

# University of Stirling Students' Union

## Sports Union Constitution

### Schedule 7

#### 1. Name

The name shall be the Sports Union.

#### 2. Memberships

There shall be the following classes of members:

- a. Ordinary Members  
All students of the Students' Union as defined in the Constitution of the Students' Union, on payment of the Annual Subscription.
- b. Life Members  
The President of the Sports Union will become a Life Member upon entering office.
- c. Associate Members  
Associate memberships are available as provided for in the Constitution of the Students' Union paragraph 6.2 on payment of the appropriate subscription. It shall be open to the Sports Union Executive Committee to limit the number of such members to a total not exceeding that of the Ordinary student members.

#### 3. Conditions of Membership

On payment of the Annual Subscription the following conditions will apply.

- a. Only Ordinary Members of the Sports Union shall have the right to vote at meetings of the Sports Union and to be elected to the Sports Union Executive Committee or any of the Committees of the Sports Union.
- b. Membership of individual sports clubs shall be subject to such bye-laws as the Sports Union Executive Committee shall agree upon from time to time.
- c. The rates of subscription for the categories of members listed above shall be decided yearly by the Sports Union Executive Committee and presented to its Annual General Meeting, taking into account all financial considerations, including inflation, VAT etc..
- d. Subscriptions will be payable in advance of membership in the current academic year. All members on payment of the annual subscription will be issued with a membership card.
- e. If the amount due from any Ordinary or Associate member in respect of his/her subscription remains unpaid after 1<sup>st</sup> October in any year he/she will, unless the Sports Union Executive Committee otherwise direct, cease to be a member of the Sports Union.
- f. Resignations
  - i. A member may resign at any time by writing to the Secretary of the Sports Union.
  - ii. Any person will, on ceasing to be a member of the Sports Union forfeit all right to claim upon the Sports Union, but he/she will remain liable for any monies or property then owing by him/her to the Sports Union.
  - iii. All resignations shall be noted at the next meeting of the Sports Union Executive Committee.

#### **4. Insurance**

All members of the Sports Union will be covered by a Personal Accident Insurance Scheme as agreed between the Sports Union and insurance brokers. The Chief Executive of the Students' Union will hold details of the policy and the cover provided.

#### **5. Executive Officers**

- a. The Executive Officers of the Sports Union will be the Sports Union President, Vice-President, Secretary, Communications Officer, Marketing Officer and Participation Officer.
- b. The term of office for the Sports Union President, Vice-President, Secretary, Communications Officer, Marketing Officer and Participation Officer shall run for one year commencing 1<sup>st</sup> June each year.
- c. The Executive Officers of the Sports Union will be members of the Executive Council of the Students' Union as provided for in the Constitution of the Students' Union and shall carry out the duties incumbent upon them as provided for in the Constitution of the Students' Union.
- d. Duties of Executive Officers  
The remit and duties of the Executive Officers of the Sports Union shall include but not be limited to the following:

##### 1. Sports Union President

- i. The Sports Union President, who shall, at the time of his/her election, be a registered student shall, subject to the consent of the Academic Council, take during their period of office a year's leave of absence from their studies. This is a Sabbatical Officers' post of the Students' Union.
- ii. To act as a Trustee of the Students' Union and sit on the Trustees Board of the Students' Union and to carry out all the duties incumbent on a Trustee as provided for in the Students' Union's Constitution and the Trustees Schedule (Schedule 3) attached thereto;
- iii. Faithfully fulfil the duties of the Office of Sport's Union President as provided for in the Officer Profiles Schedule (Schedule 6) attached to the Constitution of the Students' Union.
- iv. He/She will chair all meetings of the Executive Committee, Clubs Council and Sub-Committees of the Sports Union and will represent the Sports Union on all appropriate bodies/Committees. In the event that the President is unable to attend such a meeting, he/she may delegate this responsibility to an elected officer of the Sports Union.
- v. He/She will, as necessary, and at the discretion of the Executive Committee, sit on any other external body deemed expedient.
- vi. He/She will fulfil responsibilities outlined within the Committees Schedule (Schedule 1) attached to the Constitution of the Students Union.
- vii. In the event of a vacancy in the position of Sports Union President a by-election will be held in accordance with the Elections and Referenda Schedule (Schedule 2) attached to the Constitution of the Student's Union

##### 2. Vice President

- i. The Vice-President, who will be a student, will deputise for the President in his/her absence. This is not a Sabbatical Officers post.
- ii. In the event of the resignation of the Sports Union President, the Vice-President shall assume the position of Acting-President of the Sports Union in a non-Sabbatical role until such time a by-election may be held.
- iii. He/She will be responsible for liaising with the Students' Union Finance Office for the signing of Sports Union claim forms.
- iv. In the event of a vacancy in the position of Vice-President, Secretary, Communications Officer, Marketing Officer and Sport Equality Officer on the Executive Committee, the Clubs Council (as defined below) shall have the power to co-opt an Ordinary member to fill the vacancy.

