

Gazette Supplement



Rules Committee Regulations 1 of 2013

In accordance with Statute XI (Part A, section 5) and Council Regulations 42 of 2002, the Rules Committee has agreed that the following regulations shall be in force for the year beginning on 1 October 2013.

Part 1: Clubs, Societies and Publications

1.1. Student members of the University who form a club or society, or an organisation for whatever purpose (including one for the publication of a journal, newspaper or magazine, whether in hard copy or electronic format), and who wish to use the name and/or Arms of the University in its title or the word 'Oxford' in the title of a journal, newspaper or magazine, shall:

- (1) register with the Proctors;
- (2) obtain the consent of the Vice-Chancellor; and
- (3) sign the University's standard form of trademark licence.

1.2. The Vice-Chancellor will not consider applications for consent until the club, society or organisation has been registered with the Proctors for two consecutive terms, and consent may be withdrawn as he or she thinks fit. Any consent granted by the Vice-Chancellor shall be withheld or withdrawn if the registration of the club, society or organisation concerned lapses or is withdrawn or withheld by the Proctors.

1.3. A club, society or organisation which does not wish to use the name of the University in its title may also register with the Proctors if it conforms with regulations 1.10–1.12 below.

1.4. The Proctors may not unreasonably withhold or withdraw registration.

1.5. (1) Failure to comply with these regulations may result in the club, society or organisation being deregistered and/or fined an amount not exceeding £500 by the Proctors.

(2) These regulations shall also apply to any club, society or organisation not currently registered with the Proctors but which has been so registered during any of the preceding three terms.

1.6. No member of the governing committee of a club, society or organisation shall in organising an event or function, or otherwise, encourage or incite a breach of Statute XI or any regulation made under it.

1.7. (1) Each club, society or organisation which registers with the Proctors shall be designated, as the Proctors see fit, to be:

- (a) a non-sports club, society or organisation ('non-sports club'); or
- (b) a club, society or organisation for sport ('sports club'); or
- (c) an organisation for the publication of a journal, newspaper or magazine, whether in hard copy or electronic format ('publication').

(2) Each such non-sports club and publication shall register with the Proctors through the Clerk to the Proctors, and each such sports club shall register with the Proctors through the Head of the Sports Department.

(3) In this regulation, 'non-sports club', 'sports club' and 'publication' mean the members of the club, society or organisation concerned.

(4) With the exception of certain sports clubs, as provided in clause 1.11 (1) (a) below, each club, society or organisation registering with the Proctors shall be required to adopt a standard form of constitution published by the Proctors after consultation with the Director of Legal Services (with provision for variations, by way of appendices, to cover any distinctive needs).

1.8. Each club, society or organisation which registers with the Proctors shall be entitled

to apply to IT Services to use Information Technology ('IT') facilities (eg email and web publication) in the name of the club, society or organisation. Where relevant facilities are allocated by IT Services it shall be the responsibility of the club, society or organisation concerned to:

(1) designate not more than one person entitled to a University email account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to his or her successor in office all records (in whatever format held) relating to the use of the facilities allocated;

(2) designate one of its members (who shall be either a student member or, exceptionally, a member of Congregation; and who may be, but need not necessarily be, the same as its IT Officer) as its principal webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers and coordinating and regulating access to the web facilities used by the club, society or organisation;

(3) comply with regulations relating to the use of IT facilities provided by IT Services and with the guidelines published from time to time by IT Services for the use of IT facilities by student clubs, societies and organisations (including those guidelines relating to the operation of electronic mailing lists);

(4) ensure that all designated persons responsible for the IT resources of the club, society or organisation are competent to deal with the requirements of this section, and where necessary undertake training under the guidance of IT Services.

