polo Club;
 - ii. Developing promising individuals into competitive athletes;
 - iii. Introducing individuals to polo.
- b) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in polo with the object of promoting health, wellbeing and teamwork; and
- c) The advancement of sports education by the provision and support of accessible polo in order to enable Members to develop their capabilities and fulfil their potential.

(2.2) 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

(3.1) Membership of CUPC shall be open to all Student Members of the University and (subject to Clause 3.2) other individuals (Non-Student Members) by arrangement with the Executive Committee.

(3.2) Membership shall consist of the following:

Category	Eligibility	Rights
Student Playing Membership	Student Members of the University	Valid from date of membership approval until the following 30 th September, unless voided in accordance with Clause 10, during which time grants access to: attend CUPC lessons and friendly matches; selection for competitive matches and tournaments in CUPC representative teams in accordance with event specific criteria; CUPC online store; attend CUPC social events; attend and vote in General Meetings.
Staff Playing Membership (Annual)	Staff Members of the University	Valid from date of membership approval until the following 30 th September, unless voided in accordance with Clause 10, during which time grants access to: attend CUPC lessons and friendly matches; selection for competitive matches and tournaments in CUPC representative teams in accordance with event specific

		criteria; CUPC online store; attend CUPC social events; attend General Meetings.
Alumni Membership (Annual)	Former members of the University	Valid from date of membership approval until the following 30 th September, unless voided in accordance with Clause 10, during which time grants access to: attend CUPC lessons and friendly matches dependent on availability at the discretion of the Executive Committee; selection for competitive matches and tournaments in CUPC representative teams in accordance with event specific criteria; CUPC online store; attend CUPC social events; attend General Meetings.
Social Membership (Annual)	Student Members and Staff of the University	Valid from date of membership approval until the following 30 th September, unless voided in accordance with Clause 10, during which time grants access to: CUPC online store; attend CUPC social events; attend General Meetings.

- (3.3) The Executive 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 CUPC, the Executive Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of CUPC is in the best interests of the Student Members of CUPC.
- (3.4) There shall be fees for membership. Membership fees shall be reviewed prospectively for the next academic year alongside the anticipated budget for the following year at the Annual General Meeting (Clause 6) and finalised by the Executive Committee before the start of each academic year. Membership fees may vary according to the category of membership.
- (3.5) All Members will be subject to the regulations of the Constitution and by joining CUPC will be deemed to accept these regulations, as well as any key documents (Clause 5.10) that CUPC has adopted. All members, including the Executive Committee (Clause 5.1), must confirm annually in written record, typically via a Membership Form, kept by the Executive Committee that they have read, understand and will comply with all key documents.
- (3.6) Membership of CUPC is terminated if the Member resigns by written notice to CUPC or if any sum due from the Member to CUPC is not paid in full within three months of it falling due or if the Member is expelled in accordance with Clause 10. Exceptions may be made where individual members have communicated payment schedules with the Treasurer.

4. EQUALITY OF OPPORTUNITY

- (4.1) CUPC is committed in its pursuit of sporting participation 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.
- (4.2) CUPC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (4.3) CUPC has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (4.4) CUPC will deal with any incidence of discriminatory behaviour seriously, in accordance with Clause 10.

5. GOVERNANCE

- (5.1) The day-to-day management of CUPC's affairs, including decision-making and external communication authority, shall be conducted by the Executive Committee. It is the Executive

Committee's duty to be engaged with, and represent the best interests of, CUPC's membership. The Executive Committee shall consist of the following in principle:

