

Standing Orders of Durham University Canoe Club

1. STATUS

- 1.1. Durham University Canoe Club operates as a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.
- 1.2. Durham University Canoe Club is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham University Canoe Club.
- 1.3. The registered address of the DSO is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.
- 1.4. The DSO shall use its best endeavours not to bring the University into disrepute.

2. UNIVERSITY POLICY

- 2.1. Durham University Canoe Club shall act in accordance with all relevant University policies and regulations.
- 2.2. These standing orders should be interpreted within the DSO Framework agreed by the University Council. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.
- 2.3. Where there is a conflict or perceived conflict between the main body of these standing orders and Annex 1, the former shall take precedence.

3. OBJECTIVES

- 3.1. The objectives of Durham University Canoe Club are:
 - 3.1.1. Durham University Canoe Club shall aim to promote the sport and recreation of canoeing to as many members of Durham University as possible.
- 3.2. These objectives will be carried out as follows:
 - 3.2.1. Durham University Canoe Club shall organise activities according to the abilities and interests of its members.

4. MEMBERSHIP

Durham University Canoe Club shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

5. FINANCES AND ASSETS

- 5.1. The DSO, Durham University Canoe Club, is bound by the financial regulations set out in Annex 3 of the DSO Framework. The DSO framework can be found at:
http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/.
- 5.2. The University's financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These standards, contained in section 9.5 of the University's Financial Regulations, as set out at
http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct, are hereby incorporated into this document.
- 5.3. Durham University Canoe Club represents, warrants and covenants that it shall not and shall procure none of its members shall (a) give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with any matter within the scope or arising under the terms of this Standing Order; or (b) subject to the terms of this Standing Order, enter into any business arrangement with any director, employee, agent or any affiliate of a company or organisation without the prior written agreement thereto of that company or organisation; or (c) make any payment or give anything of value to any official of any government or public international organisation, including any officer or employee of any government department, agency, or instrumentality to influence that entity or person's decision, or to gain any other advantage for a company or organisation in connection with this Standing Order.
 - 5.3.1. Durham University Canoe Club shall ensure that it acts in accordance with the University's Anti-Bribery and Fraud Prevention Policy available online at:
<https://www.dur.ac.uk/resources/about/policies/FraudPreventionPolicyFinal2015.pdf>
- 5.4. Annex 3 Section 15 of the DSO Framework covers Durham University Canoe Club's responsibilities with regard to physical assets.
- 5.5. All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.
- 5.6. All reasonable expenses incurred by the members of Durham University Canoe Clubwhilst carrying out Durham University Canoe Club business (or activities) may be reimbursed on the provision of receipts or other appropriate proof of expenditure.
- 5.7. Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by Durham University Canoe Club, in accordance with the University's procedures. Any offers of sponsorship should be referred to Experience Durham.

6. INSURANCE

- 6.1. The University will provide insurance cover for Durham University Canoe Club. Insurance coverage shall be for the purpose of University events undertaken in the name of the DSO.
- 6.2. DSO Officers must give prompt notification to the University's Insurance Office of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

7. DATA PROTECTION

- 7.1. Information and records held by Durham University Canoe Club will be maintained in accordance with the relevant University policies and the applicable data protection laws and regulations.
- 7.2. Durham University Canoe Club and its members shall comply with the terms of the Data Protection Act 1998 (the "DPA") (including the data protection principles enshrined therein). Durham University Canoe Club may operate as a data processor (as defined in the DPA) of personal data (as defined in the DPA) being processed on behalf of a data controller (as defined in the DPA). Accordingly, Durham University Canoe Club undertakes to ensure that it maintains, and such personal data is fully protected by, appropriate access restrictions and other appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Durham University Canoe Club shall use its best endeavours to ensure that it does not willingly or knowingly place the University in breach of the University's obligations under the DPA and shall establish systems to ensure compliance with such obligations.

8. LOGOS

Any use of the University's logos, and this includes the name of the DSO, must follow the guidelines created by the Marketing and Communications Office, available online at

<https://www.dur.ac.uk/marketingandcommunications/local/toolkit/>.

9. TERMS OF REFERENCE

DSO terms of reference for membership shall be set out in Annex 1.

10. AMENDMENTS

- 10.1. These Standing Orders shall not be altered, amended, or rescinded without details being proposed to all club members beforehand in the weekly email.
- 10.2. If seven or more members of the club object to the proposed alteration an EGM must be called, at which a majority vote is cast as to whether the Standing Orders are altered.
- 10.3. Once the Standing Orders have been altered, the amended elements of the new Standing Orders must be circulated to all members of the club.

10.4. Proposed amendments to these Standing Orders must be approved by the Dean of Experience Durham.

10.5. Proposed amendments to Annex 1 must be approved by the President of Team Durham, Music Durham, Durham Student Theatre, Nightline or Student Community Action as appropriate.