1.9. Each student organisation registering with the Proctors shall include in its constitution a clause affirming that its activities will be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

Non-sports clubs

1.10. (1) Each non-sports club which registers with the Proctors shall:

- (a) establish a constitution in accordance with clause 1.6 (4) above and deposit a copy of it with the Proctors; the Proctors may require that the constitution take a form prescribed by the Proctors in order to ensure that the administration of the club complies with applicable law;
- (b) act in accordance with the constitution established under (a) above;
- (c) advise the Proctors promptly of any changes in the constitution established under (a) above;
- (d) notify to the Proctors not later than the end of the second week of every Full Term the programme of meetings and speakers which has been arranged for that term (eg by sending them a copy of its term-card);
- (e) appoint a president (or similar principal officer) who shall be a student member or a member of one of the other institutions listed in (l) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to the member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters);
- (f) appoint a secretary who shall be a student member or a member of one of the other institutions listed in (l) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to a member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters) and who shall keep a proper record of its activities;
- (g) appoint a treasurer who shall be a student member or a member of one

of the other institutions listed in (l) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to the member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters) and who shall keep a proper record of its financial transactions which shall be available for inspection at the request of the Senior Member appointed under (i) below or the Proctors; and shall forward to the Proctors by the end of the second week of each Full Term 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;

(h) not appoint several individuals jointly to hold any of the offices specified in (e), (f) and (g) nor allow any individual to hold more than one of these offices at a time;

(i) appoint a member of Congregation as Senior Member who shall, by virtue of holding that office, be a member of the non-sports club's committee;

(j) notify to the Proctors by the end of the second week of each Full Term the names of the members of its committee;

(k) notify the Proctors immediately of any changes in holders of the offices specified in (e), (f) and (g);

(l) admit to membership only members of the University, those whose names are on the Register of Visiting Students, and, at the discretion of its committee, students registered to read for diplomas and certificates in the University, student members of Permanent Private Halls who are not student members of the University, members of Ruskin College, and of Ripon College Cuddesdon;

(m) admit to membership, if it so wishes, other persons not being members of the University, or one of the institutions listed in (l) above, on condition that students of Oxford Brookes University shall not constitute more than one-fifth of the total membership and in addition other non-University members shall not constitute more than one-fifth of the total membership;

(n) if having a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities confidently expecting 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 properly qualified person approved in advance by the Proctors; accounts shall be ready for independent professional inspection and report within four months of the end of its financial year and the costs of the inspection and report shall be borne by the non-sports club; if requested by the person approved by the Proctors the non-sports club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the non-sports club;

(o) maintain a register of members as specified by the club's constitution who shall elect or appoint the officers (including those specified in (e), (f) and (g)) and who shall have ultimate responsibility for the activities of the non-sports club; this register must be made available for inspection by the Proctors on request;

(p) notify the Proctors if the non-sports club ceases to operate or is to be disbanded, and at the same time submit a final statement of accounts (the format of which the Proctors may prescribe).

(2) Each officer of a non-sports club must, on relinquishing his or her appointment, promptly hand to his or her successor in office (or to another member of the club nominated by its committee) all official documents and records belonging to the club, together with (on request from the club's committee) any other property of the club which may be in his or her possession, and must complete any requirements to transfer authority relating to control of the club's bank account, building society account, or other financial affairs.

(3) In exceptional circumstances, at the request of a non-sports club, the Proctors shall have discretion to dispense from any of the requirements in (e)-(j) and (l)-(n) of paragraph (1) above, subject to such terms and conditions as they may from time to time see fit to impose.

Sports clubs

1.11. (1) Each sports club which registers with the Proctors shall:

(a) establish a constitution either (i) in accordance with clause 1.6 (4) above or (ii) if designated by the Proctors as a club with special requirements for registration, in accordance with provisions agreed with the Proctors, and deposit a copy of it with the Director of Sport. The criteria for identifying a club with special requirements for registration shall be:

(i) carrying out activities requiring a multi-year strategy (eg because the club establishes a contract with a sports coach extending beyond one year); (ii) receiving external funding greater than its internal funding and having a track record of attracting media attention; (iii) relying to a substantial extent on support from previous generations of University sportsmen and sportswomen who, while no longer at Oxford, remain loyal and active supporters;

(b) act in accordance with the constitution established under (a) above;

(c) advise the Proctors promptly, through the Director of Sport, of any changes in the constitution established under (a) above;