Position	Role Description
*President	The administration-related lead of CUPC, responsible for strategic and operational coordination of the Executive Committee. Specific responsibilities include: Club Registration with the University Sports Service; acting as a designated signatory on banking accounts and other documents on behalf of CUPC in accordance with Clause 7; chairing meetings at which they are present or nominating another Executive Committee member as chair for meetings at which they are not present; acting as the primary point of contact for external communications, particularly liaising, and nurturing relationships, with existing sponsors/donors and service providers; coordinating governance related processes and reviewing Constitution and Code of Conduct. Additionally, contribution to selection of the Captain for the academic year when this role is proposed by the Outgoing Captain, Coach, and current President.
*Captain	<p>The playing-related lead of CUPC, responsible for strategic and operational coordination of the Executive Committee. Specific responsibilities include: reviewing and maintaining the Selection Policy alongside the Coaches; setting the calendar of polo activities (e.g. lessons, friendly matches, tournaments); coordinating selection of Varsity and non-Varsity representative teams in line with the Selection Policy; coordinating Varsity and non-Varsity team training.</p> <p>Captain is a proposed role, decided collectively by the outgoing Captain, current President, and Coach. This decision is to be made at the end of the following Michaelmas Term, seeing the outgoing Captain maintain their role for the duration of Michaelmas until this handover is made. The role of Captain prioritises members who are competitive and experienced players, with understanding of the sport and an ability to communicate with those involved in polo outside of CUPC.</p>
*Treasurer	Responsible for financial management, including: preparation of the annual budget; monitoring revenues and expenses against the budget; coordinating payments to service providers and receipt of funds from sponsors/donors; preparation of end of year Financial Accounts in consultation with the Senior Treasurer; acting as a designated signatory on banking accounts and other documents on behalf of CUPC in accordance with Clause 7.
*Secretary	Responsible for membership and internal communication management, including: reviewing and maintain the Terms & Conditions of Membership; coordinating the membership sign-up and approval process; maintaining membership records; maintaining a calendar of activities; dissemination of information regarding polo activities for Members; dissemination of information to attendees, and recording of minutes, of Executive Meetings, Executive Review Meetings and General Meetings; coordinating the voting process for elections.
*Polo Manager	Responsible for the management of playing-related logistics, including: reviewing and maintaining introductory documentation for Members such as Frequently Asked Questions; coordinating the polo activity sign-up process for members and any related registrations on behalf of members; coordinating service providers and equipment for polo activities.
Branding & Sponsorship Officer	Responsible for brand management and cultivating potential sponsorship and donations, including: reviewing and creating promotional material; operating social media accounts; coordination of trademarking and licencing; reviewing existing sponsorship opportunities; identifying and securing potential sponsorship and donor opportunities.
Social & Alumni Officer	Responsible for community engagement and management, including: coordinating regular informal social events for Members; coordinating annual formal social

	events, such as the Annual Ball and Annual Dinner, for Members; developing alumni engagement initiatives; dissemination of information regarding polo activities for Alumni.
*Compliance & Welfare Officer	Responsible for legal, safety and welfare related management, including: reviewing and maintaining compliance with the Risk Assessment(s); reviewing and maintaining compliance with the Safety Policy; reviewing and maintaining compliance with the Privacy Policy; reviewing and maintaining compliance with commercial agreements with sponsors and service providers; reviewing and maintaining the Welfare Policy; promoting health, safety and welfare practices; providing a confidential initial point of contact in relation to welfare concerns and providing direction to further University welfare resources.
Social Media & Engagement Officer	Responsible for maintaining regular engagement of CUPC's social channels, in particular Instagram but may be diversified to other platforms. Posts should meet specifications set out by sponsors to ensure CUPC receives maximum sponsorship benefits, with overall goals including promoting polo of all levels at Cambridge University, polo of competitive nature, polo as a sport and safety within polo.

Note: Asterisked (*) positions must be filled each year. Should non-asterisked positions not be filled in a given year, the associated role responsibilities must be re-assigned to the filled positions in that year. This is not an exhaustive list of duties, and the President may assign roles and responsibilities as necessary.

- (5.2) The Senior Treasurer shall provide oversight of the day-to-day management of CUPC's affairs by the Executive Committee, and act as a designated signatory on banking accounts and other documents on behalf of CUPC in accordance with Clause 7. Where the Senior Treasurer is involved in any external communications related to CUPC, they shall ensure the Executive Committee is aware of such communications. It is the Senior Treasurer's duty to act impartially in ensuring that proper financial, administrative, regulatory and disciplinary processes are enacted, in the best interests of CUPC's membership. The Senior Treasurer shall also provide well-informed advice and/or assistance to the Executive Committee as and when requested. The role of Senior Treasurer must be filled each year.
- (5.3) The Executive Committee, in consultation with the Senior Treasurer, may appoint Advisors who shall provide impartial and well-informed advice and/or assistance, as and when requested, to support the Executive Committee and/or Senior Treasurer in delivering CUPC's aims and objectives. The voluntary role(s) of Advisors shall be governed by a separate Terms of Reference.
- (5.4) The Executive Committee, in consultation with the Senior Treasurer, may appoint Honorary President and Honorary Chairman, which shall be voluntary figured-head roles, to support CUPC's sporting heritage in an ambassadorial capacity.
- (5.5) The Executive Committee may create informal working groups, consisting of volunteers including other Members and/or Advisors and/or Honorary President and Honorary Chairman, as and when necessary to fulfil its business. Working groups shall follow the direction of at least one Executive Committee member.
- (5.6) Executive Committee members must be fully paid Members of CUPC in accordance with Clause 3. A majority of the Executive Committee positions shall be filled by full-time undergraduate or postgraduate students at the University. The Senior Treasurer shall be a member of the Regent House or other appropriate person approved by the Sports Club Registration Sub-Committee.
- (5.7) The Executive Committee shall be elected at the Annual General Meeting (AGM) (Clause 6) for a term of one academic year and shall be eligible for re-election. The Senior Treasurer shall be elected at the AGM for a term of three years to provide continuity to CUPC and shall be eligible for re-election. The nomination and election process for the Executive Committee and Senior Treasurer positions shall be conducted in accordance with Clause 6.3.

