



**UNIVERSITY OF STRATHCLYDE SPORTS UNION**

# **CONSTITUTION**

**Updated by:** University of Strathclyde Sports Union

**Date:** March 2024

### **1. Name**

The Club shall be called “UNIVERSITY OF STRATHCLYDE SPORTS UNION” (USSU) and shall be affiliated to the University of Strathclyde Students’ Association (USSA).

### **2. Purpose**

The Sports Union shall be constituted in accordance with paragraph 18 of the USSA Constitution’s main body, and shall have responsibility for the provision of sporting activities of the members of the Sports Union.

### **3. Objectives**

The objective of the Sports Union shall be the promotion of sporting activities across the members at the University of Strathclyde, with outside bodies as deemed appropriate.

### **4. Function**

The function of the Sports Union shall be:

- a) The organisation, coordination and administration of all sporting activities including the supervision of financial matters relating to them.
- b) To represent the interests of the members in all sporting matters.
- c) To provide a recognised means of communication with other bodies on matters concerned with sporting activities.
- d) To co-ordinate Sports Union clubs use of sporting facilities in conjunction with the University’s Department for Sport and Recreation (Strathclyde Sport).
- e) The Sports Union will operate under the USSA Equal Opportunities – to promote, educate and celebrate equality & diversity wherever it can throughout the Association’s activities (paragraph 4 of USSA Constitution).

### **5. Membership**

The membership of the Sports Union shall be:

- a) All ordinary members of USSA shall become Active Members of the Sports Union on payment of the appropriate Sports Union subscription.
- b) Life Members of USSA, Graduates and Staff of the University may become Associate Members of the Sports Union.
- c) Associate Members may only be admitted at the discretion of the Club Committee, and may not total more than 25% of the membership of any one Club.
- d) Students who have not graduated and have withdrawn from their course, either temporarily or permanently, may become ‘Associate Members’ at the discretion of the Executive Committee of the Sports Union.
- e) Anyone qualifying for Active Membership of the Sports Union and who is eligible to compete in Scottish or British Universities’ representative events shall have full rights of membership on payment of the appropriate subscription before the event, regardless of whether the Sports Union has a recognised Section offering that particular activity.
- f) The rate of the various categories of membership shall be determined by the General Committee, on the recommendation of the Finance Committee.

- g) Honorary Life Membership of a section may be awarded for services to that club by the Awards Committee.
- h) Honorary Life Membership of the Sports Union may be awarded for services to the Sports Union by the Awards Committee.
- i) Executive Members of the Sports Union must all be members of the Student's Association and the Sports Union.
- j) Club Captains/Presidents, Secretaries, Treasurers, and Wellbeing Officers of the Clubs must all be current students at University of Strathclyde. All other club committee positions are open to all club members.
- k) Noncompliance with membership regulations will result in sanctions, outlined under Membership By-Laws.

## 6. Officers

The Officers of the Sports Union shall be as follows:

- a) Vice President Sport (Sabbatical Officer - hereinafter referred to as "the Sports President")
- b) Vice-President
- c) Awards Officer
- d) Events Officer
- e) Finance Officer
- f) Governance Officer
- g) Inclusion Officer
- h) Publicity Officer
- i) Wellbeing Officer

## 7. Sports Union Committees

### a) AGM

- i. Membership:
  - a) Sports Union President (chair);
  - b) All members of the Sports Union Executive,
  - c) Minimum of two club committee representatives from all sports clubs
  - d) All associate members of the Sports Union (non-voting)
  - e) Sport Manager (non-voting)
  - f) Director for Sport and Active Health or their nominee (non-voting)

- ii. Remit:

The Annual General Meeting shall be the highest decision-making body in the Sports Union, and shall be the sole interpreter of the Constitution.

## **b) General**

- i. Membership:
  - a) Sports Union President (chair);
  - b) All office bearers of the Sports Union,
  - c) Minimum of two club committee representatives from all sports clubs
  - d) Sport Manager (non-voting)
  - e) Director for Sport and Active Health or their nominee (non-voting)
  
- ii. Remit:

The General Meeting shall be in place to discuss the general business of the Sports Union and hold the Sports President accountable.