(d) appoint to its committee a Senior Member (who shall be a person who is a member of Congregation) through whom the club is accountable to the Proctors; in exceptional circumstances (eg if no suitable member of Congregation can be found), a recognised sports club may request that the Director of Sport be appointed as its Senior Member *ex officio*;

(e) present to the Proctors, through the Director of Sport, annual accounts together with a copy of the club's current constitution and list of officers (such accounts to be submitted not later than one month after the end of the financial year to which they relate), subject to the following conditions:

- (i) during the first year of registration, a club may be required by the Proctors to submit termly accounts;
- (ii) if having a turnover in excess of £40,000 in the preceding year, or

if owing to a change in the nature or scale of its activities confidently expecting to have such a turnover in the current year, a sports club must submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a properly qualified person approved in advance by the Proctors;

(iii) accounts shall be ready for audit within one month of the end of its financial year and the costs of the inspection and report shall be borne by the sports club; if requested by the person approved by the Proctors, the sports club shall submit accounts and related material as the basis for a review of accounting procedures, the costs likewise to be borne by the sports club;

(f) ensure that all paid and unpaid club administrative and coaching appointments are ratified by the Sports Strategy Sub-committee of Council's Education Committee and that all coaches are accredited where appropriate by the relevant national governing body;

(g) operate and keep updated a suitable club webpage displaying (as a minimum) current club contacts, constitution and approved Code of Conduct on Safety Matters and Risk Assessment.

(2) The organisers of any event or competition that is approved or advertised by a sports club as being an official event of the club concerned (other than such events already included in the club's approved Code of Conduct on Safety Matters and Risk Assessment) must submit to the Proctors not less than twenty-one days before the date of the proposed event an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The organisers shall observe such conditions relating to the running of the event as may be specified by the Proctors (who shall take advice from the University Marshal and the Sports Safety Officer).

(3) Each officer of a sports club must, on relinquishing his or her appointment, promptly hand to his or her successor in office (or to another member of the club nominated by its committee) all official documents and records belonging

to the club, together with (on request from the club's committee) any other property of the club which may be in his or her possession, and must complete any requirements to transfer authority relating to control of the club's bank account, building society account, or any other financial affairs.

(4) Any registered sports club may apply to the Proctors, through the Sports Strategy Committee, for permission to cooperate in the establishment of a federal structure or representative team.

(5) There shall be only one registered club for each sport, with the possibility of the club being federal in nature.

(6) In exceptional circumstances, at the request of a sports club submitted through the Director of Sport, the Proctors shall have discretion to dispense from the requirements of any of (a)–(f) of paragraph (1) above, subject to such terms and conditions as they may from time to time see fit to impose.

Publications

1.12. (1) A publication which registers with the Proctors shall:

(a) establish a constitution in accordance with clause 1.6 (4) above and deposit a copy of it with the Proctors; the Proctors may require that the constitution take a form prescribed by the Proctors in order to ensure that the administration of the publication complies with applicable law;

(b) notify to the Proctors by the end of the second week of each Full Term the names of its editor or editors and the names of any other persons who have agreed to assume financial responsibility, and shall promptly notify to the Proctors any changes in its editor or editors;

(c) appoint a member of Congregation as its Senior Member who shall be kept informed of the activities of the publication;

(d) keep a proper record of its financial transactions which shall be available for inspection at the request of the Senior Member or the Proctors; and forward to the Proctors by the end of the second week of each Full Term a copy of the accounts (the format of which the Proctors may prescribe) for the preceding term signed by the Senior Member for retention on the Proctors' files;

(e) inform the Proctors when publication ceases and in doing so present a financial statement; and

(f) in the event of having a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities confidently expecting to have such a turnover in the current year, shall submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a properly qualified person approved in advance by the Proctors; accounts shall be ready for independent professional inspection and report within four months of the end of the financial year of the publication; if requested by the person approved by the Proctors the publication shall submit accounts and related materials as a basis for accounting procedures, the cost likewise to be borne by the publication.

