



# The Cambridge University Gliding Club Constitution

Record of Amendments		
Issue and Details	Date	Author & position
Version 1	October 1996	Stuart Crawshaw (chairman)
Revised	November 2000	
Revised	November 2018	Chris Barrott (president)
Revised & updated with section on equality, added safety and welfare roles	August 2019	Eszter Olah (president)
Corrections, reformatted and minor updates to officer duties	September 2020	Charlie Brooker (President)
Revised, reformatted, and updated section on membership after graduation	March 2021	Charlie Brooker (President) & Harvey Logan (Secretary)
Revision according to Sports Service guidance on Complaints and Disciplinary Procedures	October 2022	Koji Shukawa (Co-President)

## 1. Name:

The name of the Club shall be “Cambridge University Gliding Club”, hereafter referred to as “CUGC”, or simply “the Club”.

## 2. Aim:

The aims and objects of the Club will be:

- a. The advancement of amateur sport for the public benefit by promoting, assisting and encouraging in gliding, soaring and aerial navigation in all its forms within the University of Cambridge (“University”);and
- b. The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in gliding with the object of promoting health and wellbeing; and
- c. The advancement of sports education by the provision of support, assistance and encouragement for gliding in order to enable members to develop their capabilities and fulfil their potential.

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 Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University according to the clause 3.

## 3. Membership

- a. There shall be five classes of members: “Flying Member”, “Trial Member”, “Associate Member” and “Temporary Member”.
  - i. Flying membership  
Flying membership shall be available only to members of Cambridge University or Anglia Ruskin University who are in full time education\* and normally resident in Cambridge. Flying membership shall last for 12 months while the conditions are satisfied or according to clause 3.d.
  - ii. Trial membership  
Trial membership shall be available only to members of Cambridge University or Anglia Ruskin University who are in full time education\* and normally resident in



Cambridge. This membership lasts for the day(s) of the trial flight, or as specified by the Committee.

- iii. Temporary flying membership  
Temporary membership shall be available to any member of a BGA gliding club for a specified duration at the discretion of the Committee, or a member of the Committee delegated with this responsibility. The main purpose of this membership is to allow others access to CUGC gliders / equipment during gliding events and competitions where different (mostly university) clubs pool together aircraft and resources.
- iv. Associate membership  
Associate membership shall be available to any person for a specified duration at the discretion of the Committee.
- v. \*Full-time education is defined as:
  - 1. Education undertaken in pursuit of a course, where an average of more than 12 hours per week is spent during term time:
  - 2. receiving tuition,
  - 3. engaging in practical work,
  - 4. receiving supervised study,
  - 5. taking examinations.

This does not include time spent on meal breaks or unsupervised study.

- b. There shall be a fee for Flying and Temporary Members. The Trial Membership fee shall be included in trial-flight costs. These fees shall be fixed annually by the Committee.
- c. At the end of any period of membership, all membership rights shall be suspended until payment is received for another period.
- d. If conditions of Flying membership cease to be satisfied during a 12-month membership term, the member shall be allowed, at the discretion of the CUGC committee in consultation with CGC Management where necessary, to continue their membership until the first day of the succeeding Full Term or until the end of their 12 months, whichever is earlier. Once this discretionary period is terminated, the individual's CUGC membership has expired.
- e. Once CUGC membership has expired, ex-members are very welcome to apply to join Cambridge Gliding Club to continue their flying at Gransden Lodge.
- f. Flying, Trial, and Temporary flying Members shall have the right to use any facilities belonging to the Club and any other club (or similar body) which is made available through the Club for Club members' use, subject to compliance with any Club Rules pertaining to such use, and additionally subject to clause 3.i.
- g. Regardless of any payments made to the Club, any benefits of membership which would require use of and/or access to premises of any other club (or similar body) shall be at the discretion of the governing body of that club.
- h. 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.
- i. 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 or if the member is expelled in accordance with clause 10.



