

The Cambridge University Rambling Club Constitution

1. NAME

The name of the Club shall be "CAMBRIDGE UNIVERSITY RAMBLING CLUB", hereafter referred to as "CURAC", or simply "the Club".

2. AIMS AND OBJECTS

The aim of the Club shall be: "To provide the opportunity for members of the University to participate in rambles in the local countryside."

The Club's main audience is undergraduate and postgraduate student members of the University, though other members of the university and local residents of the area are also welcome to join.

3. MEMBERSHIP

- 3.1 Membership of the Club shall be open to all members of the university and anyone else deemed appropriate by the Executive Committee. It shall not refuse an application for membership on the grounds of race, sex, sexual orientation, religion or political views.
- 3.2 There shall be an annual fee for membership, which will be agreed at the AGM. The membership year shall run from October to September. Those eligible to join the Club may do so at any time by filling out the membership form and paying the membership fee. The fee can be paid either directly into the account or to a Walk Leader whilst on a walk who should pass it onto the Executive Committee. One ramble may be attended before becoming a member to act as a taster before membership is required.
- 3.3 The Executive Committee shall have the right to offer free honorary membership, either for life or for a fixed period, to anyone that it deems appropriate. This will have the same effect as ordinary membership.
- 3.4 At the end of each year, members shall be invited to renew their membership for the following year by submitting their membership fee for that year either directly into the Club bank account or to a Walk Leader or member of the Executive Committee. The membership of those who have not done so four weeks after the start of Full Michaelmas Term shall then cease.
- 3.5 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 the Club's code of conduct.
- 3.6 Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club (this includes train fares) is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 9.

4. THE EXECUTIVE COMMITTEE

4.1 The day-to-day management of the Club's affairs shall be conducted by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.

4.2 The Executive Committee shall consist of:

Position	Role(s)
President	<ul style="list-style-type: none"> To take overall responsibility for the smooth running of the Club's activities To aim to have a walk organised for every week of full term and ensuring that a term card is released at the beginning of full term giving provisional details of all walks for the term To promote the activities of the Club via the club mailing list To chair any meetings of the Club To mediate or decide in any dispute regarding or involving the Club To take responsibility for the Club's possessions, unless this duty has been delegated to another member of the Executive Committee
Secretary	<ul style="list-style-type: none"> To keep accurate minutes of any meetings of the Club To keep records of Club outings To maintain the Club's social media accounts and use them to promote the activities of the club
Junior Treasurer	<ul style="list-style-type: none"> To keep records of the Club's accounts, and oversee the operation of the Club's bank account To ensure that the Club is able to meet its financial obligations To inform the Club's members of the Club's financial standing at the AGM
Safety Officer	<ul style="list-style-type: none"> Ensure the Club's safety policy, procedures and overall risk assessment remain up to date, reviewing and reporting any relevant points at the AGM Ensure the Club's safety policy is effectively implemented Advise Walk Leaders in any safety-related matters Ensure additional risk assessments are produced for any activities not covered under "typical activities" Report any incidents which may occur to the university sports service
Welfare Officer	<ul style="list-style-type: none"> Attempt to ensure everyone abides by the club's code of conduct Ensure the welfare policy is implemented effectively Act as a point of contact for any welfare concerns of members

- 4.3 The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall support the committee in putting in place proper finance, administration and regulation of the Club.
- 4.4 The Executive Committee may also have general committee members who may vote in Executive Committee meetings. Responsibility may be delegated to them for specific tasks or events. There may be up to 3 general committee members.
- 4.5 The Executive Committee shall also select Walk Leaders for the Club. The responsibilities of Walk Leaders shall be defined by the Executive Committee.
- 4.6 All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.
If the Executive Committee feels a Committee member is not fulfilling their role or behaving in an appropriate manner, after trying to resolve this informally, the Executive Committee may meet to discuss this (the Senior Treasurer should attend this meeting). The member must be notified in writing and will have 14 days to respond. If no response is received the position will be deemed vacant and re-election may take place.
- 4.7 The President, Secretary and Junior Treasurer roles must be held by 3 different people. The Safety and Welfare Officers may each hold up to one other role. The Welfare Officer role cannot be held by the club president. The Senior Treasurer may have no other role.
- 4.8 A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University at time of election.
- 4.9 Meetings of the Executive Committee shall be chaired by the President, or, in their absence, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.
- 4.10 The Executive Committee will be responsible for adopting new policy and codes of practice, and making rules and bylaws 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 bylaws shall be binding on all members.
- 4.11 All members of the Executive Committee shall be delegated responsibility for the organisation of individual events. The Committee shall nominate one of its members to maintain the Club's website.
- 4.12 Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive 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 Executive Committee has one vote on each issue.

- 4.13 The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

5. GENERAL MEETINGS

- 5.1 The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge (or online) during the second half of Lent 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 which are to be determined and publicised by the Executive Committee.
- 5.2 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
 - Review and agree membership fees
 - Elect the Executive Committee for the year ahead
 - Consider any proposed changes to the Club Constitution
 - Conduct such other business as is necessary
- 5.3 Candidates for election to office shall be proposed and seconded by at least two current members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 7 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 Executive Committee.
- 5.4 The President shall take the chair at any AGM, or, in their absence, the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 5 members. A written record of every AGM shall be kept.
- 5.5 Only current, fully paid-up members are eligible to vote at an AGM.
- 5.6 An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge (or online) and may be called by the Executive Committee or at the written request of at least ten members. 21 days written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs. The quorum for an EGM shall also be 5 members.

6. FINANCIAL & LIABILITY MATTERS

- 6.1 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.

- 6.2 It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- 6.3 The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- 6.4 For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- 6.5 The Executive Committee (acting by 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.
- 6.6 When entering into contractual arrangements pursuant to clause 6.5, the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- 6.7 All monies drawn against Club funds should be authorised by the Junior Treasurer and President or by at least 3 members of the Executive Committee, either by signature, or access to online banking facilities.
- 6.8 The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- 6.9 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 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.
- 6.10 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 or (ii) have acted otherwise than in accordance with the club constitution.

7. CHANGES TO THE CONSTITUTION

Subject to clause 11 (Reserved Matters), the Constitution may be amended at a General Meeting (i.e. an AGM or EGM) 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 proposed changes to the Constitution are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

8. COMPLAINTS PROCESSES

- 8.1 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 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 8.
- 8.2 Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults), which they can be directed to by the Welfare Officer, President or Senior Treasurer, 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.
- 8.3 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.
- 8.4 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.
- 8.5 The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

9. DISCIPLINARY PROCESSES

- 9.1 Subject to the remainder of this clause 9, the Executive Committee, in consultation with the Senior Treasurer (who shall have veto power), 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.
- 9.2 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.
- 9.3 In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided to the individual in question within 28 days of a complaint being received. In the case of serious misconduct, the Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- 9.4 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 Executive Committee members.
- 9.5 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 refund of membership fees.
- 9.6 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.

10. DISSOLUTION:

- 10.1 A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 11. 21 days of written notice must be given before the meeting of the intention to dissolve the Club.
- 10.2 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 or another registered University Society.

11. 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:

- (1) Any amendment to the Constitution.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club (determined by the Executive Committee), its members, its assets, and/or its finances.
- (4) The application and/or use of the financial assets of the Club other than for the benefit of the Club.

12. PROVISION OF INFORMATION

The Executive 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, in connection with the Club's registration as a Sports Club of the University.

13. DECLARATION:

CURAC 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.

Adopted at AGM on 10th March 2024.