### 3. Secretary

- i. The Secretary, who will be a student, will be responsible for the general correspondence of the Sports Union; for convening General Meetings and Meetings of the Sports Union Executive Committee and for maintaining Minutes of these meetings.
- ii. He/She shall have responsibility for maintaining up-to-date records of club memberships and numbers involved in club activities. The Secretary will have the responsibility to call Meetings of the Sports Union Executive Committee.
- iii. He/she shall ensure that each Club of the Sports Union is provided with a copy of the Sports Union Policy Document and Sports Union Harassment Policy.

### 4. Communications Officer

- i. The Communications Officer, who will be a student, will be responsible for conveying Sports Union news with members and the wider community.
- ii. He/She will ensure that the Sports Union Website is updated on a weekly basis and will be responsible for the websites upkeep. Still relevant?

### 5. Marketing Officer

- i. The Marketing Officer, who will be a student, will be responsible for Sports Union advertising, both attracting sponsors and advertising Sports Union events.
- ii. He/She will carry out market research on Sports Union members on an annual basis to establish improvements the Sports union can make.

### 6. Participation Officer

- i. The Participation Officer, who will be a student, will be responsible for encouraging all students to participate in Sports Union activities.
- ii. He/She will liaise with students who have not traditionally been engaged in Sport and encourage them to take an active role within the Sports Union.

## **6. Committees**

### **a) Executive Committee**

- i. The Sports Union Executive Committee will consist of the following:
  - a. The officers as defined in 5(a).
  - b. The President of the Students' Union;
  - c. The Chief Executive of the Students' Union or his/her nominee (in attendance);
  - d. One representative from the Executive Council of the Students' Union (in attendance);
  - e. The Director of Sports Development (or his/her nominee) (in attendance).
- ii. Only full members of the Sports Union Executive Committee shall have a vote and in the case of a tie the Chair shall have a casting vote. The Secretary may invite such others persons to attend Sports Union Executive Committee Meetings as and when required.
- iii. The Sports Union Executive Committee's responsibilities shall include but not be limited to the following:
  - a. the general administration of the Sports Union which can include the forming and amending of bye-laws, all of which must be prominently displayed on the Sports Union notice board.
  - b. ensuring that each Club operates in line with the Sports Union Policy Document (Code 1) attached hereto.
  - c. the financial affairs of the Sports Union, including the compilation of annual estimates, negotiations with the University and disbursement of funds to sports clubs within the Union.
  - d. implementing any business arising from a General Meeting of the Sports Union.

- e. recommending for approval to the Finance and Resources Committee of the Students' Union any necessary and appropriate expenditure.
  - f. reporting to the Trustees Board of the Students' Union as may be required by the Trustees Board and in accordance with the Constitution of the Students Union.
- iv. The Executive Committee shall operate as follows :
- a. The Executive Committee will meet at least once a month during semester.
  - b. The quorum shall be five.
  - c. The Secretary may call an emergency meeting of the Executive Committee provided that the quorum of the Executive Committee request such a meeting, in writing, and 24 hours notice of the meeting is given.
  - d. Full Executive Committee meetings shall be open for all Sports Union members to attend if they so wish. Any Student attending in this capacity will have the right to speak and contribute to any discussion but may not vote.
- v. Any member wishing to resign from the Sports Union Executive Committee must do so in writing to the Secretary. All resignations shall be noted at the next meeting of the Sports Union Executive Committee.

