

CAMBRIDGE UNIVERSITY RIDING CLUB CONSTITUTION

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1. Name

The club shall be named the Cambridge University Riding Club and both “the Club” and “CURC” means Cambridge University Riding Club in this constitution.

2. OBJECTIVE OF THE CLUB

- i. The advancement of amateur sport for the public benefit by encouraging and developing riding within the University of Cambridge
- ii. The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in riding with the object of promoting health and wellbeing.
- iii. The advancement of sports education by the provision of support, assistance and encouragement for riding 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 Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University

3. MEMBERSHIP

- i. Membership of the Club is open to any person who is in statu pupillari at The University of Cambridge or Anglia Ruskin University.
 - a. This may be extended to other higher education institutions in Cambridge at the individual discretion of the Committee.
- ii. Membership shall consist of the following categories:

- a. "Current Member" has provided the Secretary with relevant medical history and an emergency contact number, signed the Club's liability disclaimer and has paid membership fees for the current term or the most recent term if outside of the Full Term, as defined by the Statutes and Ordinances of The University of Cambridge.
 - b. "Recreational" membership is open to any person who is in statu pupillari at The University of Cambridge or Anglia Ruskin University. "Recreational Members" do not participate in BUCS or Varsity Matches.
 - c. "Competitive" membership is open to those in statu pupillari at The University of Cambridge, subject to selection as described in Article 12. "Competitive Members" participate in at least one BUCS or Varsity Match.
 - d. "Staff and Alumni Members" are alumni of The University of Cambridge or those on the payroll of The University of Cambridge. Staff and Alumni Members are not eligible to be Competitive Members.
- iii. The right to be considered for the team is open to any person who is in statu pupillari at The University of Cambridge.
 - a. The team shall be selected in accordance with Article 12.
 - iv. All members must provide the Secretary with information including relevant medical history and an emergency contact number and must also sign the Club's liability disclaimer before they can do any riding with or in the name of the Club.
 - v. Membership fees shall be levied on all Current Members in accordance with Article 9.iv.
 - vi. 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.
 - vii. 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 within three months of it falling due or if the member is expelled in accordance with Article 11.

4. EQUALITY OF OPPORTUNITY

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

5. THE EXECUTIVE COMMITTEE

- i. The day-to-day management of the Club's affairs shall be conducted by the Executive

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 Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.

ii. General responsibilities of members of the Committee:

- a. to act as good ambassadors for equestrianism within the University of Cambridge, b. to attend each meeting or deliver an explanation of absence to the President prior to the meeting,
- c. to communicate to the President any potentially contentious issues arising in relation to the affairs of the Club.

iii. Powers and responsibilities of each member of the Executive Committee:

ROLE	PRE-REQUISITES	POWERS AND RESPONSIBILITIES
Senior Treasurer	MA Standing/Member of the Regent House at The University of Cambridge	<ul style="list-style-type: none"> ○ Sign the copy of the Club accounts provided to the Proctors of The University of Cambridge on an annual basis. ○ Approve any change to the fees or subscriptions levied. ○ Provide advice and support to the President and Junior Treasurer if required.
President	Preferably a previous member of the Committee	<ul style="list-style-type: none"> ○ Overall responsibility for the running of the Club. ○ Identify the tasks required for the effective running of the Club and delegate these to other members of the Committee if unable to do them themself. ○ Responsible for ensuring the constitution and Code of Conduct are followed by members of the Club. They may use any such powers necessary and reasonable to do so. ○ Responsible for health and safety. This includes (i) reviewing safety policy, risk assessments and code of conduct, (ii) ensuring appropriate dissemination of safety information amongst all club members including how to report accidents, (iii) ensure equipment is in safe condition and (iv) ensure policies are enacted. ○ It is the job of the President to check that the centres being used have a standard of safety and insurance and obtaining a copy of their risk assessments at the start of the academic year ○ Chair Committee Meetings and make the casting vote.

Overall Captain	Must have ridden at least two First or Second Team BUCS match or Varsity Match for the University of Cambridge	<ul style="list-style-type: none"> ○ Organise Ridden Trials in accordance with Article 12. ○ Make the casting vote in the selection of the First, Second and Third Teams. ○ Elect Captains for each Team (of which either the First or Second Team Captain will be the Overall Captain themselves) ○ Organise the home BUCS match and the First Team Varsity Match in a hosting year. ○ Make the necessary arrangements for the Teams to attend the other BUCS matches and any finals qualified for and an away Varsity Match.
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Vice captain	Must have ridden in one varsity match	Assist the captain in the running of trials, as part of the selection, as well as in the running of varsity.
Secretary		<ul style="list-style-type: none"> ○ Maintain a database of relevant medical history and emergency contact numbers for all Current Members. ○ Hold a signed disclaimer from all Current Members. ○ Ensure the mailing list contains Current Members only. ○ Maintain and update the Alumni contact database. ○ Help the President respond to general and membership enquires.
Junior Treasurer		<ul style="list-style-type: none"> ○ Be the signatory on the Club account. ○ Monitor payments coming in and out of the Club's account and investigate if necessary. ○ Provide the Secretary with a list of all those members who have paid the subscription.

