



## **CONSTITUTION FOR THE OXFORD UNIVERSITY ASSOCIATION FOOTBALL CLUB**

### **NAME**

1. The Club shall be called the Oxford University Association Football Club (OUAFC). The men's first team will be known as the OUAFC Men's Blues and the men's second team as the OU Centaurs AFC. The women's first team shall be known as the OUAFC Women's Blues and the women's second team as the OU Furies AFC.

### **AIMS**

2. The aims of the Club are:
  - (i) to represent Oxford University at the highest possible level in competing with the football teams of other universities and clubs
  - (ii) to oversee the organization and promotion of football within the University
  - (iii) to foster harmonious ties with ex-Members of the Club.

### **COMPLIANCE**

3.
  - (i) 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. The Club will also abide by the regulations of the Men's and Women's Blues Committees of the University's Sports Federation in relation to "Blues" status and issues surrounding the award of Blues and half-Blues.
  - (ii) If there is a national governing body for the sport with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available

(unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements); and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.

- (iii) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
- (iv) 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. All members of the Club agree to comply with the Code of Conduct. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the Area Safety Officer (Sport) ("the Safety Officer"). If and for so long as the Club is responsible for organizing an inter-college competition, the Code of Conduct shall include guidelines and appropriate risk assessments for that competition.
- (v) Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.
- (vi) No member of the Club shall participate in any activity overseas organized by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfillment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
- (vii) The Club may apply to Oxford University Computing Services ("OUCS") to use information technology ("IT") facilities in the name of the Club. Where relevant facilities are allocated by OUCS it is the responsibility of the Club:
  - i. to designate a member of the Club entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include assisting the Webmaster with the website referred to in 14, liaising with OUCS about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
  - ii. to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation, to act as its principal Webmaster, whose duties shall include maintaining an awareness of the

University Guidelines for Web Information Providers, co-ordinating and regulating access to the web facilities use by the Club, and maintaining the website according to 14;

- iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
- iv. to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

## **MEMBERSHIP**

4.

- (i) Membership is open to all student Members of the University, and all persons whose names are on the University's Register of Visiting Students, who are selected to train or play for one of the OUAFC teams, and is determined by payment of the annual or termly subscription fee set by the Executive Committee ("the Committee"). The Committee will also determine the level of any match fee to be levied. An individual may continue to retain membership 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, except that the Committee reserves the right to refuse or terminate membership to anyone based on majority vote within the Committee. The person concerned may appeal against such removal to the Senior President.
- (ii) The Committee may also, at its discretion, admit to membership:
  - (a) students registered to read for diplomas and certificates in the University;
  - (b) student members of Permanent Private Halls who are not student members of the University;
  - (c) members of Ruskin College; Plater College; Ripon College, Cuddesdon; and the Oxford Institute of Legal Practice;
  - (d) members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford; and
  - (e) other persons not falling within clause 4, provided that non-university members shall not constitute more than one-fifth of the total membership.
- (iii) If a Sabbatical Officer is appointed by the club, see 5, he or she shall be considered a member of the club but shall have no voting rights within the club.

## **MANAGEMENT**

5. The Officers of the Club shall consist of:

- Senior Treasurer
- Senior President
- Club President

- Club Vice-President
- Captains of the OUAFC Men's Blues, OU Centaurs AFC, OUAFC Women's Blues and OU Furies AFC
- Secretary
- Treasurer
- Vice-Secretary
- Vice-Treasurer
- Men's and Women's Webmasters, one of whom shall also be the IT Officer
- Men's Alumni and Women's Alumnae Officers
- Outreach and Development Officer
- Men's and Women's Social Secretaries
- Sabbatical Officer

All officers (except the Sabbatical Officer, the Senior Treasurer and the Senior President) shall be elected annually at the Annual General Meeting, save that the first holders of these offices shall be elected at the first meeting of the members of the Oxford University Association Football Club. The first holder of the position of Sabbatical Officer, to be employed by University of Oxford (conditional on the awarding of Sport Development Status to football), shall be appointed by a panel of 2 members of the committee to be appointed by the committee, plus the Director of Oxford University Sport.