b) Clubs Council

- i. Membership of the Clubs Council shall be as follows:
  - a. The Sports Union Executive Committee;
  - b. The President of each Sports Union Club or his/her representative.
- ii. The Clubs Council will meet at least once a month during semester.
- iii. The Clubs Council will be advisory to the Sports Union Executive Committee and discuss matters which any Club feels it wants to bring to the attention of the members of the Sports Union Executive Committee.
- iv. Attendance at the Clubs Council meetings will be required of all clubs. Non-attendance may result in the suspension of Club funds or the imposition of a fine as outlined in the Sports Union Policy Document (Code 1) attached hereto.
- v. The Sports Union President will act as the Chair. The Chair will call the meetings of the Clubs Council.
- vi. The following will be standing items of the Clubs Council Agenda
  - a. Fundraising
  - b. Events
  - c. Publicity
  - d. Facilities and Equipment
  - e. Issues causing concern for Clubs
  - f. Sports Union announcements
- vii. The Sports Union President may appoint ad-hoc committees to address specific issues as and when required. Membership of these committees will be taken from the membership of Clubs Council.
- viii. The Sports Union President shall chair and convene all ad-hoc committees.
- ix. The ad-hoc committees will report back with recommendations to Clubs Council.
- x. Clubs Council will elect Tier Representatives to sit on the Sports Policy Work Group. These positions will be elected at the Sports Union Annual General Meeting for the following session and the number of Tier Representatives will be decided by the Sports Union Chief Executive annually. Tier Representatives must be members of the Sports Union and will promote the interests of the sport which they are appointed to represent in respect of the items referred to in 6(c)(iii) below.

c) Sports Policy Work Group

- i. Membership of the Group shall be as follows:

- b. Sports Union President, Vice-President, Secretary, Participation Officer, Tier Representatives, 3 x Representatives of the Sports Development Service (“SDS”), a Coaching Representative
  - ii. The Group will meet twice during a semester.
  - iii. The Group will discuss and make decisions regarding Sport Performance, developing and implementing strategies and programmes for the improvement of sporting provision.
- d) Operations Group
  - i. Membership of the Operations Group shall be as follows:
    - Sports Union President, Vice-President, Secretary, President of the Students’ Union, Tier Representatives, members of staff of the Students’ Union as delegated by the Chief Executive of the Students’ Union
  - ii. The Operations Group will meet once per month during semester.
  - iii. The Operations Group will discuss and make decisions regarding Administration and Finance issues for consideration and approval by the Executive Committee.
  - iv. The Operations Group shall develop and improve procedures to make club committees’ roles as easy as possible.
  - v. The Operations Group shall discuss any outstanding Purchase Orders and ensure that these are processed expediently.
- e) Blues and Colours Awards Committee

Membership of the Committee shall be as follows

  - a) Sports Union President, Vice-President, Secretary, President of the Students’ Union (in a representative capacity), a representative from the staff of the Students’ Union as appointed by the Chief Executive and a staff representative from SDS as appointed by the Director of SDS.
  - i. The Committee will meet in March each year to discuss the awarding of Blues and Colours.

## 7. Elections

### 1) Election of the Sports Union President

- i. Elections of the Sports Union President shall be held in accordance with the Elections and Referenda Schedule (Schedule 2) attached to the Constitution of the Students’ Union.

### 2) Elections of the Vice-President, Secretary, Communications Officer, Marketing Officer and Participation Officer shall be carried out as defined by the Sports Union Constitution as provided below.

- i. Only Ordinary Members of the Sports Union shall be eligible to stand for the positions of the Vice-President, Secretary, Communications Officer, Marketing Officer and Participation Officer or to vote for the positions of Vice-President, Secretary, Communications Officer, Marketing Officer and Participation Officer.
- ii. Procedures for the elections of the positions above will be carried out as follows:
  - a. The Returning Officer shall be the Chair of the Elections Committee of the Students’ Union. The Returning Officer shall be responsible for:
    - 1. The supervision and conduct of the count.
    - 2. Overseeing announcement of the results.
  - b. Notice of elections shall be posted on the Sports Union notice board announcing the date and place of the election at least 20 University days prior to the election.
  - c. The elections shall take place at the Sports Union AGM.
  - d. Nominations shall open 15 University days prior to the Annual General Meeting. Completed nomination forms accompanied by manifestos must be returned to the Sports Union Office no later than 12pm, five University days prior to the Sports Union AGM

- e. Hustings shall be held at the Sports Union AGM. The procedure for hustings shall be defined by the Returning Officer and all candidates shall be notified of the format prior to the Sports Union AGM.
- f. All those voting members attending the Sports Union AGM will be provided with manifestos and issued ballot papers.
- g. No other publicity shall be permitted.
- h. The Count shall take place at a time and location arranged by the Returning Officer.
- i. The Alternative Transferable Vote shall be used to determine the person(s) elected.
- j. The result of the election shall be posted on the Sports Union notice board not later than five University days after the election(s).
- k. Any complaints or appeals relating to the election procedures shall, in the first instance, be referred to the Returning Officer who will investigate the complaint/appeal. If, having received the recommendation(s) of the Returning Officer the member(s) remains unsatisfied, the complaint/appeal will be dealt with in accordance with the Election and Referenda Schedule (Schedule 2) of the Constitution of the Students' Union attached hereto.