Hilltop Lesson Coordinator		<ul style="list-style-type: none"> ○ Organise weekly lesson schedule for intermediate and advanced members. ○ Assist the President in organising the Club Competitions. ○ Be a point of contact for the intermediate and advanced members. ○ Be available as a designated welfare officer to members of the club
Springhill Lesson Coordinator		<ul style="list-style-type: none"> ○ Organise the weekly lesson schedule for beginner and novice members. ○ Be a point of contact for the beginner and novice members. ○ Help the President and Secretary respond to enquiries from beginners. ○ Be available as designated welfare officer to members of the club
Social secretary		<ul style="list-style-type: none"> ○ Organise social events for Current Members ○ These include but are not limited to the Membership Squash, the New Members Dinner in Michealmas term and the A.G.M.
Webmaster		<ul style="list-style-type: none"> ○ Keep the Club's website up to date and secure.
Publicity Officer		<ul style="list-style-type: none"> ○ Seek sponsorship from business/alumni ○ Promote the Club on social media

iv. The President shall have the power to delegate any responsibility not listed in Article 5.iv to an appropriate Committee member.

v. All Executive 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 Executive Committee should fall vacant after election, the Executive 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.

vi. A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University

vii. Meetings of the Executive 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 Executive 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.

viii. Only Executive Committee members will have the right to vote at committee meetings. In the event that any decision to be made by the Committee cannot be agreed by consensus, the

issue shall be decided by a simple majority of votes cast. In the event of a tied vote, the President's vote shall be casting.

ix. 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.

x. Subject to resignation or dismissal as described by Articles 5.xii and 5.xiii, each Committee member shall retain their position for one year, beginning on the first day of week 8 of Easter term in the year in which they were elected.

xi. Upon vacating their position, each Committee member shall meet with their replacement to provide advice and continuity for the forthcoming term in office.

xii. Any Committee member wishing to resign from their position shall deliver to the Committee a written notice of resignation not less than seven days before the resignation takes effect. a. Upon receipt of the notice, the President (or, if the President is resigning, then the Secretary) shall find a replacement in accordance with Article 8.viii.

xiii. Any three Committee members together, on reasonable grounds, may deliver to the Committee a written requisition for the dismissal of any other Committee member. b. Upon receipt of the requisition, the President (or, if the President is the subject of the requisition, then the Secretary) shall call a Committee Meeting to be held within seven days. At the meeting, the following procedure shall be observed:

1. Those Committee members who delivered the requisition shall state their uninterrupted case for dismissal.

2. The Committee member subject to the requisition may reply uninterrupted. 3. The Committee member subject to the requisition shall then leave the meeting whilst the remainder of the Committee discuss and vote whether to uphold the requisition.

c. If the requisition is upheld, the Committee member subject to the requisition shall be dismissed from the Committee with immediate effect.

d. The President (or, if the President is the subject of the requisition, then the Secretary) shall undertake or delegate the role of the dismissed Committee Member until a replacement can be found.

e. A replacement shall be found in accordance with Article 8.viii.

6. COMMITTEE MEETINGS

i. There shall be at least one Committee Meeting in each Full Term. The President shall communicate the date, time and location of these meetings no less than 48 hours before the meeting is to be held.

ii. The President may call additional Committee Meetings.

iii. A Committee Meeting may be attended by any Committee member and by any other person upon the invitation of the President. Invited persons shall not be eligible to vote.

iv. Any decisions that cannot be decided by consensus shall be decided according to Article 5.viii.

v. The President shall be responsible for ensuring the publication of the minutes of any Committee Meetings to the Committee and bringing to their attention any specific tasks thereby arising, within seven days of the meeting.

- vi. Documents that are to be relied upon at the meeting should be circulated to all those entitled to attend the meeting at least twenty-four hours in advance, by the person wishing to rely upon them.

7. ANNUAL GENERAL MEETINGS

- i. There shall be an Annual General Meeting (“A.G.M”) as early as is practical in Easter term.
- ii. All Current members shall be invited to attend at the A.G.M at least 14 days in advance. iii.

Committee elections shall take place at the A.G.M in accordance with Article 8.

