

OXFORD UNIVERSITY SQUASH RACQUETS CLUB – BY-LAWS

INTRODUCTION

1. As per the Club's Constitution:
 - (a) The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of the Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
 - (b) This Constitution shall be binding on all members of the Club. No regulation, by-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, the Club's Constitution.
2. This document represents the by-laws made by the Club to carry out its functions.

MEMBERSHIP

3. The Club shall operate two kinds of membership: Social Membership and Squad Membership. Social Membership may be availed by anyone eligible for membership under the Club's Constitution. Squad Membership shall be at the discretion of the relevant Squad Captain, in consultation with the President. The membership benefits available under both categories, as well as any limits on membership numbers, shall be determined by the Committee.

EXECUTIVE COMMITTEE

4. The Executive Committee shall be made up of the President, the Secretary, the Treasurer and the Senior Member, and also the Deputy Senior Member if the position is filled. All references to the Committee in the Club's Constitution, by-laws or other official documents shall be interpreted as referring to the Executive Committee, unless explicitly stated otherwise.
5. The Committee shall function as per the Club's Constitution. Additionally, as provided under paragraph 27 of the Club's Constitution, certain functions and authorities are delegated as per paragraphs 6 to 10 below.
6. The President shall:
 - (a) have ultimate authority over all decisions made for, or on behalf of, the Club, except as provided under the Constitution paragraph 13 (members' majority vote at a General Meeting) or under the by-laws paragraph 9(a) (veto by the Senior Member);
 - (b) supervise all activities of the Club, and any functions performed by members of the Executive or Non-Executive Committees insofar as they relate to the Club's activities;
 - (c) be the main point of contact for Cambridge in the run up to Varsity, and for Sports Fed regarding the Club as a whole;
 - (d) be the main point of contact for any Club sponsors;
 - (e) be a 'view-only' signatory to the OUSRC bank account mandate;
 - (f) manage the Club's social media accounts jointly with any other persons designated for this task under the Club's Constitution or by-laws;
 - (g) also serve as the Welfare Officer, in case the latter position is not filled by a different person; and
 - (h) either perform or delegate any actions or tasks required of the Club that are not explicitly covered by the Club's Constitution or by-laws.

7. The Secretary shall:
 - (a) also serve as the IT Officer, in case the latter position is not filled by a different person;
 - (b) maintain the Club's data, records and archives – in particular the records of Varsity and 2nds Varsity results, General Meeting minutes, lists of the Club's honours/awards recipients, and the alumni database – in a suitable cloud-storage location designated for this purpose (typically the Club's Google Drive and/or One Drive);
 - (c) maintain the Club's mailing lists on the University of Oxford Mailing Lists server;
 - (d) manage the Club's social media accounts jointly with any other persons designated for this task under the Club Constitution or by-laws;
 - (e) regularly monitor the Club's mailbox, respond to any emails or social media messages, and send such mailouts to the Club's mailing lists as may be appropriate from time to time;
 - (f) keep the Club's calendar of events (published on the Club's website) up to date;
 - (g) keep the affiliation with England Squash up to date, and ensure that all Squad Members are added as Club members on the England Squash OUSRC account; and
 - (h) organise the annual squads' photographs.
8. The Treasurer shall:
 - (a) upon taking office, ensure that the OUSRC bank account mandate is promptly updated, and any past mandate holders are removed; and
 - (b) ensure that all Club members have paid their membership subscriptions, and have been registered with Sports Fed as Club members.
9. The Senior Member shall:
 - (a) have the power to veto any Club or Committee decision, except as provided under the Constitution paragraph 13 (members' majority vote at a General Meeting); but shall only use this power, at his or her discretion and in the best interests of the Club, in exceptional circumstances (such as in case of a serious formal complaint);
 - (b) also serve as the Treasurer of the OUSRC Alumni bank account;
 - (c) be a full signatory to the OUSRC bank account mandate;
 - (d) maintain links between the Club, alumni organisations and external agencies for the purpose of advancing the Club's objects defined in the Constitution;
 - (e) send email communications to the Club's alumni, at least annually, including inviting them to the annual Varsity match and reporting the Varsity match results; and
 - (f) ensure the safekeeping and engraving of any trophies in the Club's possession, including collecting the Varsity Man and Woman of the Match trophies, and the Member of the Year trophy, from the previous year's winners ahead of each year's awards.
10. The Deputy Senior Member (if the position is filled) shall have such authority, and perform such duties, as may be delegated to him or her by the Senior Member.

NON-EXECUTIVE COMMITTEE

11. A Non-Executive Committee shall be formed to assist the Executive Committee in the performance of its functions. The Non-Executive Committee members shall be either elected or co-opted, as decided by the Executive Committee. The Executive Committee shall reserve the right to remove or replace any Non-Executive Committee member, with just cause, at any point during the year. For the

avoidance of doubt, the stipulations in paragraph 28 of the Club's Constitution shall not apply to the Non-Executive Committee.

