



# Constitution

2020-2021

## NAME AND OBJECTS

1. The Club is called the Oxford University Powerlifting Club. This name incorporates the following teams: the men's team, and the women's team. The Club's objects are the support, development, improvement, and promotion of Powerlifting at the University of Oxford; and the income and property of the Club shall be applied solely to those objects.

## COMPLIANCE

2.
  - (a) The Club shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport.
  - (b) The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment which is acceptable to the Proctors (through the Director of Sport).

## MEMBERSHIP

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
4. All resident members of the University shall be eligible to become members of the club. A member is a matriculated member of a college or Hall who is reading and registered for a recognized degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for residence laid down by the University. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
5. The Committee may also, at its discretion, admit to membership:
  - (a) Members of the University's Permanent Private Halls who are not matriculated into the University;
  - (b) Members of Ruskin College, Plater College, Ripon College, Cuddesdon, St Stephen's House, the Oxford Institute of Legal Practice, and the Westminster Institute of Oxford Brookes University; and
  - (c) Other persons not being resident Members of the University, or of one of the institutions listed in (b) above, provided that non-university members shall not constitute more than one-fifth of the total membership.
6. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

## MEETINGS OF THE MEMBERS

7. There shall be an Annual General Meeting for all the members of the Club in Trinity Full Term, convened by the Secretary on not less than fourteen days' notice.



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8. The Annual General Meeting will:
  - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
  - (b) Receive a report from the Committee on the Club's compliance with paragraph 2 above;
  - (c) Elect Members of the Committee in accordance with paragraphs 17 - 23 below;
  - (d) Consider any motions of which due notice has been given, and any other relevant business.
9. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by [seven] or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
10. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
11. The quorum for a General Meeting shall be three members present in person or by proxy, of whom [three] must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).



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## THE COMMITTEE

### General

12. The OUPLC Committee shall consist of the Senior Member, the President, the Men's Captain, the Women's Captain, the Novice Captain, the Secretary, the Treasurer, the Men's Social Secretary, the Women's Social Secretary, the Social Media Officer, the Stash Officer, the Welfare and Equality Officer and other such officers as the OUPLC Committee sees fit to co-opt.
13. The OUPLC President, the Men's Captain, the Women's Captain, the Secretary, and the Treasurer (collectively known as the "Executive") shall each be a Member of the Club whose eligibility stems from paragraphs 3, 4, 5(a) or 5(b) above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from paragraph 5(a) or 5(b) above, on election to office he or she must sign an undertaking to abide by the Proctors' Memorandum, and to accept the authority of the Proctors on Club matters.
14. The Committee shall meet as often as is necessary at a minimum of once per term to manage the activities of the OUPLC. Among other matters, the Committee shall:
  - a) Adjudicate on all questions of interpretation of the Constitution;
  - b) Approve any proposed alteration of the Constitution before it may be brought before a General Meeting;
  - c) Control the events, funds, and property of the organisation; and
  - d) Set the membership fee.
15. Without derogating from its primary responsibilities, the Committee may delegate its functions to finance, general purposes and other subcommittees, which are made up exclusively of Committee Members.
16. The Committee shall have power to make regulations and policy statements in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

### Election of the Committee Members

17. 17a The Committee Members of the OUPLC shall be elected by its Members annually, and shall be eligible for re-election. The Members shall not appoint an individual to jointly hold positions on the OUPLC Executive.
  - 17b. The order of Election at the meeting will go in order of Seniority of the role as in paragraph 12 above in 'The Committee'.
  - 17c. A single member may only hold two (or more) committee positions if they run uncontested for the second (and further) positions.
  - 17d. An individual may run for as many positions as they wish provided they are not in violation of clause 17(a),(b) and (c).
18. Nominations for all Committee positions will be taken from the floor of the Meeting, by way of self-nomination.
19. The Committee Members will be elected by a majority vote of all Members present at the OUPLC Annual General Meeting, as the case may be. In the event that no candidate receives more than fifty percent of the vote of all Members present, another vote will be taken, excluding the candidate with the least number of votes. This process shall continue until there is a majority vote of all Members present for one of the candidates.