- iv. This constitution may be amended only by a two thirds majority vote at the A.G.M. 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.
- v. The AGM shall be called to:

- a. Approve minutes of the previous AGM
- b. Approve Club Accounts for the preceding year
- c. Receive and review reports from Committee members
- d. Elect the Executive Committee for the year ahead
- e. Consider any proposed changes to the Club Constitution
- f. Conduct other business as is necessary

- vi. All members are entitled to vote at the AGM provided they are current, fully paid-up members.

- vii. The President, or, in their absence, the Secretary shall take the Chair at any AGM. In the absence of the President and the Secretary, the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be 5 members. A written record of every AGM shall be kept.

- viii. An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days’ written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

8. ELECTIONS

- i. The Committee are elected by the Current Members of the Club.
 - a. All junior positions on the Committee are elected.
 - b. All Current Members have the right to vote for all positions on the Committee.
 - c. Non-members are not entitled to vote, nominate or second.
 - d. In exceptional circumstances, the Committee may permit a non-Member to stand for election.
 - e. To stand as Overall Captain, prospective candidates must have competed in at least one First or Second Team BUCS match or the First or Second Team Varsity Match.
- ii. The voting system shall be by simple majority with each voter being able to vote for one candidate per Committee position.

- iii. The outgoing President and Treasurer shall be returning officers of the election.
- iv. Each candidate shall be nominated and seconded by two different Current Members of the Club.
 - a. A Current Member may not nominate or second two people running for the same position.
 - b. A Current Member may also not nominate or second a candidate they are running against.
 - c. A Current Member may nominate or second multiple people for different Committee positions subject to Article 8.iv.b.
- v. Re-open Nominations (R.O.N.) shall be listed as the final candidate for all positions.
- vi. Under normal circumstances, the junior Committee shall be elected by a secret ballot of the Current Members in attendance at the A.G.M.
- vii. If the position of President or Overall Captain is contested, this/ese election/s shall take place first at the A.G.M. The results shall be counted and announced immediately. The losing candidate is entitled to stand for any other position on the Committee, subject to Current Members present being willing to nominate and second in accordance with Article 8.iv.
- viii. In the event that R.O.N. receives a majority at the A.G.M.; or there is no candidate for a position at the A.G.M.; or a resignation or dismissal in accordance with Articles 5.xii and 5.xiii; the President (or the Secretary if there is no President) shall open nominations to all eligible Current Members of the Club.
 - a. An uncontested new member may be brought onto the Committee by a majority vote of the remaining Committee members.
 - b. In the event that the position is contested, all Current Members shall be given the opportunity to vote.

9. FINANCIAL AND LIABILITY MATTERS

- i. 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.
- ii. The Club shall be maintained by the revenues from subscriptions, sponsorship and donations.
- iii. The accounts of the Club shall be in the charge of the Junior Treasurer, whose signature shall appear on any cheque. It is 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.
- iv. Each member shall be required to pay a subscription. The membership fees shall be set by the Committee at a level sufficient to ensure the efficient running of the Club.
 - a. The University Sports Syndicate funding is for persons in statu pupillari at The University of Cambridge. It is an expected consequence that Staff and Alumni Members will pay a higher subscription than Recreational Members.
 - b. A difference between the Recreational Members and Competitive Members subscription may be introduced if the outgoings for distinct activities are found by the Committee to be disproportionate.
- v. The cost of activities, which involve the use of facilities etc. other than those owned by the

Club, may be subsidised at the discretion of the committee.

- vi. The annual audit of accounts shall be arranged by the Senior Treasurer [who will either do the audit themselves or appoint a person approved under University Ordinances](#). The [accounts](#) will be available to the Club at the A.G.M.
- vii. The accounts shall be available to the Senior Treasurer at any time and presented to the Committee at each Committee Meeting.
- viii. For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure the Club complies with the requirements for registration as a University Sports Club.
- ix. The Executive 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. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- x. When entering into contractual arrangements pursuant to Article 9.ix, the Executive 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.
- xi. All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- xii. The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- xiii. 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 Executive 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.
- xiv. 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

10. COMPLAINTS PROCESSES

- i. Any complaints must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
- ii. Complaints against a member(s) of the Executive 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.
- iii. The Executive Committee will meet to hear any member complaints within 28 days of a complaint being lodged.

