

CONSTITUTION AND RULES OF THE ACHILLES CLUB TITLE

1. The name of the Club shall be the "ACHILLES CLUB" (hereafter "the Club")

OBJECTS

2. The objects of the Club are:

(i) to encourage athletics among full members of Oxford University Athletic Club ("OUAC") and Cambridge University Athletic Club ("CUAC") both during and after their time at the Universities and to provide them with assistance in respect of suitable training grounds, accommodation and coaching.

(ii) to arrange matches with other Clubs and Associations and to enter teams in open competition.

(iii) to encourage relay racing, (iv) to encourage schools competition and to promote the Achilles Schools Relays Match.

(v) to arrange international track and field matches with foreign universities and teams.

(vi) to arrange domestic and foreign tours and competitions.

(vii) to maintain contact between members including arranging social events, and to circulate news of athletics at the Universities and of members athletic achievements after going down.

viii) such other activities as the Committee may from time to time endorse

MEMBERSHIP QUALIFICATIONS

3. The following shall be eligible as candidates for membership of the Club:

(i) All Blues and Half-Blues of OUAC, CUAC and Cambridge University. Hare and Hounds "CUH & H"), Centipede, Alverstone, Alligators and Millipedes representatives, Field Event and Relays Matches representatives.

(ii) Full Members of OUAC, CUAC. and CUH & H who shall be nominated by the Committees of the OUAC and CUAC respectively, other than those mentioned in (i) above.

(iii) Any person who has rendered distinguished services to The Achilles Club and/or to athletics.

Such Members shall be Honorary Life Members of the Club, and shall not be liable to pay any subscriptions. Such persons may be invited to join by resolution of the Club's Committee (hereafter "the Committee") as defined hereafter.

SUBSCRIPTIONS PAYABLE

4. (i) The annual subscription due in February of each year, or immediately following election and on the anniversary thereof thereafter, shall be £ 25.00 (or such amount as the Committee may decide from time to time) payable by Bankers Order (or the equivalent) to be completed at the time of election, for current students it shall be until such time as they cease to be students, £10.

(ii) New Members shall not wear the Club colours (as hereinafter described) or represent the Club until they have fulfilled the financial conditions of joining the Club. Club colours shall include racing vests with the Achilles Old Gold crest and any other item of clothing or other equipment associated with the Club by virtue of its colour or style.

ADMISSION OF MEMBERS

5. Admission of Members, other than Honorary Members, shall be by election of the Committee but the Committee shall have the power to delegate to the Committees of the OUAC and CUAC the right to elect.

GOVERNING LAWS

6. The relevant laws of the governing body of athletics in England at the material time are deemed to be incorporated in the Constitution and Rules of the Club together with all relevant codes of conduct.

OFFICERS OF THE CLUB

There shall be three categories of officer or post holder of the Club.

(i) **Executive officers.** The executive officers of the Club shall be the President, Chairman of Committee, Secretary, Treasurer and the Clerk to the Achilles Trust, all of which posts are Honorary. Save in respect of the Clerk to the Achilles Trust (which position is ex officio) elections shall be held for these posts as provided below.

(ii) **Senior officers** of the Club. The Club may invite at the AGM on the recommendation of the committee or upon resolution by the AGM senior officers who shall normally remain in office for life or until retirement or resignation. These senior roles are those of Patron (if any) and Vice-presidents. These posts need not necessarily be filled.

(iii) **Committee post holders.** The composition of the committee is set out below.

CONSTITUTION OF COMMITTEE

8. The general management of the Club shall be delegated to a Committee.

The Committee shall consist of the Chairman of Committee, the Secretary, the Treasurer, the Director of the Transatlantic Series, team managers, the membership secretary, the Director of the Achilles Schools' relays, the officials' secretary, the social secretary, the kit secretary, the webmaster of the Club's website, the Senior Treasurers of OUAC and CUAC and ex officio representatives from the Universities being their senior officers and their previous year's Presidents. The Club's President is invited to attend committee meetings by the Secretary.

The executive officers each year shall appoint an Achilles ambassador from each university to provide active liaison between the university athletes and the Club. The Achilles ambassadors must be

Achilles members and their role is to promote and support the Club and engage with their respective universities in this respect.

The Committee shall have power to fill any casual vacancy which may occur in the intervals between Annual General Meetings and to co-opt additional Members. All Members of the Committee shall be Members of the Club.