## **8. Discipline**

The membership of the Discipline Committee and the disciplinary procedures are set out in the Discipline Code (Schedule 5) to the Constitution of the Students' Union attached hereto.

## **9. General Meetings**

### **a. Annual General Meetings**

- i. The Annual General Meeting of the Sports Union will be held not later than the 1st day of May each year, provided that not less than 20 University days notice of a meeting is given. Notice of the Sports Union AGM will be displayed prominently.
- ii. Ordinary members of the Sports Union may propose an item for discussion at the Annual General Meeting provided it is seconded by another Ordinary member of the Sports Union. Any items for discussion must be submitted to the Sports Union office 10 University days prior to the proposed date of the Sports Union Annual General Meeting and displayed prominently.
- iii. Any amendments to submitted items for discussion at the Annual General Meeting must be submitted to the Sports Union Office by an Ordinary member of the Sports Union and seconded by another Ordinary member of the Sports Union 5 University days prior to the proposed date of the Sports Union Annual General Meeting and displayed prominently.

### **b. Emergency General Meetings**

- i. Emergency General Meetings of the Sports Union will be convened by the Sports Union Executive Committee to be held on a date which is within 10 University days of the receipt by the Secretary of a written request by 5% of Ordinary members of the Sports Union, of which at least 5 University days notice will be given. The business at such a meeting will be limited to that which has been submitted to the Secretary by the members requesting the meeting.
- ii. The Sports Union Executive Committee has the power to convene an Emergency General Meeting of which at least 5 University days notice will be given.

c. Quorum

Quorum at all General Meetings of the Sports Union will be 5% of the number of the Ordinary members.

**10. Motion of Censure/No Confidence**

- a. Motion of Censure
  - i. A Motion of Censure of the Sports Union Executive Committee or any elected officer of the Sports Union Executive Committee shall need a two-thirds majority of those present and entitled to vote at a quorate General Meeting. The passing of such a motion shall signify the displeasure of the Sports Union with the conduct of the Committee or Officer.
- b. Motion of No Confidence
  - i. A Motion of No Confidence in the Sports Union President shall be carried out as provided for in the Constitution of the Students' Union.
  - ii. A Motion of No Confidence in the Vice-President, Treasurer or Secretary shall require a three-quarters majority of those present and entitled to vote at a quorate General Meeting. At least 5 University days notice must be given of such a motion and a successful motion shall result in the removal from office of the officer(s) concerned.

**11. Amendments to the Sports Union Constitution**

- a. The Constitution may be added to, amended or replaced only at an Annual General Meeting of the Sports Union
- b. Changes to the Constitution will be forwarded to General Meeting of the Students' Union for noting and thereafter to the Court of the University for noting.
- c. The Sports Union Executive Committee may propose changes to the Constitution to be considered at a quorate General Meeting. Any proposed amendments must be submitted to the Sports Union office 10 University days prior to the proposed date of the Sports Union Annual General Meeting and displayed prominently. Any proposed amendments shall require the support of two thirds of those present and entitled to vote, to be carried.
- d. Any proposed amendments to the Constitution must be submitted to the Sports Union office by an Ordinary member of the Sports Union and seconded by another Ordinary member of the Sports Union 10 University days prior to the proposed date of the Sports Union Annual General Meeting and displayed prominently. Any proposed amendments shall require the support of two thirds of those present and entitled to vote, to be carried.
- e. All proposed changes to the Constitution shall appear in full on the Agenda for the meetings at which they are to be considered and shall be displayed prominently at least 5 University days prior to that meeting.

**Codes**

Code 1: Sports Union Policy Document  
Code 2: Sports Union Harassment Policy  
Code 3: Blues and Colours Code

Proposed April 2010  
Passed at SU AGM  
Noted at USSU Council