



The Cambridge University Cheerleading Society Constitution

NAME

- 1) The Society shall be officially known as the ‘Cambridge University Cheerleading Society’ (“The Society”)
- 2) In addition, The Society may perform as the “Cambridge Cougars”

OBJECTIVES

The objectives of The Society shall be as follows:

- 1) To represent the University of Cambridge (“The University”) by participating in the following:
 - a. Furthering the sport of Cheerleading at The University
 - b. Representing The University at Cheerleading competitions, where applicable at the discretion of The Executive
 - c. Acting as ambassadors for both Cheerleading as a sport and The University as an institution
 - d. Acting in a way that would uphold the status of The University and is in line with all university regulations
 - e. Representing The University at an annual Varsity competition against The University of Oxford

MEMBERSHIP

- 1) Membership to The Society will be open to any member of The University
- 2) In accordance with the Women’s Blues Committee, 25% of the team may be ‘alien’, and in accordance with Future Cheer, 10% of the team may compete if they have graduated within the previous four years. Otherwise, in accordance with the aim of The Society to be recognised as a ‘sport’ by The University, membership may not be granted to any individual who is not currently studying at The University
- 3) Membership fees may be set by the Executive as is necessary to cover any essential costs
 - a. Non-payment of fees will result in exclusion from the activities of The Society at the discretion of The Executive
- 4) The Committee may terminate any individual’s membership for conduct unbecoming to The Society or any actions contrary to the objectives of The Society on a three quarters vote at any committee meeting
 - a. The quorum for such meeting being five committee members, including full Executive
 - b. The notice for such a meeting being seven days or more
 - c. The individual concerned being given an opportunity to justify their conduct by way of a hearing at the meeting

- d. The individual concerned being granted a right of appeal to the Senior Treasurer

THE EXECUTIVE AND THE COMMITTEE

- 1) The Executive of The Society shall consist of the following officers:
 - a. President, whose duties include:
 - i. Overseeing the running of The Society
 - ii. Acting as the official representative of The Society
 - iii. Chairing the AGM
 - iv. Organising competition performances
 - v. Organising cheerleading at sporting events
 - vi. Ensuring emergency contact details and first aid kits are brought to all meetings
 - vii. Checking over the accounts and assisting with payments when necessary
 - viii. Organising non-sporting performances
 - ix. Overseeing the ordering of any equipment
 - x. Keeping records of all equipment and where it is stored
 - xi. Booking practice venues and any transport
 - xii. Any other duties, as deemed necessary by The executive
 - b. Senior Treasurer, who will be a resident member of the Senate of The University or some other person approved by the Junior Proctor, and an ex officio member of The Executive and whose duties include:
 - i. Auditing the finances of The Society once per year
 - ii. Any other duties, as deemed necessary by The Executive
 - c. Junior Treasurer, whose duties include:
 - i. Presiding over the day-to-day finances of The Society
 - ii. Keeping the accounts up-to-date such that they can be presented at two weeks' notice
 - iii. Keeping records of membership of The Society up to date
 - iv. Assisting the President
 - v. Any other duties, as deemed necessary by The Executive
 - d. Secretary, whose duties include:
 - i. Assisting the President, and other committee members, with admin related tasks which could include replying to emails, creating spreadsheets, and drawing up contracts.
 - ii. Responsible for organising committee meetings and taking minutes to distribute to all committee members following the meeting.
 - iii. Work in unison with the President and Treasurer to ensure the logistics of the society run smoothly.
 - iv. Any other duties, as deemed necessary by The Executive
- 2) The Committee of The Society shall consist of The Executive as well as the following officers:
 - a. Two Captains, whose duties include:
 - i. Running and overseeing practice sessions and additional practices for performances