#### 4. Equality of opportunity

- a. The Club is committed, in its pursuit of sporting participation, 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.
- b. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- c. The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- d. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### 5. Governing Body

- a. The day-to-day management of the Club's affairs shall be conducted by the 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 Committee, subject to the approval of the Sports Club Registration Sub-Committee.
- b. The Committee is authorized to use any and all Club assets as it sees fit in furtherance of the Aim.
- c. The Committee shall consist of nine Officers (President, Secretary, Treasurer, Captain, Flying Coordinator, Equipment and Safety Officer, Social Secretary, Webmaster, and Welfare Officer).
- d. The 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 ensure that there is in place proper finance, administration and regulation of the Club.
- e. All 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 Committee should fall vacant after election, the 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.
- f. Meetings of the Committee shall be chaired by the President, or, in their absence, the Secretary. If neither the President nor Secretary is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Committee shall be three members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
- g. 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.
- h. Only Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the 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 Committee has one vote on each issue.
- i. The Committee will have powers to appoint any non-voting advisers to the Committee as necessary to fulfil its business.
- j. The duties of the Officers shall be:



- i. President
  1. to chair all Committee meetings and General Meetings of the Club. He/she may appoint a deputy to chair meetings in his/her absence
  2. to attend Cambridge Gliding Club committee meetings (or send deputy) to ensure the Club is fairly represented in any discussion that may affect its future
  3. to liaise with other gliding clubs or organisations
- ii. Secretary
  1. to minute all Committee meetings and General Meetings of the Club
  2. to maintain a list of members
  3. to make a reasonable attempt to notify all Committee members of Committee meetings
  4. to make a reasonable attempt to notify all those eligible to attend General Meetings of the Club
  5. to keep up-to-date copies of this Constitution and Club Rules
  6. to liaise with Cambridge University
- iii. Treasurer
  1. to keep accounts of all the Club's financial transactions, to present the accounts for audit once per year and to present these to the Annual General Meeting and to the Sports Club
  2. to ensure that insurance cover is provided in accordance with Paragraph 8
  3. to liaise with the Club's banker(s)
  4. to make and receive payments of behalf of the Club
  5. to keep a log of all use of any other equipment by Club members which the Club is liable to pay for
  6. to calculate charges payable by members for use of such equipment
- iv. Captain
  1. to organise club expeditions
  2. to encourage and assist Club members and/or a Club team to enter gliding competitions
  3. to liaise with Oxford University Gliding Club with regard to holding an annual Varsity Match
  4. to liaise with the Cambridge University Blues Committees to manage CUGC Blues statuses
  5. to assign CGC weekend duties to club members
- v. Flying Coordinator



1. to organise fortnightly weekday flying sessions by liaising with instructors, winch drivers and CGC. Ensure transport (lifts or taxis) are available for students who are signed up
  2. to organise trial flight sessions
  3. to coordinate with Social Secretary to organise dinners and annual garden party with the volunteers
- vi. Equipment Officer
1. to arrange and oversee maintenance of CUGC's ASW19b glider (CU).
  2. to teach members to rig and de-rig CU and oversee pilot conversion onto CU.
  3. to organise transport of CU to and from Parker's Piece for Freshers' fair
- vii. Safety Officer
1. to ensure that activities organised solely by CUGC are appropriately assessed in terms of risks involved and that all participating members have a clear understanding of these risks
  2. to update risk assessments written by the committee for relevant activities organised by CUGC
  3. to be the first point of contact for safety concerns
- viii. Welfare Officer
1. be the first point of contact for any welfare concerns that might arise
  2. ensure the club's policies are in line with policies set by the Sports Club Service in terms of welfare
  3. ensure that members feel welcome at any CUGC event regardless of experience
- ix. Social Secretary
1. to organise weekly pub socials during term time
  2. occasional pub socials outside the term time
  3. to organise annual dinner
  4. to organise annual garden party after the exams at the end of academic year
- x. Webmaster
1. to maintain the club website, including updating the information and uploading members; achievements
  2. to maintain club email addresses for President, Secretary, Captain, Flying Coordinator and other roles
  3. to maintain mailing list for the members