- (5.8) The official handover date between incoming and outgoing individuals for a given Executive Committee or Senior Treasurer position shall be the last day of Full Easter Term, unless otherwise agreed by the individuals involved. Where a position becomes vacant pursuant to Clause 5.17 or 5.18, a handover shall be completed as soon as practicable. The Executive Committee members and Senior Treasurer shall provide, at least one week prior to the end of their term, a comprehensive handover to their successor. A written record of handovers shall be kept.
- (5.9) The Executive Committee members and Senior Treasurer must declare any potential financial or non-financial conflict of interests at the time of their nomination, which will be disclosed to Members at the relevant AGM. Any subsequent change in conflict of interests should be reported to the President and Senior Treasurer in writing in a timely manner. A record, available by request to Members, of conflict of interests shall be maintained and reviewed at Executive Review Meetings. Members may raise concerns regarding declared or undeclared but suspected conflict of interests pursuant to Clause 9.
- (5.10) The Executive Committee will be responsible for adopting new policies, codes of practice, rules and bye-laws (key documents) for the conduct of CUPC'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 at the commencement of membership. Revisions to any such key documents by the Executive Committee shall be communicated to Members in a timely manner. Key documents shall typically include:
- Constitution
 - Code of Conduct
 - Selection Policy
 - Official Fixtures List
 - Risk Assessment
 - Safety Policy
 - Welfare Policy
 - Privacy Policy
 - Terms & Conditions of Membership
 - Frequently Asked Questions
 - Terms of Reference
- (5.11) The Senior Treasurer, Honorary President, Honorary Chairman, and Advisors shall sign a Volunteer Agreement and service providers shall sign a Service Provider Agreement acknowledging that they will fulfil their roles in accordance with key documents. Any non-Members attending ticketed CUPC events shall sign a Participant Agreement acknowledging that they have read, understand and will comply with the Code of Conduct.
- (5.12) All team selections and applications for Blues Awards shall be undertaken in accordance with the Selection Policy. Only fixtures published as such via official channels (e.g. Official Fixtures List and/or email communications) and for which team selection is conducted in accordance with the Selection Policy are designated Official Fixtures. Members may only represent CUPC, including wearing CUPC branded clothing and/or registering under CUPC's name, at Official Fixtures as arranged by the Executive Committee unless otherwise approved to do so in writing by the Executive Committee.
- (5.13) A separate Terms of Reference, available upon request to Members, shall be maintained by the Executive Committee to provide additional information related to the operation of CUPC (including Advisors and working groups as per Clause 5.3 and 5.5). The Terms of Reference shall be formally reviewed alongside the Constitution as required by the University Sports Service, however, as a working document, amendments may be appended in the interim.
- (5.14) The Executive Committee shall meet (Executive Meetings) regularly throughout their term, typically once per week and at minimum twice per Full Term Executive Meetings shall be chaired by the President. In the absence of the President, another member of the Executive Committee as nominated by the President shall take the Chair for that meeting. The quorum for

Executive Meetings shall be three members of the Executive Committee. Other guests may be invited to attend Executive Meetings. Minutes of Executive Meetings shall be kept. The Senior Treasurer shall be emailed minutes of the Executive Meetings.