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20. The incoming OUPLC Committee shall assume office immediately following the conclusion of the Annual General Meeting. There will be a handover meeting between the new and old committee within 2 weeks of this taking place.
21. If, during the period between the annual elections to offices, any vacancies occur amongst Committee Members, the opportunity to run must be opened up to the whole membership of the club. If uncontested a nominee will automatically take up the vacant position. If multiple candidates put themselves forwards the election will occur either by a majority vote at a General Meeting or via proxy, as appropriate.
22. No Member of the Committee shall be removed from office except by the approving votes of two thirds of those present in person at a General Meeting.
23. Each Office holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another Member nominated by the Committee) all official documents and records, together with any other property belonging to the organisation which may be in his or her possession, and must complete any requirements to transfer authority relating to control of bank accounts, building society accounts, or other financial affairs.

### Committee Meetings

24. The quorum for a Committee meeting shall have the majority of Members present in person, one of whom must be the OUPLC President or his or her delegate, and one of either the Men's / Women's Captain, Secretary or Treasurer, or his or her delegate.
25. When any financial business is to be transacted, there must be present either the Treasurer or a Member of the Committee deputed by the Treasurer to represent his or her views in the meeting.
26. Any spending of money over a specific amount (to be set by the current committee) will need to be passed by a majority vote from the committee.
27. The OUPLC President shall have the right to preside over all meetings of the Committee. Should the OUPLC President be absent, or decline to take the chair, the Committee shall elect another Committee Member to chair the meeting.
28. All decisions are to be made by majority vote. In the event of a tie, the OUPLC President shall have the casting vote.



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## Committee Positions and Roles

### OUPLC President

29. The OUPLC President shall, among other things:

- a) Ensure Office holders carry out their duties;
- b) Ensure the Varsity match takes place and liaise with Cambridge University to agree upon the details;
- c) Arrange a date, a venue, and equipment for Cuppers and any other event the organisation wishes to organise;
- d) Decide, in conjunction with the Men's and Women's Captains, the teams for the Varsity match against Cambridge University and any other event the organisation enters;
- e) Decide, in conjunction with the Committee, the events OUPLC will attend;
- f) Control the appointment and support the actions of the Session Leaders in conjunction with the Men's and Women's Captains;
- g) Ensure a termly email is distributed to all Members following the termly Committee meeting;
- h) Co-ordinate OUPLC's publicity at the start of Michaelmas Term, ensuring in particular that the organisation is represented at the Fresher's Fair;
- i) Compile an annual review of the Club, the Men's / Women's team, and the novices;
- j) Represent the respective organisation at the Blue's Committee Meetings, University meetings, and governing body meetings;

### The Secretary

30. The OUPLC Secretary shall, among other things:

- a) Provide assistance to the OUPLC President wherever possible;
- b) Maintain a register of the Members, which shall be available for inspection by the Proctors on request;
- c) Give notice of meetings to the Members and to the Committee;
- d) Draw up the minutes of those meetings;
- e) Notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Committee Members;
- f) Advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- g) Provide the Insurance Section with full details of any insurance cover purchased from or through the national governing body;
- h) Inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts the format of which the Proctors may prescribe;
- i) Organise transport and accommodation (when relevant) to events; and complete trip registration forms for all trips outside the Oxford city boundary;
- j) Take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the Constitution, the Code of Conduct on Safety Matters, and procedure for Risk Assessment approved from time to time by the Safety Officer;



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## The Treasurer

31. The OUPLC Treasurer shall, among other things:

- a) Provide assistance to the OUPLC President wherever possible;
- b) Keep proper records of financial transactions in accordance with current accounting rules and practices;
- c) Develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- d) Ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- e) Prepare an annual budget and regularly inform the Committee of progress against that budget;
- f) Send out a termly report of the clubs finances and spending via email to all paying club members
- g) Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- h) Seek advice as necessary on tax matters from the University's Finance Division;
- i) Develop and maintain a manual of written procedures covering all aspects of the Treasurer's responsibilities;
- j) Make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- k) Forward to the Proctors (through the Director of Sport) a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year-end) the format of which the Proctors may prescribe; and
- l) If OUPLC has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. OUPLC accounts are to be ready for audit within four months after the year end and the costs of the audit shall be borne by the relevant organisation. If requested by the auditors, OUPLC shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the relevant organisation.