6. The Senior Treasurer and Senior President must be members of the University Congregation. All other Officers referred to above (apart from the Sabbatical Officer) must be students in residence at the University.
7. The Club President and the Club Vice-President cannot both be of the same sex. The Secretary will be of the same sex as the Club President and the Treasurer will be of the opposite sex. The Secretary and the Treasurer will be assisted by a Secretary and Treasurer of the opposite sex (elected by the standard procedure at the AGM, and to be known as the Vice-Secretary and the Vice-Treasurer respectively) who will carry out equivalent functions.
8. The Officers of the Club (with the exception of the IT Officer, the Webmasters, the Men's Alumni Officer, the Women's Alumnae Officer, the Outreach & Development Officer and the Social Secretaries) shall constitute the Committee and will conduct the general business of the Club. The Committee can, by a majority of those present, co-opt anyone they choose to join the Committee. The Committee may contain no more than two co-opted members who are not resident members of the University.
9. The Senior Treasurer and Senior President (a) will ensure the proper conduct of the Committee and the Club, in line with the Club's established aims and (b) may represent the Club in discussions with the University authorities, as appropriate. The Senior President will hear appeals regarding removal from membership. The Senior Treasurer, who may veto any decisions whose total financial implications exceed £200, will prepare annual accounts.

10. The Club President and the Club Vice-President (a) will act as liaison between the Club and the Senior Treasurer and Senior President, (b) may represent the Club in discussions with the University institutions, as appropriate and (c) will ensure that the Club takes the interests of all members into account.
11. The team captains will be responsible for the selection of their own teams, and for all other playing matters.
12. The Secretary will have ultimate responsibility for all correspondence and all administrative matters relating to the organization of matches, shall be responsible for maintaining the membership records in compliance with the Data Protection Act requirements, give notice of meetings of the members and the Committee, draw up the agendas for and minutes of those meetings, notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee, advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution, provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body and 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). The Secretary's duties will be carried out in collaboration with the Vice-Secretary.
13. The Treasurer will be responsible for
  - (i) collecting subscriptions and match fees (as established by the Committee);
  - (ii) the payment of invoices as agreed with the Senior Treasurer;
  - (iii) keeping a proper record of OUAFC financial transactions;
  - (iv) developing and implementing control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
  - (v) preparing an annual budget for the Club and regularly informing the Committee of progress against that budget;
  - (vi) ensuring that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
  - (vii) seeking advice as necessary on tax matters from the University's Finance Division;
  - (viii) developing and maintaining a manual of written procedures for all aspects of the Treasurer's responsibility;
  - (ix) making all records, procedures and accounts available on request to the Senior President, Senior Treasurer, the Proctor and Internal Audit.

The Treasurer's duties will be carried out in collaboration with the Vice-Treasurer. The Treasurer will forward to the Proctors (through the Director of Sport) a copy of the annual accounts (1 August to 31 July) signed by the Senior Treasurer as soon as possible after the year end (and in any event no later than 1 October following the year end). The Senior Treasurer shall consider the accounts of the Club and sign them if he or she considers them to be in order.

14. If the Club has a turnover in excess of the relevant figure laid down in the Regulations of the Rules Committee (currently £40,000), 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, the Treasurer shall 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. Accounts are to be ready for audit within one month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club. The Webmaster who is designated also to be the IT Officer (the 'principal Webmaster') will take responsibility for the operation and updating of a suitable club webpage displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under 3(iv). The principal Webmaster's duties will be carried out in collaboration with the other Webmaster.
15. The Men's Alumni and Women's Alumnae Officers will be responsible for maintaining contact with old club members, maintaining databases of old members and periodically informing old members of club activities. They will also be responsible for maintaining the profile of the club in the media, and for organising fundraising initiatives.
16. The Outreach and Development Officer will be responsible for helping to promote the development of football both within and outside the University.
17. The Social Secretaries will be responsible for organizing social events for members of the club.
18. The Sabbatical Officer will be responsible for assisting the rest of the committee in the smooth running of the club as detailed in his or her contract of employment with the University of Oxford and will be directly answerable to the head of Oxford University Sport. The Sabbatical Officer will have no voting rights during committee meetings. The first holder of the office shall not hold office for a period of more than one year and shall be responsible for the determination of a suitable democratic method for the appointment of his or her successor.
19. The Committee will meet no less than once each term. Committee meetings may be called by any member of the Committee, and shall be convened by the Secretary.