12. The following is a non-exhaustive list of roles that shall be included on the Club's Non-Executive Committee: Men's Blues Captain, Women's Blues Captain, Men's Squirrels Captain, Women's Ferrets Captain, Staff Team Captain, IT Officer, Development Officers (at least 2 positions), College Officer, Welfare Officer and Social Secretaries (2 positions). Further Non-Executive Committee roles may be created by the Executive Committee, without necessarily declaring them in the Club by-laws.
13. The Executive and Non-Executive Committees shall together be referred to as the Extended Committee.
14. The Blues, Squirrels and Ferrets Captains shall:
 - (a) be members of their respective squads for the academic year for which they hold the position. If, at any point during the year, a Squad Captain ceases to be a member of his or her squad, including moving up or down between squads, a new Squad Captain shall be elected or co-opted by the Committee;
 - (b) arrange trials and select Squad Members for their respective squads at the start of the academic year, in consultation with the Extended Committee, and with due regard to any membership limits determined by the Executive Committee;
 - (c) organise practices and coaching sessions for their squads, in consultation with the Extended Committee;
 - (d) select Squad Members to play for their respective teams in BUCS fixtures, consulting with each other as necessary (since there is some flexibility within BUCS rules for 1st team players to play for the 2nd team and vice versa);
 - (e) be points of contact for Sports Fed on matters relating to their respective teams, e.g. transport and expense reimbursement; and
 - (f) select teams, in consultation with the Senior Member and (if relevant) in accordance with the rules and regulations of the Blues Committee, for their respective Blues or 2nds Varsity fixtures.
15. In addition to paragraph 14, the Blues Captains shall:
 - (a) organise private fixtures for the Club, in consultation with the Committee, and select teams for these fixtures; and
 - (b) by default, represent the Club in all Blues Committee meetings, unless the President decides, at his or her discretion, that (an)other Committee member(s) should attend any given Blues Committee meeting instead.
16. The Staff Team Captain shall:
 - (a) manage all aspects of team selection and participation in the local county squash leagues; and
 - (b) have some discretion, in consultation with the President, over who is allowed to attend the Staff Team training sessions.
17. The IT Officer shall:
 - (a) if the position is filled by a person other than the Secretary, be delegated the responsibilities under the Constitution paragraph 21(e);
 - (b) liaise with the Oxford University IT Services about the use of any IT facilities allocated to the Club, including renewing these annually (normally around December each year), and pass on to his or her successor any records relating to the use of the facilities allocated; and

- (c) manage the Club's social media accounts jointly with any other persons designated for this task under the Club Constitution or by-laws.

18. The Development Officers shall:

- (a) include at least one Squad Member and at least one Social Member;
- (b) liaise with the coach as necessary for the social squash sessions, and arrange an alternative (e.g. from the Blues) when the regular coach is not available;
- (c) either attend all social squash sessions and club nights, or ensure someone else attends in their stead, and: verify the membership status of everyone attending, hand out any Club rackets and balls if required, and safely collect them back at the end of each session;
- (d) organise the Club's Open and Women's Individual squash leagues and/or ladders on PlayWaze or any other platform designated by the Committee for this purpose; and
- (e) encourage match play between the Social and Squad Members.

19. The College Officer shall:

- (a) maintain an up-to-date list of college squash captains;
- (b) organise the inter-college open squash leagues in Michaelmas and Hilary terms;
- (c) organise the inter-college open squash Cuppers in Hilary term;
- (d) if there is sufficient demand, organise the inter-college women's squash leagues in Michaelmas and Hilary terms;
- (e) if there is sufficient demand, organise the inter-college women's squash Cuppers in Hilary term;
- (f) ensure all competitions are advertised in good time and any entry fees determined by the Committee are received; and
- (g) ensure that the rules of the relevant competitions are enforced.

20. The Welfare Officer shall:

- (a) attend any mandatory welfare training organised by Sports Fed;
- (b) familiarise themselves with the Club's Code of Conduct, Safety Policy and Complaints Procedure;
- (c) seek to prevent incidents of harassment and support those involved in such incidents;
- (d) develop and implement policies for safeguarding any children or vulnerable adults involved in the Club's activities; and
- (e) perform such functions as may reasonably be considered to be within the remit of a Welfare Officer, in consultation with the Senior Member and the Extended Committee as necessary. It is envisaged that the duties of the Welfare Officer will be made more explicit in future updates of the Club by-laws, in line with Sports Fed's guidance.

21. The Social Secretaries shall:

- (a) include one Squad Member and one Social Member;
- (b) prepare a calendar of social events for the Club and the squads, and organise these social events, in consultation with the Committee;
- (c) encourage mixing between the Social and Squad Members;
- (d) seek prior approval from the President before advertising or organising any social event in the Club's name; and

- (e) make arrangements for both regular and ad hoc social events at the behest of the Committee, including, but not limited to, the Annual Dinner in Trinity term and the dinners following private fixtures.

CHANGES TO THESE BY-LAWS

- 22. Changes to these by-Laws must be approved at a General Meeting with the approval of two-thirds of present, eligible and voting members.

INTERPRETATION

- 23. Any question about the interpretation of these by-Laws shall be settled by the Senior Member of the Club.
- 24. Guidance relating to by-laws and their relationship to the Club Constitution can be sought from the Sports Federation.