## **c) Executive**

- i. Membership:
  - a) Sports Union President (chair)
  - b) All office bearers of the Sports Union
  - c) Sport Manager (non-voting)
  - d) Director for Sport and Active Health (non-voting)
  
- ii. Remit:

The Executive Committee shall be responsible for the management of the Sports Union and hold the Sports President accountable

## **d) Discipline**

- i. Membership:
  - a) Sports Union President (chair)
  - b) Head of Operations or Head of Development
  - c) Inclusion Officer
  - d) USSA Vice-President Inclusion
  - e) 2 active members of the Sports Union
  
- ii. Remit:

The Discipline Committee shall meet as required if a member of the Sports Union is found to breach the rules and practices as laid down in the Sports Union Constitution.

### **e) Discipline Appeals**

- i. Membership:
  - a) Vice President (chair)
  - b) Director for Sport and Active Health or their nominee
  - c) Wellbeing Officer
  - d) USSA Vice-President Communities
  - e) Any 2 other executive members of the Sports Union out with those on the Discipline Committee
  
- ii. Remit:

The Discipline Appeals Committee shall meet as required after an appeal following the decision of the Discipline Committee.

### **f) Finance**

- i. Membership:
  - a) Finance Officer (chair)
  - b) Director for Sport and Active Health (non-voting)
  - c) Sports Union President
  - d) Alumni Department Manager (non-voting)
  - e) Sport Manager (non-voting)
  - f) Sports Union Co-ordinator (non-voting)
  - g) Vice President
  
- ii. Remit:

The Finance Committee shall be responsible for governing the finances of the Sports Union.

### **g) Summer Executive**

- i. Membership:
  - a) Sports Union President (chair)
  - b) all outgoing office bearers of the Sports Union
  - c) all incoming office bearers of the Sports Union
  - d) Sport Manager (non-voting)
  - e) Director for Sport and Active Health (non-voting)
  
- ii. Remit:

The Summer Executive shall be responsible for the handover of the management of the Sports Union between the outgoing Executive Committee and the incoming Executive Committee.

## **h) Awards**

### **i. Membership:**

- a) Awards Officer (chair)
- b) Sports Union President
- c) Head of Development
- d) Performance Sport Manager (non-voting)
- e) Sport Programme Coordinator (non-voting)
- f) Two general committee members to be elected at the first GM
- g) Optional: Powers of co-option of up to three additional members (i.e. someone from the Scottish Student Sport Network)

### **NOTE:**

A representative from each club which has made a nomination shall be available to inform the Committee concerning any questions, if required.

If a club wishes to put in an application for Team or Club of the Year, then they should not put forward a student to sit on the awards panel.

### **ii. Remit:**

The Awards Committee shall be responsible for making the decision on who is granted an award on behalf of the Sports Union. All decisions on the Awards Committee are subject to ratification by the Sports Executive Committee.

### **iii. A Hall of Fame Committee will be convened as a sub-committee to be responsible for making the decision on who is inducted into the Hall of Fame. Membership:**

- a) Awards Officer (chair)
- b) Director for Sport and Active Health
- c) Sports Union President
- d) Vice President

## **i) Events**

### **i. Membership:**

- a) Events Officer (chair)
- b) Sports Union Co-ordinator
- c) Sports President
- d) Additional members can be co-opted onto the committee should their skill set be required.

### **ii. Remit:**

The Events Committee shall be responsible for organising social events on behalf of the Sports Union.

## **j) Governance**

- i. Membership:
  - a) Vice President (chair)
  - b) Sports President
  - c) Sport Manager
  - d) At least three additional members from the Sports Union Executive

- ii. Remit:

A Governance Committee will be convened as a sub-committee to work on USSU Constitution and by-laws

## **k) Wellbeing and Inclusion**

- i. Membership:
  - a) Wellbeing Officer (chair)
  - b) Sports President
  - c) Publicity Officer
  - d) Inclusion Officer
  - e) Sport Development Coordinator

- ii. Remit:

The Wellbeing and Inclusion Committee shall be responsible for organising all Inclusion and Well-being campaigns for the Sports Union and provide assistance to the Sport Development Coordinator for any social and recreational workstreams such as StrathActive. The roles of the Office Bearers will be governed by the Office Bearers' By-Laws.

## **l) Club Score Working Group**

- i. Membership:
  - a) Governance Officer (chair)
  - b) Vice President
  - c) Sport President
  - d) Additional members can be co-opted onto the committee should their skill set be required

- ii. Remit:

The Club Score Working Group shall be responsible for overseeing all matters related to the Club Score system and work with clubs and promote instances of best practice. The roles of the Office Bearers will be governed by the Office Bearers' By-Laws.