- ii. Organising the Creation of music mixes for competition/ performance routines
 - iii. Any other duties as deemed necessary by The Executive
- b. A Social Secretary, whose duties include:
 - i. Organising all socials exclusively for members of The Society
 - ii. Organising swaps with other societies
 - iii. Organising The Society's Annual Dinner
 - iv. Any other duties as deemed necessary by The Executive
- c. A Sponsorship and Funding Secretary, whose duties include:
 - i. Seeking sponsorship for The Society
 - ii. Organising fundraising events for The Society
 - iii. Any other duties as deemed necessary by The Executive
- d. A Communications Officer, whose duties include:
 - i. Publicising The Society by liaising with university newspapers and any other media organisations and by any other appropriate means
 - ii. Keeping The Society's website up-to-date
 - iii. Any other duties as deemed necessary by The Executive
- e. A Stash and Uniform Officer, whose duties include:
 - i. Overseeing the ordering of any uniform, society clothing or paraphernalia
 - ii. Any other duties as deemed necessary by The Executive
- f. A Male & Non-binary Representative (If the elected co-ed captain is male, this role may be removed at the discretion of the acting President assuming the Captain is happy to take on the below roles in addition to Captain responsibilities), whose duties include:
 - i. Encouraging the enrolment of male & non-binary athletes into The Society
 - ii. Ensuring that every part of the club is inclusive to all genders
 - iii. Any other duties as deemed necessary by The Executive
- g. A Welfare Officer, whose duties include:
 - i. Organising welfare-based socials exclusively for members of The Society
 - ii. Supporting members of The Society as required
 - iii. Ensuring all members of The Society are safe and comfortable at socials and at trainings
 - iv. All duties outlined in the club Welfare Policy
 - v. Any other duties as deemed necessary by The Executive
- h. A BME Officer, whose duties include:
 - i. Encouraging the enrolment of BME athletes into The Society
 - ii. Ensuring that every part of the club is inclusive to all races
 - iii. Relaying the views and concerns of BME members to the wider committee
 - iv. Any other duties as deemed necessary by The Executive
- i. A LGBTQ+ Officer, whose duties include:
 - i. Ensure that all the queer cheerleaders feel comfortable, happy and supported on the team.

- ii. Help LGBTQ+ identifying cheerleaders with any issues they might have in cheer – regardless of the specifics - and to represent their thoughts and needs on committee.
 - iii. Organise queer socials and meetups throughout the year.
 - iv. Any other duties, as deemed necessary by The Executive
- 3) The Executive will seek the advice of any coaches where appropriate in the running of The Society
- 4) All members of The Committee will be elected at a General Meeting, normally the AGM
- 5) All members of The Executive shall be full time Graduate or Undergraduate members of The University
- 6) One term of office for The Committee shall run from 1st July until 30th June the following calendar year
- 7) All decisions of The Executive and The Committee shall seek to be unanimous
 - a. If this proves impossible, a majority vote including that of the President will suffice
 - b. Should The Executive or The Committee be evenly split on any vote, the President will carry the deciding vote
- 8) In the event of a committee position becoming vacant mid-term due to extenuating circumstances, it is at the discretion of the current committee to hold an election to find a replacement for that role
- 9) A position on The Committee as voted for in third term the previous year does not guarantee a place on the competitive team for the following year with the exception of the Captains

GENERAL MEETINGS

- 1) An Annual General Meeting (AGM) will be held once per year, normally in the third term
- 2) The AGM will address the following matters:
 - a. The election of The Executive and The Committee for the following academic year
 - b. A review of the year's finances
 - c. A review of the Constitution
 - d. Any other matters as deemed necessary
- 3) The AGM will be open to all, but only members of The Society who have paid membership fees for that academic year will be eligible to vote on any issues
- 4) The exact date of the AGM will be set at the discretion of The Executive, but at such time that is accessible to a large number of the members of The Society
- 5) An Extraordinary General Meeting (EGM) may be called at any time during the Full Term of The University either at the request of The Executive or at the written request of no less than 10 members of The Society
 - a. An EGM shall have the powers to:
 - i. Require any member of The Committee to give account of their actions
 - ii. Remove any committee member from office
 - iii. Order a review of the year's finances
 - iv. Alter the Constitution

- v. Discuss other matters as deemed necessary
- b. Any proposed action at an EGM shall be approved by a three-quarters majority of those present at the meeting
- c. No less than 14 days warning must be given to all members before an EGM is held
- d. Chair of the EGM will be the President unless:
 - i. The EGM concerns the President directly, in which case the Junior Treasurer will be the Chairman
 - ii. The EGM concerns the President and the Junior Treasurer, or The Executive as a whole, or The Executive as a whole and further members of The Committee, in which case any Committee members not directly involved and those responsible for the instigation of the meeting shall be responsible for electing a Chairman
- 6) For any General Meeting to reach quorum, no less than half of the number of members forming the competitive squad of The Society must be in attendance
- 7) A member of The Society will be elected (otherwise, responsibility will fall to the Junior Treasurer) to act as the recorder of any General Meeting. Meeting minutes will be made available in some such way that anyone will be allowed access to them without incurring any cost