## **6. General meetings**

- a. Committee Meetings



i. Attendance

Any member of the Club may attend Committee meetings, however the Committee may hold a closed session at its discretion.

ii. Timing

Committee meetings shall be held at least once per term. The Secretary shall liaise with the president to determine the timing and agenda, and shall make a reasonable attempt to notify all Committee members at least 24 hours in advance.

iii. Quorum

Committee decisions shall be binding only if at least half of the Committee members including the president (or his/her appointed deputy) are present for the vote. Financial decisions shall not be made unless the Treasurer is present.

iv. Voting

Each Committee member shall have one vote. Voting shall be by a majority show of hands unless a motion calling for a secret ballot is passed. The president (or his/her appointed deputy) shall have a casting vote in addition to his/her personal vote.

b. General Meetings of the Club

i. Annual General Meeting

The Annual General Meeting of the Club shall be held each year during Full Term. The AGM shall take place no earlier than the first day of Week 3 of the Lent Term, and no later than the last day of the Easter Term.

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 Committee for the year ahead;
- Consider any proposed changes to the Club Constitution;
- Conduct such other business as is necessary.

ii. Extraordinary General Meetings

Extraordinary General Meetings of the Club may be called during Full Term by the Committee or by written application to the Secretary with the names and signatures of six members of the Club, in which case the Committee shall call an Extraordinary General Meeting within twenty-eight Full Term days.

iii. Attendance



Any member of the Club may attend General Meetings. The President, or, in their absence, the Secretary shall take the Chair at any General Meeting. In the absence of the President and Secretary the meeting shall elect a Chairperson for that meeting.

iv. Timing

The Secretary shall liaise with the president to determine the timing and agenda of General Meetings, and shall make a reasonable attempt to notify all eligible attendees at least fourteen Full Term days in advance.

v. Quorum

Decisions taken at General Meetings shall be binding only if at least one third of the Club's members are present for the vote.

vi. Voting

Each Flying or Associate member shall have one vote. Voting shall be by a majority show of hands unless a motion calling for a secret ballot is passed. The president (or his/her appointed deputy) shall have a casting vote in addition to his/her personal vote.

vii. Motions

1. Motions to be considered at a General Meeting shall be submitted in writing, with the names and signatures of a proposer and seconder, to the Secretary at least seven Full Term days before the General Meeting, except that a motion to amend this Constitution or the Club Rules shall be submitted with the application to hold an Extraordinary General Meeting to consider that motion, which requires six names and signatures.
2. Candidates for election to office shall be proposed and seconded by two other members.
3. A written record of every General Meeting shall be kept.

## 7. Financial & liability matters

- a. Charges for use of Club facilities or of facilities which are made available through the Club for Club members' use shall be fixed by the Committee.
- b. Details of charges shall be advertised by the Committee prior to the commencement of their period of validity and displayed at each place of Club activity for the duration of their validity.
- c. 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.
- d. 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.
- e. 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.



- f. For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- g. The 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.
- h. When entering into contractual arrangements pursuant to clause 7(5), the 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.
- i. All monies drawn against Club funds should be authorised by at least two members of the Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- j. The assets of the Club shall be held on trust by the members of the Committee as trustees for the benefit of the Club and its members.
- k. 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 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.
- l. 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.

## 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. Complaints processes

- a. 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 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.
- b. 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.

- c. Where a club level complaint is indicated, this must be submitted in writing to the Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
  - i. The Committee will acknowledge receipt of any written complaint within 7 days.
  - ii. The Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Committee will also agree on an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
  - iii. Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
- d. Complaints against a member(s) of the 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.
- e. The 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

- a. Subject to the remainder of this clause 10, the 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.
- b. The 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.
- c. 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 Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- d. 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 Committee members.
- e. 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.
- f. 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

- a. A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.



- b. 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.

## 12. 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:

- a. 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.
- b. The dissolution of the Club.
- c. Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- d. The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

## 13. Provision of information

The 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.

## 14. Declaration

The Cambridge University Gliding Club 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.

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Signed:

Date: 30/10/2020

Koji Shukawa

CUGC Co-President