11. DISCIPLINARY PROCESSES

- i. Subject to the remainder of this Article 11, the Executive Committee 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 gravely harm the interests of its members.
- ii. The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may take action as a result of member behaviour within any Club-organised activities.
- iii. Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- iv. The expulsion of a member can only be effected following a majority vote of all Executive Committee members, excluding the Senior Treasurer, and in circumstances where: (a) the member has been given at least twenty one days' notice in writing of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and (b) the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the meeting.
- v. 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.
- vi. If a member who has been excluded, suspended or subject to other disciplinary action pursuant to Article 11.ii wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal in consultation with the Club's Senior Treasurer.
- vii. University members subject to disciplinary action have the right to lodge a further formal complaint with the University

12. SELECTION OF THE TEAM

- i. The Team Trials shall be organised by the Overall Captain in the first four weeks of Full Michealmas Term of each year.
- ii. The Team Trials shall culminate in the chance to ride on the flat and over fences in front of the Overall Captain and Head Coach on suitable horses.
 - a. The Overall Captain may ask for written submissions of experience and achievements in equestrianism.

- b. A minimum of the top 18 Candidates shall progress to the Ridden Trial.
- iii. The time, date and location of the Ridden Trials shall be circulated to all those riding or attending at least 7 days in advance.
- iv. Persons taking part in the Ridden Trials must provide the Secretary or Overall Captain with relevant medical history, an emergency contact number and a signed disclaimer before riding. They are not required to be Current Members or pay subscription before the Ridden Trials.
- v. The Overall Captain may levy a fee for participants in the Ridden Trials to allow their efficient running.
- vi. The First Team shall consist of the most able 4 riders, chosen by the Overall Captain and Head Coach. In the event of a dispute, the Overall Captain's vote is casting.
a. The availability of the riders to commit to the competitions contested by the team shall be considered as a selection criterion.
- vii. The Second Team shall consist of the next most able 4 riders, chosen by the Overall Captain and Head Coach. The Third Team then consists of the next most able 4 riders. A team of up to four reserves can also be selected at the discretion of the Overall Captain. In the event of a dispute, the Overall Captain's vote is casting.
- viii. In exceptional circumstances, a rider who is not available for the Ridden Trials may be considered for the team.
- ix. Once teams are selected, all selected riders must become Competitive Members of the Club.
- x. There will be a First, Second and Third Team Captain decided by the Overall Captain (with the Overall Captain holding this post in either the First or Second Team). In the event that the Overall Captain is not selected for the First or Second Team, this is taken as their resignation. Those riders selected for the First or Second Team are eligible to stand for the position of Overall Captain and an Overall Captain is elected in accordance with Article 8.viii.

13. BLUES, HALF-BLUES AND COLOURS

- i. If the information provided here contradicts the status held by the Blues Committee, the Blues Committee's published status shall take precedence.
- ii. An automatic Half-Blue will be awarded if a member rides in the First Team Varsity Match and at least 50% of BUCS matches for the First Team. Up to 4 Half-Blues may be awarded at the Overall Captain's discretion.
- iii. Colours will be awarded to members who compete in the Second Team Varsity Match and at least 2 BUCS matches.
- iv. Full Blues will be awarded if a member competes in the First Team Varsity Match AND a) if the team wins BUCS Regionals in the Championship League (thus qualifying for Nationals), OR b) the individual member finishes in the overall top 3 at BUCS Regionals in the Championship League (thus qualifying for Nationals), OR c) if the member is selected for the Great Britain Student team, or has ridden for Great Britain in the Nations Cup or at a higher level in the academic year concerned.

14. CLUB COMPETITIONS

- i. The Club shall host annual inter-Collegiate team competitions in each of the following disciplines on separate dates: dressage; novice dressage; show-jumping and gymkhana.
- ii. All Current Members of sufficient competence are entitled to enter.
- iii. In team competitions the President or Lesson Coordinator may assemble composite teams in the event that less than 3 riders from any one College is available and able. This may be done as they see fit to ensure a good and fair competition.

15. VARSITY MATCH

- i. The Overall Captain shall announce the 4 riders who will compete in the First Team Varsity Match and the Second/Third Teams Varsity Match to all Competitive Members at least 1 month before each match is to be held.
- ii. The Overall Captain shall invite all Current Members to each match at least 1 month in advance.

16. DISSOLUTION

- i. Resolution to dissolve the Club can only be passed at a general meeting in accordance with Article 17.
- ii. 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.

17. 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:


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


18. PROVISION OF INFORMATION

The Executive 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.

19. DECLARATION

The Cambridge University Riding 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.

<u>Name</u>	<u>Millie Green</u>	<u>Position</u>	<u>President</u>
<u>Sign</u>		<u>Date</u>	<u>September 2022</u>

<u>Name</u>	<u>David Bainbridge</u>	<u>Position</u>	<u>Senior Treasurer</u>
<u>Sign</u>		<u>Date</u>	<u>29 September 2022</u>