ELECTORAL PROCESS

- 1) All elected members of The Executive must be re-elected if they wish to continue for a second term of office, with the exception of Senior Treasurer, who may continue their term by a majority vote of the voting members
- 2) The process of election, to be held at a General Meeting, must adhere to the following guidelines:
 - a. Anyone wishing to enter an election must be a member of The Society, and in the case of an AGM, must be eligible to vote in said election
 - b. In order to be nominated for election to The Committee a member must announce their intention to run to a member of The Executive ahead of the General Meeting
 - c. Each candidate running will have no more than 2 minutes to make a speech covering their eligibility for the position
 - d. Following the speeches of the nominees, the assembly will be allowed to ask questions of the nominees at which point they will have no more than 60 seconds to answer. The length of the question period may be limited to a reasonable amount of time, at the discretion of The Executive or the Returning Officers
 - e. Voting will happen by silent, written ballot, which will be adjudicated by The Executive, unless there is a conflict of interest, in which case two Returning Officers will be chosen from the eligible members in attendance
 - f. Any member of The Society unable to attend the AGM may vote by proxy providing they submit a request in writing or by an email to the President at least 24 hours before the AGM is due to start stating who they would like to nominate as their proxy
 - g. Each ballot paper will list all candidates running for each position as well as an option to re--open nominations (RON)

CHANGES TO THE CONSTITUTION

- 1) Any changes to the Constitution of The Society must be voted on at a General Meeting and approved by a minimum of three quarters of the voting members in attendance

FINANCIAL MATTERS

- 1) The day--to--day finances of The Society shall be overseen by the Junior Treasurer in a responsible manner
- 2) The Junior Treasurer shall be responsible to the Senior Treasurer and the President
- 3) The Junior Treasurer may be asked to present a complete overview of the finances of The Society, including a record of all expenses that academic year at any point during the Full Term by any member of The Executive. The record should be presented within 2 weeks of the request
- 4) As necessary, the Junior Treasurer will manage a bank account for The Society. The purpose of this account will be the general holding of all society funds
- 5) The Junior Treasurer and the President will have full access to the bank account
- 6) For the purpose of writing cheques from the society bank account, the signature of the Junior Treasurer and of the President will be required
- 7) The Society's financial year shall run from 1st July until 30th June the following year

DISCIPLINARY PROCESSES

- 1) Subject to the remainder of this clause, the Executive shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Society into disrepute, or gravely harm the interests of its members.
- 2) The Executive may also take other disciplinary action in respect of a member of the Society, commensurate with the seriousness of the offence. The Executive may take action as a result of member behaviour within any Society-organised activities.
- 3) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Executive, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- 4) The expulsion of a member can only be affected following a majority vote of all the Executive, excluding the Senior Treasurer, and in circumstances where:
 - a. the member has been given at least 14 days' notice in writing of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and
 - b. the member or, at the option of the member, a representative (who need not be a member of the Society) has been allowed to make representations to the meeting.
- 5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society 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 the clause (2) wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal in consultation with the Club's Senior Treasurer.
- 7) University members subject to disciplinary action have the right to lodge a further

formal complaint with the University.

MISCELLANEOUS ISSUES

- 1) Cambridge Cougars uniforms are only to be worn at events sanctioned by The Society
 - a. Unless permission is granted by two members of The Executive
 - b. Failure to adhere to this will result in membership being reviewed

DISSOLUTION

- 1) In the case of the dissolution of The Society, all remaining money as held in the society bank account will be evenly distributed among the paying members of The Society
- 2) All physical assets will be returned to another society of The University, or the Societies' Syndicate
- 3) To achieve dissolution, at least three-quarters of the assembled members of the society must vote in favour of dissolution at a General Meeting

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 Society
- 3) Any proposal which has a material impact on the Society, its members, its assets, and/or its finances
- 4) The application and/or use of Society/financial assets of the Society other than for the benefit of the Society

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, 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.

DECLARATION

Cambridge University Cheerleading Society 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	<i>Elisha Bagg</i>	Position	<i>President</i>
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Sign		Date	12/09/20 22
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Name	Aleksandra Watson	Position	<i>Senior Treasurer</i>
Sign		Date	01/10/22