(2) In exceptional circumstances, at the request of a publication, the Proctors shall have discretion to dispense from the requirements of (b) and (c) of paragraph (1) above, subject to such terms and conditions as they may from time to time see fit to impose.

Part 2: Defacement of Property and Unauthorised Advertisements

2.1. No student member shall intentionally or recklessly and without lawful authority, within six miles of Carfax:

- (1) deface any building, wall, fence or other structure by inscribing on it any writing or posting on or attaching to it any bill;
- (2) display any advertising material in a public place.

Part 3: Behaviour after Examinations

3.1. Student members must familiarise themselves with the Proctors' guidance on Statute XI published on the Proctors' Office website.

3.2. (1) No student member, other than a candidate presenting himself or herself for examination, shall, at any time between the hours of 12.15 and 1pm or 5.15 and 6pm, or between fifteen minutes before and thirty minutes after the scheduled time for the completion of a Public Examination of the University for

ten or more candidates, in the company of one or more other persons either:

- (a) gather without the prior permission of the Proctors in a public thoroughfare within 300 metres of any place where such an examination is being, or has just been, held; or
- (b) having gathered in a public thoroughfare within one mile of any such place, fail to disperse after having been requested to do so by one or more of the Proctors, the Marshal, or their staff.

(2) For the purpose of this regulation, persons shall be regarded as having gathered if they assemble, or form part of an assembly, in such a way as to cause, or to be likely to cause, obstruction of a public thoroughfare.

3.3. (1) No student member shall, in any place or thoroughfare to which members of the general public have access within six miles of Carfax, throw, pour, spray, apply or use any thing or substance in a way which is intended, or is likely, (a) to cause injury to any person, or (b) to cause damage to, or defacement or destruction of, any property, or (c) to cause litter.

(2) No student member shall be in possession of any thing or substance with intention to commit an offence under paragraph (1) above.

Part 4: Overseas Activities

4.1. (1) No student member shall participate in any sports tours, competitions, or training activities which involve overseas travel during Full Term or the Thursday and Friday immediately preceding Full Term without the prior permission of:

- (a) the Senior Tutor or other designated college officer of that member's college, society, Permanent Private Hall or other designated institution; and
- (b) the Proctors.

(2) The written permission of the Senior Tutor or other designated college officer shall accompany any request to the Proctors.

4.2. No student member shall organise any activity overseas on behalf of any club, society or other organisation registered with the Proctors, whether during term-time or vacation, without applying to the Proctors for permission before any firm commitments are entered into and in any

case not less than one calendar month in advance of the proposed date of departure from the United Kingdom. The application for the Proctors' permission must be accompanied by details of the plans for the activity concerned, including finances. When considering applications the Proctors may take advice as appropriate from the Sports Safety Officer, the Director of Sport, the University Marshal, and committees of the Conference of Colleges.

4.3. Each student member participating in such activities overseas for which permission has been given by the Proctors in accordance with section 4.2 above shall observe any conditions imposed by the Proctors, eg relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

Part 5: Rowing on the River

5.1. No student member (other than a student member currently in residence at All Souls College, Green Templeton College, Kellogg College, Linacre College, Nuffield College, St Antony's College, St Cross College or Wolfson College) shall participate in rowing on the river except in a single scull between the hours of 8.30am and 1pm from Monday to Friday inclusive during Full Term without the prior permission of the Proctors.

5.2. No student member shall knowingly breach any regulation or instruction made by or on the authority of the Director of Sport or the Sports Safety Officer, by Oxford University Rowing Clubs with the consent of the Proctors, or by a responsible external body such as the Environment Agency or British Rowing, relating to safety on the river.

5.3. The organisers of any rowing competition for any college, society, Permanent Private Hall or other designated institution (or between a number of such foundations) which is to be held within six miles of Carfax shall submit to the Proctors not less than twenty-one days before the date of the proposed competition an Event Plan and Risk Assessment, together with documentary evidence of appropriate insurance cover, and shall observe such conditions relating to the running of the competition as may be specified by the Proctors (who shall take advice from the University Marshal and the Sports Safety Officer).