

# The Cambridge University Cheerleading Society Constitution

2023-24

## 1. NAME

- 1) The Sports Club shall be officially known as the 'Cambridge University Cheerleading Society' ("The Club")
- 2) In addition, The Club may perform as the "Cambridge Lions"

## 2. AIMS AND OBJECTIVES

The objectives of the club shall be as follows:

1) To represent the University of Cambridge ("The University") by participating in the following:

- Furthering the sport of Cheerleading at The University
- Representing The University at Cheerleading competitions, where applicable at the discretion of The Executive
- Acting as ambassadors for both Cheerleading as a sport and The University as an institution
- Acting in a way that would uphold the status of The University and is in line with all university regulations
- Representing The University at an annual Varsity competition against The University of Oxford

## 3. MEMBERSHIP

- 1) Membership to the club will be open to any member of The University
- 2) 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.
- 3) 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 club 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
- 4) Membership fees may be set by the Executive as is necessary to cover any essential costs

- a) a. Non-payment of fees will result in exclusion from the activities of the club at the discretion of The Executive
- 5) The Committee may terminate any individual's membership for conduct unbecoming to the club or any actions contrary to the objectives of the club 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) d. The individual concerned being granted a right of appeal to the Senior Treasurer
- 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 is not paid in full within three months of it falling due or if the member is expelled.

#### **4. EQUALITY OF OPPORTUNITY**

- 1) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 2) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- 3) Committed to quality of opportunity and to a proactive and inclusive approach to equality that values diversity
- 4) The club is committed to everyone having the right to enjoy their sport in an environment free from threat or intimidation, harassment and abuse.

#### **5. THE EXECUTIVE AND THE COMMITTEE**

- 1) The Executive of the club shall consist of the following officers:
  - a. President, whose duties include:
    - i. Overseeing the running of the club
    - ii. Acting as the official representative of the club
    - 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 club 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 club
  - ii. Keeping the accounts up-to-date such that they can be presented at two weeks' notice
  - iii. Keeping records of membership of the club 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 club 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:

- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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 club
- 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
  - If this proves impossible, a majority vote including that of the President will suffice
  - 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
- 10) The Committee will be responsible for adopting 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.
- 11) Only Executive Committee members will have the right to vote at committee meetings.
- 12) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.

## **6. 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:
  - The election of The Executive and The Committee for the following academic year
  - A review of the year's finances
  - A review of the Constitution
  - Any other matters as deemed necessary

- 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
- 3) The AGM will be open to all, but only members of the club 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 club
- 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 club

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

- Any proposed action at an EGM shall be approved by a three-quarters majority of those present at the meeting
  - No less than 14 days warning must be given to all members before an EGM is held
  - 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 club must be in attendance
- 7) A member of the club 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

## **7. 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:

- Anyone wishing to enter an election must be a member of the club, and in the case of an AGM, must be eligible to vote in said election
- 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
- Each candidate running will have no more than 2 minutes to make a speech covering their eligibility for the position
- 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
- 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
- Any member of the club 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
- Each ballot paper will list all candidates running for each position as well as an option to re--open nominations (RON)

## **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. FINANCIAL AND LIABILITY MATTERS**

- 1) The day--to--day finances of the club 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 club, 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 club. 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 club bank account, the signature of the Junior Treasurer and of the President will be required
- 7) the club's financial year shall run from 1st July until 30th June the following year
  
- 8) 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.
  
- 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.
- 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.

## **10. 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.

(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.

## **11. 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 club 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 club, 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:
  - 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
  - the member or, at the option of the member, a representative (who need not be a member of the club) 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 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 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.

## **12. MISCELLANEOUS ISSUES**

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

## **13. 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.

#### **14. 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.
- (3) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

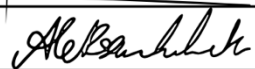
#### **15. PROVISION OF INFORMATION**

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.

<b>Name</b>	Anastasia Blamey	<b>Position</b>	<i>President</i>
<b>Sign</b>		<b>Date</b>	19/06/2023

<b>Name</b>	Aleksandra Watson	<b>Position</b>	<i>Senior Treasurer</i>
<b>Sign</b>		<b>Date</b>	19/06/2023