- (5.15) The Executive Committee and Senior Treasurer shall meet (Executive Review Meetings) at least once per Full Term, typically in the first week of each Full Term. Executive Review Meetings shall be chaired by the President. In the absence of the President, another member of the Executive Committee as nominated by the President shall take the Chair for that meeting. The quorum for Executive Review Meetings shall be three members of the Executive Committee and the Senior Treasurer. Other guests may be invited to attend Executive Meetings. Minutes of Executive Meetings shall be kept. The Senior Treasurer shall be emailed minutes of the Executive Review Meetings.
- (5.16) Only Executive Committee members will have the right to vote at Executive & Executive Review Meetings. Questions arising at Executive & Executive Review Meetings shall be decided by a simple majority of votes. Except for the Chair of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- (5.17) Executive Committee members may resign from their position at any time by serving one month's written notice to the President and/or Senior Treasurer. The Senior Treasurer may resign from their position at any time by serving written notice to the President but must fulfil their position until a suitable replacement is found or through to the end of their three-year term, whichever occurs sooner, to ensure for sufficient oversight is maintained.
- (5.18) Should any Executive Committee or Senior Treasurer position fall vacant after election, the Executive Committee shall have the power to fill the vacancy, pursuant to the remainder of this Clause 5, until the next AGM.

6. GENERAL MEETINGS & ELECTIONS

- (6.1) CUPC shall hold an AGM during each academic year. The AGM shall be held in Cambridge, or by virtual means at the discretion of the Executive Committee should need arise, during Easter Term. In circumstances where the AGM needs to be held later, the date may fall after the final day of Easter term, provided the Committee has been voted by the 31st of July. At least fourteen days' written notice shall be given to Members before the AGM, containing the date, time, and place of the meeting. Members, Executive Committee members, the Senior Treasurer, the Honorary President, the Honorary Chairman and Advisors may request to add an item to the agenda by writing to the Secretary at least 3 days before the AGM. All appropriate information, including an agenda, shall be issued to Members at least 24 hours before the AGM.
- (6.2) The AGM shall be called to:
- Approve Minutes of the previous AGM;
 - Receive reports from the Executive Committee;
 - Approve Financial Accounts for the preceding year;
 - Approve any proposed changes to the Constitution;
 - Elect the Executive Committee for the following year;
 - Elect the Senior Treasurer for the following year (as per Clause 5.7);
 - Review key documents and anticipated budget for the following year;
 - Conduct such other business as is necessary.
- (6.3) Candidates for election to the Executive Committee and Senior Treasurer positions shall be proposed and seconded by two other Members. Candidates for election to the Executive Committee shall submit manifestos to an impartial person on the outgoing Executive Committee as nominated by the President or, where a conflict of interest arises, to the Senior Treasurer. Candidates for election to the Senior Treasurer shall submit manifestos to an impartial person on the outgoing Executive Committee as nominated by the President. Manifestos shall be

circulated to Members pursuant to Clause 6.1. Voting for elections shall be by a simple majority and the method of voting shall be by secret ballot. The votes shall be counted, and the incoming/elected Executive Committee and Senior Treasurer shall be announced, at the AGM.

- (6.4) Every other motion, excluding governance-related elections addressed in Clause 6.3, at an AGM shall be proposed and seconded by two Members. Voting on such motions shall be by a simple majority, except for changes to the Constitution referred to in Clause 8 and Reserved Matters referred to in Clause 11. The method of voting for such motions shall be by a show of hands at the meeting, or by any other method agreed by the Executive Committee.
- (6.5) The President shall take the Chair at any AGM. In the absence of the President, another member of the Executive Committee as nominated by the President shall take the Chair for that meeting. The quorum for an AGM shall be three members of the Executive Committee and 10% of the membership. Minutes of every AGM shall be kept.
- (6.6) Only current, fully paid-up Members as defined in Clause 3 may attend and vote at an AGM. Eligible members unable to attend the AGM may vote in proxy, and proxy votes will be collected by an impartial person.
- (6.7) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge, or by virtual means at the discretion of the Executive Committee should need arise and may be called by the Executive Committee or at the written request of at least 10% of the membership. 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

