

OXFORD UNIVERSITY ICE HOCKEY CLUB - CONSTITUTION

NAME AND OBJECTS

1. The Club is called the Oxford University Ice Hockey Club. *[This is a federal name which incorporates the following teams: the men's first team is known as the Men's Blues, the women's first team is known as the Women's Blues, the mixed seconds, thirds, and fourths teams known as the Vikings A, Vikings B, and Vikings C.]* The Club's objects are the support, development, improvement and promotion of ice hockey in the University of Oxford; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE

2. The club and its operations will comply with the following points:
 - (a) The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members.
 - (b) The activities of the Club will at all times be conducted in accordance with the University's procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook and on the University's webpages), and the Club's Code of Conduct.
 - (c) If there is a national governing body for the sport with which the Club is eligible to register, the Club shall affect and maintain such registration; purchase any insurance cover which the national body makes available and make every effort to comply with all safety procedures which the national body prescribes or recommends as good practice. If there is no such national governing body, or if the national governing body does not make insurance available, the Club must obtain alternative insurance as agreed by the Insurance Section of University Administration and Services.
 - (d) The Club shall ensure that all, paid and unpaid, club administrative and coaching appointments are ratified by the University's Sports Strategic Sub-Committee acting through the Sports Department; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
 - (e) The Club shall observe the Club Safety Policy, ensure compliance with this Policy by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Policy and the procedure for risk assessment must be acceptable to and approved by the Sports Safety Officer. If and for so long as the Club is responsible for organising an inter-college competition, the Policy shall include guidelines and appropriate generic risk assessments for that competition.
 - (f) 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 Club Safety Policy 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.
 - (g) No member of the Club shall participate in any activity overseas organised 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 and approved by the Proctors. Each member participating in such activities overseas shall

7. The Committee may, having specific regard to the Senior Member's advice in relation to the relevant matter, remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. An Oxford University student, including any student who has a contract for study with the University, whose membership of the Club is removed under this procedure has a right to ask the Proctors to review the Committee's decision.

MEETINGS OF THE MEMBERS

8. 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.
9. 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) receive a report from the Committee on the number of complaints received, if applicable, the category of such complaints (e.g. harassment, funding disputes or service issues), and any Committee recommendations arising from them;
 - (d) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for the other Committee Members may be taken from the floor of the meeting;
 - (e) consider any motions of which due notice has been given, and any other relevant business.
10. 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.
11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
12. The quorum for a General Meeting shall be ten 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 the Treasurer's 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).
13. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have a casting vote.
14. Minutes of all meetings shall be kept and formally adopted by the Committee. Copies of the minutes and Committee's reports shall be made available to members and, upon request, to the Proctors.

THE COMMITTEE

- (g) inform the Proctors through the Sports Federation 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 Sports Federation may prescribe).

22. The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed annually by the Sports Federation;
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (B);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and the Sports Federation;
- (i) forward to the Proctors (through the Sports Federation) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward 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 1 month following the year-end); and
- (j) if the Club has a turnover in excess of £50,000 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. Accounts are to be ready for inspection within a 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.

23. The Senior Member shall:

- (a) keep abreast of the actions and activities of the Club;
- (b) provide information relating to the Club to the Proctors on request;
- (c) seek to settle any preliminary disputes between the Committee and the members;
- (d) support the Club's welfare officer in their role to seek to prevent incidents of harassment and support those involved in such incidents;

any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.

30. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 29.

DISSOLUTION

31. 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.
32. 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 ice hockey or other sporting activities within the University.

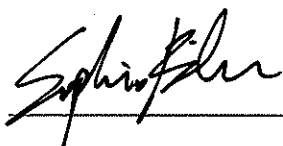
CHANGES TO THE CONSTITUTION

33. In accordance with University regulations, if the Club wishes to remain a registered University Club, the Club must seek approval in writing from the Proctors for any changes to this Constitution that deviate from the University's Standard Sports Club Constitution, as amended from time to time. Such approval will only be granted in exceptional circumstances.
34. Changes to this Constitution must be ratified at a General Meeting with the approval of two-thirds of present, eligible and voting members. As such the University recommends that the Proctors' approval is sought prior to seeking to change the Constitution at a General Meeting.

INTERPRETATION

35. Any question about the interpretation of this Constitution shall be settled by the Proctors.
36. This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

Signed:



26/06/2025

Sophie Fischer
Secretary