



# CUGC 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 | 18 August 2019 | Eszter Olah (president)     |
| Corrects, reformats and minor updates to officer duties                    | September 2020 | Charlie Brooker (President) |
|  |                |                             |

## Cambridge University Gliding Club

### 1 Name

The name of the club shall be “Cambridge University Gliding Club” (“the Club”).

### 2 Aim

The Club’s aim shall be to promote, assist and encourage gliding, soaring and aerial navigation in all its forms in the University of Cambridge.

### 3 Membership

(i) There shall be five classes of member: “Flying Member”, “Trial Member”, “Associate Member”,

“Temporary Member” and “Honorary Member”. All memberships shall last from joining until the following 30<sup>th</sup> September apart from Flying membership which shall normally last for 12 months from the date of joining provided clause (i)(a) is valid for this duration (exact details are dealt with in the Club Rules.)

(a) Flying membership

Flying membership shall be available only to members of Cambridge University *in statu pupillari* who are normally resident in Cambridge

(b) Trial membership

Trial membership shall be available only to members of Cambridge University *in statu pupillari* who are normally resident in Cambridge

(c) Associate membership

Associate membership shall be available to any person at the discretion of the Committee

(d) Temporary membership

Temporary membership shall be available to any member of a BGA gliding club at the discretion of the Committee

(e) Honorary membership

Honorary membership may be offered for one year to any person as the Committee sees fit.



(ii) There shall be an annual fee for Flying, Associate and Temporary Members. The Trial Membership fee shall be included in trial-flight costs. These fees shall be fixed annually by the Committee. Honorary Members shall pay no fee.

(iii) At the end of any period of membership, all membership rights shall be suspended until payment is received for another period.

(iv) All membership shall comply with the terms of this Constitution and with the Club Rules. Regardless of any payments made to the Club, membership may be suspended or withdrawn at the discretion of the Committee for violations of this Constitution or the Club Rules

#### **4 Equality opportunity**

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

#### **5 Governing Body**

(i) The day-to-day running of the Club shall be the responsibility of a Committee appointed each year.

The Committee is authorized to use any and all Club assets as it sees fit in furtherance of the Aim.

(ii) The Committee shall consist of at least seven Officers (President, Secretary, Treasurer, Captain, Flying Coordinator, Equipment and Safety Officer, and Welfare Officer).

(iii) The duties of the Officers shall be:

##### **(a) President**

- to chair all Committee meetings and General Meetings of the Club. He/she may appoint a deputy to chair meetings in his/her absence
- 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
- to liaise with other gliding clubs or organisations

##### **(b) Secretary**

- to minute all Committee meetings and General Meetings of the Club
- to maintain a list of members

- to make a reasonable attempt to notify all Committee members of Committee meetings

- to make a reasonable attempt to notify all those eligible to attend General Meetings of the Club

- to keep up-to-date copies of this Constitution and Club Rules

- to liaise with Cambridge University

**(c) Treasurer**

- 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

- to ensure that insurance cover is provided in accordance with Paragraph 8

- to liaise with the Club's banker(s)

- to make and receive payments of behalf of the Club

- to keep a log of all use of any other equipment by Club members which the Club is liable to pay for

- to calculate charges payable by members for use of such equipment

**(d) Captain**

- to encourage and assist Club members and/or a Club team to enter gliding competitions

- to liaise with Oxford University Gliding Club with regard to holding an annual Varsity Match

- to liaise with the Cambridge University Blues Committee to manage CUGC Blues statuses

**(e) Flying Coordinator**

- 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

- to send out email 5 days before session to allow members to sign up

- to assist President and Secretary in organising trial flight sessions

**(f) Equipment Officer**

- to arrange and oversee maintenance of CUGC's ASW19b glider (CU).

- to teach members to rig and de-rig CU and oversee pilot conversion onto CU.

- to organise transport of CU to and from Parker's Piece for Freshers' fair

**(g) Safety Officer**



- to update risk assessments written by the committee for relevant activities organised by CUGC
- to be the first point of contact for safety concerns
- 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

**(h) Welfare Officer**

- be the first point of contact for any welfare concerns that might arise
- ensure the club's policies are in line with policies set by the Sports Club Service in terms of welfare
- ensure that members feel welcome at any CUGC event regardless of experience

**(i) Social Secretary**

- to organise club social events including dinners, parties etc.
- to co-operate with the Captain in the organisation of Club expeditions

(j) All other duties shall be allocated by the Committee

## **6 Benefits of membership**

1. Flying, Trial, Associate and Temporary Members shall have the right to use any facilities belonging to the Club, subject to compliance with any Club Rules pertaining to such use, and additionally subject to (ii) and (iii) below.  
Flying and Trial Members shall have the right to use of and/or access to premises and facilities of any other club (or similar body) which is made available through the Club for Club members' use, subject to compliance with any Club Rules and/or regulations pertaining to such use and/or access, and additionally subject to (iii) below.
2. Associate, Temporary and Honorary Members shall not have such rights as members of the Club, except that any rights resulting from membership of another club (or similar body) shall be unaffected by this restriction.
3. 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.

## **7 Charges**

1. 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.
2. 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.

## **8 Meetings**

**(i) Committee Meetings**

**(a) Attendance**

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



(b) 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.

(c) 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.

(d) 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.

(ii) General Meetings of the Club

(a) Attendance

Any member of the Club may attend General Meetings.

(b) 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.

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.

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.

(c) 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.

(d) 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.

(e) Motions

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.

## **9 Senior Treasurer**

1. A Senior Treasurer shall be appointed by the Committee each year.
2. The Senior Treasurer or a suitably qualified person appointed by the Committee shall audit the Club's accounts once per year.
3. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Club, unless the Senior Treasurer has personally authorised such a debt in writing.

## **10 Assets and Insurance**

1. All assets shall be the property of the Club. No member shall have any right to ownership of or proceeds from the sale or disposal of such assets.
2. All assets shall be insured in a suitable manner against loss, theft or accidental damage, and additionally as required under (iii) below.
3. Personnel and/or equipment insurance shall be provided to comply with any rules or regulations in force at any place of Club activity, or as set down by any regulatory body with appropriate authority.

## **11 Club Rules**

1. The Committee shall maintain a set of Club Rules, which all members of the Club shall comply with. The Rules shall cover all activities of the Club.
2. Within the Club Rules, reference may be made to University Ordinances, to rules or regulations in force at places of Club activity, or to other rules or regulations set down by any regulatory body with appropriate authority.
3. Amendments to the Club Rules may be made at any time by the Committee or at a General Meeting of the Club called specifically for that purpose.
4. The Secretary shall provide each Club member with a copy of the Club Rules upon joining, and also after any amendment.

## **12 Grievances**

1. In case of conflict between this Constitution and the Club Rules, the former shall prevail.
2. Any grievances concerning the Constitution or Club Rules, the actions of the Committee or any other Club member, or any aspect of the Club may be taken to the Senior Treasurer of the Club who shall have absolute authority.

## **13 Constitutional Amendments**

1. Amendments to paragraphs in this Constitution concerning Accounts or Insurance shall be subject to approval by the Sports Club.
2. A copy of the amended Constitution shall be sent to the Sports Club by the Secretary.

## **14 Dissolution**

1. The Club may only be dissolved by unanimous vote of the entire Committee and by a two-thirds majority vote at a General Meeting of the Club.
2. Upon dissolution, all assets shall be transferred to an organisation approved by the Sports Club, with similar aims and in the Cambridge area, and with a similar restriction on transfer of assets upon dissolution. Should this not be possible, all assets shall be transferred to the Sports Syndicate.