## **8. Resignations**

- a) Any member of a Sports Union Committee wishing to resign during their term of office should give at least fourteen days' notice to the President.
- b) Any member absenting themselves from two consecutive meetings of any Committee or Sub Committee of the Sports Union without submitting apologies shall be deemed to have resigned from the Committee and/or their elected position. Apologies for absence should be submitted in writing to the President.
- c) Casual vacancies occurring in a Committee may be filled by the Committee subject to approval of the next meeting of the General Committee.

## **9. Election of the Officers**

- a) The election of the Sports President (Vice President Sport) will be subject to the conditions laid down in the USSA Schedules, Section 4 - Elections.
- b) The Office Bearers of the Sports Union shall be elected at the Annual General Meeting
- c) Only Active Members and Strathclyde Students on exchange may stand for election.
- d) Only Active Members may vote at elections.
- e) The term of office of all Office Bearers will be from 1st July to 30th June, with outgoing officers expected to serve on the summer executive committee.

## **10. Finance**

- a) The Sports Union will deposit its money in a Bank Account of USSA.
- b) The Sports President, in association with the USSU Finance Officer and Sport Manager, shall be responsible for oversight of expenditure, for monitoring monthly financial statements of income and expenditure, and for comparing these with the USSU budgetary projections for the year in question. The President or Finance Officer (or in their absence the Honorary Treasurer) shall report the outcome of this process to the Executive and General Committees.
- c) Correct and up to date accounts shall be kept by USSA showing the financial affairs of the Sports Union.
- d) The Sports Union shall only be responsible for authorised debts properly incurred.
- e) Any profits or losses arising from the running of the Sports Union will be dealt with through Sports Union reserves.
- f) Once the annual budget has been agreed with USSA and University Court, the Sports Union shall be entirely responsible for its own financial affairs, within the provision of the budget.
- g) If, for any cause, a Sports Union Club ceases to exist, its funds and property will be put into Sports Union reserves.
- h) If, for any cause, the Sports Union ceases to exist, its funds and property will belong to USSA and will be applied as they decide.



## **11. Clubs**

- a) The Sports Union shall establish "Clubs" to administer the various sporting activities.
- b) The Clubs will at all times be governed by the Club By-Laws.

## **12. General**

- a) All members will partake in the activities of the Sports Union in a sportsmanlike manner and will at all times be mindful that they are acting as representatives of the University of Strathclyde. Failure to represent the University in the appropriate manner may result in disciplinary action.
- b) Where the Chairperson and Deputy Chairperson of a Committee are not present, a Chairperson shall be elected by the Committee members present from their number.
- c) On all Committees of the Sports Union the Chair shall have both a deliberate and casting vote.
- d) The Sports Union shall not be responsible for any injury received by members participating in any Sports Union activity.
- e) The Annual General Meeting shall be the sole interpreter of the Constitution.

## **13. By-Laws**

- a) The General Committee may establish By-Laws under various headings in order to regulate the functioning of the Sports Union.
- b) By-Laws must be approved by two-thirds of those present and eligible to vote.

## **14. Standing Orders**

- a) The General Committee may establish Standing Orders to govern the procedure of Sports Union meetings.
- b) Standing Orders must be approved by two-thirds of those present and eligible to vote.

## **15. Amendments**

- a) The Constitution of the Sports Union may only be amended by an Annual General Meeting or Extraordinary General Meeting of the Sports Union.
- b) Any amendments must be approved by two-thirds of those present and eligible to vote.
- c) At least fourteen days' notice must be given of any such amendments.

## **16. Constitution**

- a) A copy of this Constitution shall be kept by the President in the Sports Union Office and USSA for general inspection. A copy should also be kept by each Club Secretary and by each member of the Sports Union Executive Committee.
- b) The Sports Union Constitution may only be altered or amended according to the procedure laid down in the Committees Standing Orders.

## **STANDING ORDERS**

### **1. General**

- a) Where appropriate the Standing Orders of USSA shall apply to all Sports Union meetings.
- b) If, within one half hour after the time appointed for a meeting to commence, a quorum is not present as defined in the Committee By-Laws, the meeting shall be dissolved.

### **2. Order of Business**

- a) At Annual General Meetings, the order of business shall be as follows:
  - i. Sederunt
  - ii. Minutes from previous AGM
  - iii. Amendments to Constitution
  - iv. Reports
  - v. Elections
  - vi. Motions included on the Agenda
  - vii. Other competent business
  
- b) At meetings of the General Committee, the order of business shall be as follows:
  - i. Sederunt
  - ii. Minutes of the last General Committee meeting and business arising therefrom.
  - iii. Minutes of any Extra-Ordinary General Committee meetings and business arising therefrom
  - iv. Minutes of Executive Committee meetings and business arising therefrom
  - v. Correspondence and business arising therefrom
  - vi. Elections
  - vii. Reports from Office Bearers
  - viii. Motions intimated on notice calling the meeting and motions lying on the table
  - ix. Any other competent business

### **3. Elections**

- a) The use of proxy votes in any Sports Union election shall not be permitted.