FREQUENCY OF MEETINGS

9. The Committee shall aim to meet not less than three times a year, or otherwise as summoned on behalf of the Chairman. The Committee may meet in person or via platforms such as Zoom, or by conference call.

The cost of travel to Achilles committee meetings by OUAC and CUAC representatives shall be borne by the respective University clubs.

APPOINTMENT OF THE OFFICERS AND COMMITTEE POST HOLDERS

10. The Committee shall appoint all necessary post holders with the exception of the executive officers of the Club (excluding the clerk to the trust who holds his position at the behest of the Trust's trustees) whose appointment shall be annually at the AGM by election.

COMMITTEE QUORUM

11. At Committee meetings, five shall form a quorum of which at least one shall be a Committee member who is an Executive Officer of the Club.

THE ACHILLES TRUST

12. The Trust, which has charitable status, operates to effect

(i) (a) The promotion and encouragement of athletics among students *in statu pupillari* at Oxford University and Cambridge University (hereinafter called 'students') and the provision of suitable training grounds, accommodation and coaching for such purposes. (b) The promotion, arrangement or encouragement of athletic matches in which students whether with or without other persons shall take part; including the payment of or contribution towards the travelling or other necessary incidental expenses incurred by any person or persons being undergraduate members of the two universities taking part in any such match whether in the United Kingdom or abroad.

(ii) Such other educational purposes which are charitable in Law as the Trustees shall from time to time determine. The control of the Trust is vested in the Trustees, who shall not be not less than four in number.

ANNUAL GENERAL MEETING, ELECTION OF OFFICERS

13. (i) There shall be an Annual General Meeting of the Members of the Club at least once a year to be held upon a date and at a time to be fixed and advised by the Committee giving at least 15 days notice, for the following purposes:

(ii) To receive from the Honorary Treasurer and the Clerk to the trust the authorised Balance Sheets and Statements of Accounts for the preceding financial year, in respect of both the Club and the Trust.

(iii) To elect the the executive Officers of the Club with the exception of the Clerk to the Trust whose election is at the behest of the trustees from time to time.

(iv) To appoint Auditors or other appropriate persons as required for the ensuing year, for the Honorary Treasurer's accounts.

(v) The AGM may be held virtually or in person.

(vi) The business of the AGM will commence with the appointment of any necessary posts and until such time as the appointment of the President has been accomplished shall be presided over by the Patron or Vice president, whereafter the chair shall pass to the President.

(vii) There shall be no proxy voting.

(viii) Any member wishing to seek the approval of the Club to a proposed venture not covered by clause 14 below shall pre-advise the Secretary of his intention no later than 3 clear days before the AGM. The secretary shall circulate the officers and any other concerned party in advance of the AGM of any notification so received.

DATE OF GIVING NOTICE OF CONSTITUTIONAL RESOLUTIONS

14. Any Member desirous of moving any resolution at the Annual General Meeting affecting the Constitution of the Club shall give notice thereof in writing to the Honorary Secretary, not less than 15 days before the date of such meeting for circulation to the membership. The Constitution shall only be altered at a General Meeting of the Club by a vote of at least two-thirds of those present and voting. Any matters raised under any other business shall be at the discretion of the chair of the meeting.

SPECIAL GENERAL MEETINGS

15. The Committee may, at any time, on giving not less than 15 days notice, call an Extraordinary General Meeting. They shall also do so forthwith upon the request in writing of any 15 Members stating the purpose for which the meeting is required.

GRIEVANCE PROCEDURE

16.

(i) All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary or where the matter relates to the Club Secretary, to a Club Welfare Officer. The

content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

(ii) Upon receipt of a formal complaint, the Club Secretary or Welfare officer as appropriate shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

(iii) On completion of step 2, the Club Secretary or Welfare Officer as appropriate will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

(iv) If the matter is sufficiently evidenced a process will be pursued. The Club Secretary or Welfare officer as appropriate will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation. The Club Disciplinary Panel will issue its findings to its appointing officer who shall advise all concerned parties thereof.

WITHDRAWAL OF MEMBERSHIP

16. The Committee may withdraw membership from any member who in their opinion brings the club into disrepute or whose behaviour is felt to be unbecoming. Any such member may seek readmission by appeal to the club in AGM or EGM.