

Schedule Seven

Sports Union Schedule

1. Name

1.1 The name shall be the Sports Union.

2. Memberships

2.1 There shall be the following classes of members:

- i) Ordinary Members: All students of the Union, as defined in the Constitution of the Students' Union, on payment of the Sports Union annual subscription
- ii) Associate Members: Associate Memberships are available as provided for in the constitution of the Students Union (Section 6.2) on payment of the appropriate subscription. Associate members may participate in Sports Union activity that is not exclusive to students (e.g. official in-University competition) but not hold voting privileges.

3. Conditions of Membership

3.1 On payment of the annual subscription the following conditions will apply:

- i) 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 Committees of the Sports Union.
- ii) Membership of individual sports clubs shall be subject to such policies and decisions approved by the Sports Union Executive Committee shall agree on from time to time.
- iii) Subscriptions will be payable in advance of membership in the current academic year.
- iv) If the amount due from any Ordinary, or Associate, Member in respect of the subscription remains unpaid after 1 October, unless the Sports Union Executive Committee otherwise direct, cease to be a member of the Sports Union.

3.2 Resignations

- i) A member may resign at any time and, where applicable, request a refund by writing to 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 they will still remain liable for any monies or property then owing them to the Sports Union.

4. Club Affiliation

4.1 A sports club will be considered affiliated when it has:

- i) Ten fully paid ordinary members
- ii) Submitted an accurate committee list to the Sports Union President
- iii) Submitted a constitution to the Sports Union President
 - a) Club constitutions must abide by all Union policy and governance
 - b) Club constitutions will not supersede the Sports Schedule (Schedule 7)
 - c) Club constitution must be approved by the Sports Union Executive Committee
- iv) Submitted an up to date inventory of club owned kit to the sports union president

4.2 Affiliated clubs must have a committee that must contain the positions listed below, any further positions or responsibilities will be outlined in each club's constitution

- i) President
 - a) Responsible for overseeing the running, development, and finances of the club.
 - b) The President will be the Sports Union's first point of contact with each club
- ii) Secretary
 - a) Responsible for the smooth running of the club's administrative responsibilities and the day to day operations of the club.
- iii) Treasurer
 - a) Responsible for generating club budgets and signing off on the finances of the club. Will present an annual account report at the club AGM

4.3 Once a Sports club has been affiliated for two or more consecutive years they will be entitled to receive a portion of the Sports Union club budget.

4.4 If a Club fails to re-affiliate, they will enter an administration period of two years before the club and its funds will be dissolved

- i) If during the two year administration period the affiliation criteria set out in 4.1 are met the club may continue activity and will not face any penalties.

ii) If after two years the affiliation criteria have not been met then anyone wishing to restart this club will have to follow the guidance on starting a new club.

iii) Any Club funds held by the Union when a club is dissolved will be included in the next club budget

4.5 Only Affiliated clubs will be able to apply to funding opportunities provided by the Sports Union

4.6 All Clubs must re-affiliate each year running from 1st June – 31st May

4.6.i Re-affiliation involves re-submitting all criteria from 4.1 and them being accepted by the Sports Union President.

4.7 The Sports Union may not release funds from club accounts until a club has re-affiliated.

5. New Club Affiliation Policy

5.1 Any ordinary member of the Students' Union may start a new sports union club upon evidence of interest

i) A list of 10 ordinary members of the Students' Union will be acceptable evidence

5.2 New clubs will be subject to a two year affiliated probation period where they will not receive a portion of the club budget but are able to apply to funding opportunities offered by the Sports Union

5.3 All new clubs must meet the affiliation criteria outlined in section 4

5.4 All new club affiliations must be approved by vote by the Sports Union Executive Committee.

6. Insurance

6.1 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.

6.2 To ensure cover of the Insurance Policy all members and their respective clubs must adhere to the relevant Health & Safety responsibilities and present an annual Inventory and Risk Assessment to the Sports Union.

7. Executive Officers

- 7.1 The Executive Officers of the Sports Union will be the Sports Union President, Sports Communications Officer, Sports Participation and Engagement Officer as well as the Health and Wellbeing Officer.
- 7.2 The term of Office for each officer in the Sports Union shall run for one year commencing 1 June of each year and terminate on 31 May the following year. They shall be elected in accordance with the Election & Referenda Schedule (Schedule Two) of the Students' Union.
- 7.3 The 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 Officer Profiles Schedule (Schedule Three)

8. Committees

- 8.1 Sports Union Executive Committee
 - i) The Sports Union Executive Committee will consist of the following:
 - a) The officers as defined in Section 7.1
 - b) Two Sports Club Presidents, elected by a quartile Sports Union Meeting
 - c) Three ordinary Sports Union members, elected by a quartile Sports Union Meeting
 - d) The Chief Executive of the Students' Union, or appropriate representative (In Attendance)
 - ii) The Sports Union Executive Committee's responsibilities shall include, but not be limited to, the following:
 - a) To undertake the general administration of the Sports Union which can include the forming and amending of by-laws
 - b) To ensure that each affiliated club operates in line with the Students' Union Policy.
 - c) To oversee the awarding of funds to affiliated Sports Clubs within the Union.
 - d) To implement any business arising from a General Meeting of the Sports Union or the Union.
 - e) To recommend for approval, any necessary and appropriate expenditure to the Finance and Resources Committee of the Students' Union.
 - f) To report 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.
 - iii) The Sports Union Executive Committee shall operate as follows:
 - a) The Sports Union Executive Committee will meet at least once during semester.