## **COMMITTEE BY-LAWS**

### **1. Annual General Meeting**

- a) An Annual General Meeting of all Active, Staff, Associate and Honorary Members will be held in the Second Term.
- b) The AGM will receive a report of the Sports Union's activities and finances for the preceding year and will elect the Office Bearers for the coming year.
- c) The Annual General Meeting may also make amendments to the Constitution, make recommendations to the General Committee and conduct any other competent business.
- d) The quorum for the Annual General Meeting shall be two-thirds of Clubs of the total Membership of the Sports Union.
- e) If the AGM is not quorate or falls inquorate before any motion is/are voted upon, then the item(s) of business shall fall to an EGM, to be convened within 7 days.
- f) The AGM shall be minuted by an appropriate member of USSU.

### **2. Extraordinary General Meetings**

- a) An Extraordinary General Meeting may be called by:
  - i. A motion signed by 50 Active Members of the Sports Union.
  - ii. A vote in favour of a motion to go to an EGM agreed by a two thirds majority of the General Committee.
  - iii. A vote in favour of a motion to go to an EGM agreed by the Executive Committee.
- b) The meeting must be held within seven days of notice of such meeting being received by the President.
- c) Three academic days' notice of an Extraordinary General Meeting shall be given.
- d) The quorum for the EGM shall be the same as for an AGM.
- e) If the EGM is not quorate or falls inquorate before any motion is/are voted upon, then the item(s) of business shall fall to the next meeting of the General Committee.

### **3. General Committee**

- a) The General Committee shall meet at least four times each year.
- b) At least one General meeting or husting shall be held during the two-week period of USSA Executive nominations. The main purpose of this meeting is to act as a question time for any potential candidates running for Sports President, so the committee can question candidates on their manifestos.
- c) Any Active Member may attend meetings of the General Committee as an observer only.
- d) The quorum for the General Committee shall be one third of the voting members.
- e) Any Extraordinary General Committee Meeting may be called by the President, Executive or seven student members of the General Committee. The meeting must be held within seven days of notice of such meeting being received by the Vice-Presidents. Three academic days' notice of an Extraordinary Meeting of the General Committee shall be given.
- f) The General Committee shall be the governing body of the Sports Union and shall receive for approval Minutes of all meetings of the other Sports Union Committees.

- g) The General Committee shall have the power to impose fines upon any section failing to ensure that all their members have paid the appropriate Sports Union Membership fee.
- h) General Committee meetings shall be minuted by an appropriate member of USSU.

#### **4. Executive Committee**

- a) The Management of the Sports Union shall be vested in the Executive Committee, which shall implement the policy determined by the General Committee.
- b) The quorum for the Executive Committee will be six.
- c) The Executive shall meet at least once between each meeting of the General Committee.
- d) An Extraordinary Executive Meeting may be called by the President or three Executive Members. The meeting must be held within seven days of notice of such meeting being received by the Vice-Presidents. Three academic days' notice of the meeting must be given.
- e) The Committee will advise the Sports Union on the long term development of sporting activities within the student body.
- f) Executive Committee meetings shall be minuted by an appropriate member of USSU.

#### **5. Discipline Committee**

- a) Every member of the USSU shall be held responsible for making themselves acquainted with the Constitution, Schedules and other Rules, Regulations and official notices, which affect them.
- b) The Discipline Committee and the Discipline Appeals Committee may consider and rule upon conduct or action of individuals which amounts to a breach of discipline as interpreted within the Constitution, Schedules and all general or particular regulations of the USSU.
- c) The USSU Discipline Committee shall have jurisdiction over all offences involving an alleged breach of discipline.
- d) It shall be competent for an individual convicted by the Discipline Committee to appeal to the Discipline Appeals Committee.
- e) Discipline Committee:
  - i. Sports President (Chair)
  - ii. Head of Operations
  - iii. Inclusion Officer
  - iv. USSA Vice-President Inclusion
  - v. 2 Active members of the Sports Union (Non-Voting)
- f) Where a member of the Discipline Committee has been involved in a particular case at an earlier stage it shall be their duty to nominate a substitute.
- g) The members of the Committee shall decide by vote as to whether or not the party charged has been found guilty of breach of discipline.
- h) In the event of a party being found guilty of a breach of discipline, the Discipline Committee shall determine what penalty, if any, to impose.
- i) If one member of the Discipline Committee is unable to attend the hearing, they will be replaced by a relevant member of the Appeals Committee, and will take up their replacement's position on the Appeals Committee