## Men's and Women's Captains

32. The OUPLC Men's and Women's Captains shall, among other things:

- a) Provide assistance to the OUPLC President wherever possible;
- b) Decide, in conjunction with the OUPLC President, the teams for the Varsity match against Cambridge University and any other event the organisation enters;
- c) The captains have the authority to remove a member from the "development squad" at their discretion if they see fit for reasons including but not necessarily limited to the following: i) lack of engagement with coaching, ii) injury. The captains are required to discuss this, in person, with the particular club member.
- d) Compile an annual review of the Men's and Women's teams;
- e) Represent the respective organisation at the Men's and Women's Blues Committee meetings, University meetings, and governing body meetings;
- f) Set, in conjunction with the OUPLC Committee, the Blues standards for their relevant sex (in accordance with any Blues Committee requirements); and
- g) Award Blues or Half-Blues to Members of their sex, as the case may be.



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### **Novice Captain**

33. The OUPLC Novice Captain shall, among other things:
- Provide assistance to the OUPLC President wherever possible;
  - Act as a mentor and first point of contact for all novice lifters within the OUPLC;
  - Compile an annual review of the OUPLC novices;
  - Be responsible for organising handlers for novice lifters at OUPLC attended meets;

### **Men's and Women's Social Secretary**

34. The OUPLC Men's and Women's Social Secretaries shall, among other things:
- Provide assistance to the OUPLC President wherever possible;
  - Organise social events including, but not limited to, meals, drinks, and excursions for the OUPLC Members.

### **Sponsorship and Discounts Secretary**

35. The OUPLC Sponsorship and Discounts Secretary shall, among other things:
- Provide assistance to the OUPLC President wherever possible;
  - Liaise, on behalf of the OUPLC, with companies and businesses with the intent of providing discounted or free services or items for the benefit of the OUPLC Members.

### **Kit Officer**

36. The OUPLC Kit Officer shall, among other things:
- Provide assistance to the OUPLC President wherever possible;
  - Provide information to OUPLC members regarding where to purchase University Kit.
  - Organise the ordering and distribution of large club orders including but not limited to; Varsity T-shirts, team kit for specific events (e.g. British Universities or University Worlds) and SBD orders.
  - Organise alternative stash orders,
  - Liase with the treasurer to ensure payment is completed.

### **Equality and Diversity Officer**

37. The OUPLC Equality and Diversity Officer shall, among other things:
- Provide assistance to the OUPLC President wherever possible;
  - Work to ensure all members are included and represented within the club.
  - Make themselves a known point of contact for issues relating to equality and diversity within the club. And bring to the attention of the Committee (and where appropriate the entire Club) issues relating to these.
  - Ensure they are familiar with the university system for Health and Welfare and direct members accordingly.



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## The Senior Member

38. The Senior Member must be a member of the Senior Common Room of the University. He or she is to meet jointly with the OUPLC President, the Men's / Women's Captain, the Secretary and the Treasurer once during each year. He/she must also be invited to attend the termly committee meetings if he/she so desires.
39. The position of Senior Member is not a contested position. The term of the Senior Member will continue from year to year, unless and until:
- a) His or her voluntary retirement; or
  - b) The OUPLC Committee believes by majority vote the Senior Member should be replaced. Then and only then may the matter be brought before the Members of the OUPLC at a General Meeting. Upon agreement by way of a majority vote, the Senior Member may be removed.
40. In the event of either clauses 36. (a) or (b) occurring, the OUPLC Committee will appoint by majority agreement a new Senior Member.



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## INDEMNITY

41. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise property in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
42. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Club by virtue of paragraph 25.

## DISSOLUTION

43. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days' notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
44. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University for use in support of University Powerlifting or other sporting activities within the University.

## INTERPRETATION

45. Any question about the interpretation of this Constitution shall be settled by the committee in the first instance, then can be raised to the senior members and finally the proctors.



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SCHEDULE

Code of Conduct on Safety Matters & Risk Assessment



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