- b) The quorum shall be half plus one of the total membership of the committee
- c) Any part-time Sports Union Officer may call an emergency meeting of the Committee provided that a quorum of officers request such a meeting, in writing, and 24 hours' notice of the meeting is given.
- d) Only full members of the Sports Union Executive Committee shall have a vote and in case of a tie, the Sports Union President shall have the casting vote.
- e) Any member wishing to resign from the Sports Union Executive Committee must do so in writing to the Union Secretary. All resignations shall be noted at the next meeting of the Sports Union Executive Committee.

8.2 Presidents' Forum

- i) Membership of the Presidents' Forum shall include:
 - a) The Sports Union Executive Committee
 - b) The President of each Sports Club, or their representative
- ii) The Presidents' Forum shall operate as follows:
 - a) The Presidents' Forum will meet at least once during semester.
 - b) The Presidents' Forum shall advise the Sports Union Executive Committee and discuss matters which any club feels pertinent to bring to the attention of the members of the Sports Union Executive Committee.
 - c) Attendance at Presidents' Forum meetings will be required of all clubs. Non-attendance, without apologies or explanation, may result in the suspension of club funds or the imposition of a sanction at the discretion of the Sports President.
 - d) The Sports Union President will act as the chair. The Chair will call the meetings of the Presidents' Forum.
 - e) The following will be standing items of the Presidents' Forum agenda:
 - i. Fundraising
 - ii. Events
 - iii. Publicity
 - iv. Facilities and Equipment
 - v. Issues causing concern for Clubs
 - vi. Sports Union Announcements
 - f) 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 Presidents' Forum or ordinary members of the Sports Union as the Sports Union President sees fit.

- g) The Sports Union President will chair, and convene, all ad-hoc committees.
- h) The ad-hoc committees will report back with recommendations to Presidents' Forum.

8.3 Blues and Colours Awards Committee

- i) Membership of the Blues and Colours Awards Committee shall be as follows:
 - a) Sports Union President
 - b) Sports Communications Officer
 - c) Sports Participation and Engagement Officer
 - d) Health and Wellbeing Officer
 - e) The Chief Executive of the Students' Union, or appropriate representative
 - f) A representative of the University of Stirling Sport Department
- ii) The Committee will meet in March each year to discuss the awarding of Blues and Colours
- iii) The Blues and Colours Committee shall be chaired by the Sports Union President, all members shall have an equal vote. In the case of a tie, the Sports Union President shall have the casting vote."

9. Discipline

- 9.1 If a student's undertakes conduct which a committee believes constitutes an offence as outlined in the Discipline Code (Schedule Six), then a committee (or nominated coach) can ask that individual to leave a club event. The club must then inform the Students' Union of the matter as soon as possible, with the Students' Union advising next steps. Any student who has been asked to leave a club event can raise their concern or objection to the Students' Union.
- 9.2 The disciplinary procedures are set out in the Discipline Code (Schedule Six) of the Students' Union.
- 9.3 All affiliated student groups of the Union will be encouraged to host inclusive and safe events to welcome and integrate new members. Any activity pertaining to an initiation will face disciplinary action as directed by the Discipline Code (Schedule Six) of the Students' Union.
- 9.4 Students with concerns regarding social events that may constitute an initiation are encouraged to speak to the Students' Union at the earliest opportunity.

10. Financial Regulations

10.1 Clubs may not have private bank accounts

10.2 The Union will NOT authorise Clubs Membership/ Fundraising/ Sponsorship funds to be spent on any of the following:

- i. Alcoholic drinks;
- ii. Purchase of items to be privately owned by individual members with exceptions allowed for externally awarded funding;
- iii. To subsidise activities that are not publicised and or available to the wider membership of the club, with exceptions allowed for externally awarded funding
- iv. Activities that do not comply with charity law or Union regulations and policies.

10.3 The Union may not process claims which are submitted over 60 days after the expense has been incurred or which are submitted after the closure of the financial year (even if less than 60 days old).

10.4 The Union reserves the right to refuse payment of invoices or claims received where the club has failed to adhere to the above requirements.

11. Club Constitution Ratification

11.1 Club constitutions can be amended after being passed at a Sport Zone with majority of votes. The amended version of the constitution must subsequently be approved by the Sports union Executive Committee or the Sabbatical team in the event Sports Union Executive Committee is unavailable. A constitution can be passed, pending changes, at this meeting.

12. Amendments to the Sports Union Schedule

12.1 Amendments to the Sports Union Schedule shall be made in line with the Students' Union Constitution and Schedules.