#### **ANNUAL GENERAL MEETINGS AND ELECTION OF OFFICERS**

20. The Annual General Meeting shall be held in the first half of Trinity Term. Extraordinary General Meetings may be called by the Committee or at the request in writing of no less than twelve Club members. At least three days' notice must be provided for General Meetings and these may only take place during full term. Subject to clause 28, the quorum for a General Meeting shall be six Club members present in person. All General

Meetings shall be chaired by the Club President. If the Club President is not in attendance, they shall be chaired by the Club Vice-President. If the Club Vice-President is not in attendance, they shall be chaired by the Senior President. If the Senior President is not in attendance, the Committee shall decide which of their number shall chair the Meeting.

21. Only Club Members are entitled to vote at General Meetings. In the case of the election of the OUAFC Men's Blues captain, only those members of the club who are men and who have gained a football Blue may vote. In the case of the election of the OU Centaurs AFC captain, only those members of the club who are men and who are not football Blues may vote. In the case of the election of the OUAFC Women's Blues captain, only those members of the club who are women and who have gained a football Blue may vote. In the case of the election of the OU Furies AFC captain, only those members of the club who are women and who are not football Blues may vote.
22. All appointments will be made by a simple majority of the votes cast, ignoring abstentions, at the Annual General Meeting. Candidates must be nominated and seconded by club members. If there are more than two candidates for any post, and no candidate receives a simple majority at the first ballot, the candidate receiving the lowest number of votes cast will be eliminated. A fresh round of voting will then take place. This process will continue until one candidate obtains a simple majority of the votes cast, ignoring abstentions. In the event of candidates obtaining an equal number of votes, the person chairing the Meeting shall have a casting vote.
23. Successful candidates will take up their responsibilities immediately after election. If any of the posts (except that of Club President, Club Vice-President, Senior Treasurer, Senior President, OUAFC Men's Blues captain and OUAFC Women's Blues captain) remain unfilled after the Annual General Meetings, or become vacant during the year, the Committee may co-opt a replacement. A vacancy in the post of Senior Treasurer or Senior President shall be dealt with in accordance with clause 21 of this Constitution. The other Officers listed as exceptions may only be appointed at a General Meeting.
24. No individual may hold more than one Committee post, except in the case where a team captain or the Vice-Secretary or Vice-Treasurer is also Club President or Club Vice-President, or in the case where the Secretary or Treasurer is Club Vice-President.
25. The Annual General Meeting shall also elect the Club's representative to the Football Association and may elect a representative to the Amateur Football Alliance.
26. The first Senior Treasurer and first Senior President shall be elected at the first meeting of the members of the Oxford University Association Football Club. Thereafter, they shall be selected by the Committee current at the time the position is vacated, subject to approval by a General Meeting specially convened for that purpose. The position of the Senior Treasurer or Senior President can only be vacated by:

- his/her resignation by written notification to the Club President or Club Vice-President
  - removing the Senior Treasurer or Senior President from office through a three-quarters majority of those members present at an Extraordinary General Meeting convened for the specific purpose of reviewing the suitability of the incumbent Senior Treasurer or Senior President.
27. Each office holder must, on relinquishing his or her appointment, promptly hand to his or her successor in office (or to another member of the club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts or other financial affairs.

### **INDEMNITY**

28. 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 properly 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.
29. 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 23.

### **DISSOLUTION**

30. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person 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.

31. 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 football in the University.

#### **AMENDMENT TO THIS CONSTITUTION**

32. This Constitution supersedes the provisions of any previous Constitution for the Oxford University Association Football Club, the Oxford University Centaurs Association Football Club, and the Oxford University Women's Association Football Club.
33. Any of its provisions may be changed by a two-thirds majority of the votes cast at any General Meeting, provided at least twelve Club members are present. Any amendments must be proposed and seconded by members of the Club and circulated with the notice of the Meeting.

#### **CLUB COLOURS**

34. The Club colours shall be predominantly dark blue shirts, shorts and socks.