- (7.1) CUPC shall maintain its financial assets in appropriate accounts with reputable financial service providers, as follows:
 - a. Short-term accounts: Financial assets for day-to-day operations shall be held in a banking account in the name of CUPC with a suitable Bank or Building Society. Funds may additionally be managed via online payment systems, such as PayPal or Stripe, at the discretion of the Executive Committee, with written approval of the Senior Treasurer, but should be consolidated to the banking account regularly. Where the balance of the short-term accounts exceeds £30,000 at the end any given academic year (the accounting year for CUPC), the excess funds shall be transferred in a timely manner to the long-term accounts.
 - b. Long-term accounts: Financial assets not held in the short-term accounts shall be held in The CUPC Foundation Trust. These funds shall be managed as a perpetual endowment but may be transferred to the short-term accounts for specific purposes with written approval from the account signatories.
- (7.2) The financial assets held in CUPC's short-term and long-term accounts shall be managed by the President, Treasurer and Senior Treasurer, as signatories on the accounts.
- (7.3) The non-financial assets of CUPC shall be managed by the Executive Committee for the benefit of CUPC and its Members.
- (7.4) The Treasurer shall prepare an annual budget at the start of the academic year, in consultation with the Executive Committee and Senior Treasurer, which shall be reviewed at each Executive Review Meeting and reported on at the AGM. They shall ensure that all transactions are properly accounted for, and that CUPC's financial records are kept in good order. They shall ensure continuity of Cambridge resident signatories for any short-term accounts held by CUPC.
- (7.5) The Senior Treasurer shall make arrangements for CUPC's Financial Accounts to be prepared and properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances. They will also oversee the financial performance of the

long-term accounts, which shall be reviewed at each Executive Review Meeting and reported on at the AGM. They shall ensure continuity of Cambridge resident signatories for any long-term accounts held by CUPC.

- (7.6) For so long as CUPC shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that CUPC complies with the requirements for registration as a University Sports Club.
- (7.7) The Executive Committee (acting by its Members), with the written approval of the Senior Treasurer, is authorised to enter into contractual arrangements (including sponsorship and service provision) 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 CUPC and its Members. Non-governance related 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.
- (7.8) When entering into contractual arrangements pursuant to Clause 7.7, the Executive Committee shall endeavour to agree a contractual limit on the Members' liability which does not exceed the assets of CUPC from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (7.9) All monies drawn against CUPC funds shall be authorised by the President, Treasurer and Senior Treasurer in writing. Where necessary, members of the Executive Committee may pay for expenses from their personal funds on behalf of CUPC and request reimbursement according following the above authorisation process; any such reimbursement will require receipts and be subject to the aforementioned authorisation. Direct reimbursements to Members for cancelled CUPC activities do not require the above authorisation process. Approved payments should be made by the Treasurer via online banking facilities, cheque or cash (the latter requiring receipt of payment) as relevant.
- (7.10) All donations should be handled via the official CUPC donation portal, which is managed by the University and linked to the CUPC banking account. Should an individual/entity wish to make a donation CUPC in a different manner, then this may be arranged on an individual basis and authorised by Donor, President, Treasurer and Senior Treasurer in writing.
- (7.11) As an unincorporated association, all Members are liable for any debts and obligations properly incurred by one or more Members on behalf of CUPC. In the event that Members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of CUPC (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 CUPC'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.
- (7.12) 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 CUPC; or (ii) have acted otherwise than in accordance with the Constitution.

(7.13)

8. CHANGES TO THE CONSTITUTION

- (8.1) 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 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 University 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 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 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 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.

10. DISCIPLINARY PROCESSES

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

11. DISSOLUTION

- (11.1) A resolution to dissolve CUPC can only be passed at a General Meeting in accordance with Clause 12.
- (11.2) In the event of dissolution, all debts shall be cleared with any remaining funds of CUPC. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the University Sports Service.

12. RESERVED MATTERS


- (12.1) 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:
 - (a) Any amendment to the Constitution which materially affects the position of the Members, or which materially alters the relationship between CUPC and the University;
 - (b) The dissolution of CUPC;
 - (c) Any proposal which has a material impact on CUPC, its Members, and/or its financial/non-financial assets;
 - (d) The application and/or use of CUPC financial/non-financial assets other than for the benefit of CUPC.

13. PROVISION OF INFORMATION

- (13.1) The Executive Committee must supply annual Financial Accounts of CUPC to the University, together with such other information as the University may reasonably require from time to time, whether in connection with CUPC's registration as a Sports Club of the University, or in relation to the need to ensure that CUPC is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

14. DECLARATION

- (14.1) CUPC 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.
- (14.2) In the event of any conflict between the terms of the Constitution and any of CUPC's other key documents the terms of the Constitution shall prevail.

Name	Jessica Chapman	Position	President
Sign		Date	27.06.24

Name	Dr Jane MacDougall	Position	Senior Treasurer
Sign		Date	