



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.

EXECUTIVE COMMITTEE

3. 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.
4. 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 7(a) (veto by the Senior Member);
 - (b) supervise all activities of the Club, and any functions performed by members of the Executive Committee 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 Club's 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-law
5. 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 the LTA up to date, and ensure that all Squad Members are added as Club members on the Club's LTA account; and
 - (h)** organise the annual squads' photographs.
- 6.** The Treasurer shall:
- (a)** upon taking office, ensure that the Club's 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.
- 7.** 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 Club's Alumni bank account;
 - (c)** be a full signatory to the Club's 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.
- 8.** 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.

CHANGES TO THESE BY-LAWS

- 9.** 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

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