## **CLUBS BY-LAWS**

### **1. Sports Union Clubs**

- a) The Sports Union shall establish “Clubs” to administer the various sporting activities.
- b) The Clubs shall be known as “UNIVERSITY OF STRATHCLYDE ..... CLUB”, inserting the activity as appropriate.
- c) Each Club shall have a Constitution, which shall be adopted by a General Meeting of the members of the Section and which will be lodged with the Sports Union.
- d) The Clubs will at all times be governed by the Constitution, By-Laws and policy of the General Committee of the Sports Union.

### **2. Composition of Club Committees**

- a) Each Club shall have a Committee comprising 4 members. These shall be:
  - i. Club Captain - Chair of the Club committee
  - ii. Treasurer - Responsible for the finances of the Club
  - iii. Secretary - Responsible for all Club correspondence
  - iv. Wellbeing Officer - Required to act as the main point of contact for club wellbeing resources
- b) The term of office of the Club Committee Members will be as laid down in the Club Constitution.
- c) The Club Committee shall meet at least once per term as determined by the Club Captain/President.
- d) The Committee shall make arrangements for the carrying out of their particular activity and will be responsible to the General Committee for the efficient running of their sport.
- e) The President and Honorary Treasurer of the Sports Union or their respective nominees shall be non-voting members of all Club Committees.
- f) The Club Committee will be responsible for the club’s annual reaffiliation documentation which needs to be updated yearly.

### **3. Club Meetings**

- a) A Club General Meeting of all members of the Club will be held at least once per year on a date determined by the Club Committee, for the purpose of electing the members of the Club Committee.

- b) The Club General Meetings shall be held by the second week after Easter, or the end of Semester 2 Week 12, whichever is later.
- c) At the Club General Meeting the Outgoing Committee shall pass on all club documentation including club reaffiliation documentation to the incoming Committee. A handover checklist should then be followed by both the incoming and outgoing Committee, and included within their reaffiliation documentation.
- d) A nominated member of the Club Committee shall be responsible for ensuring that accurate Minutes are kept of all Club and General and Committee meetings.
- e) Section Minutes shall be made available for inspection by any member of that Club or any Office-Bearer of the Sports Union as required.

#### **4. New Clubs/ Associate Clubs/ Disaffiliation**

- a) New Clubs must formally notify the Sports President, via submission of the Associate Club Membership Form, of their wish to act as an associate member.
- b) New Clubs must act as associate clubs for a period of 12 months before being eligible to affiliate as a Sports Union club.

##### **4.1. Associate member Clubs**

- a) A club will be considered for Associate member status if it fulfils the following:
  - i. It has a minimum of 4 active members that are Sports Union members
  - ii. It has a list of 10 matriculated student members (recommended amount) who are active members of the club
  - iii. It has an approved club constitution
  - iv. It has an activity plan for the year including training plans, expenditure and competitive structure, where appropriate
  - v. A Sports Union section (full or Associate) does not already exist for that sport
- b) The Executive Committee will consider for approval the application of any section that meets the above criteria. Under normal circumstances, an application will be considered for sports recognised by **sportscotland**, Scottish Student Sport and BUCS.
- c) Associate Member Clubs do not automatically qualify for progression to full member status. Associate Member Clubs wishing to be considered for Full Member status for the next academic year must apply in writing to the Sports Union Executive Committee 6 weeks before the date of the AGM.
- d) There will normally be a 3-year limit to the number of years that a Club may operate in the Associate category however the Executive Committee can remove Associate Membership status from sections that are not showing signs of development
- e) An Associate Member Club must complete the following:

- i. Submit an annual report, including a financial summary of the year
  - ii. Inform the Sports Union Office of any competitions entered under the University name
  - iii. Submit an accurate list of contact details for Club officials
  - iv. Submit accurate copies of any minutes from Club general meetings
  - v. Provide at least one member to attend USSU General
    - a. meetings in an observing, non-voting capacity
- f) An Associate Member Club will be entitled to the following:
- i. Use of the name “University of Strathclyde \_\_\_\_\_ Club”
  - ii. Access to support from the USSU in terms of future development of the sections programme
  - iii. Publicity within the Sports Union website and social media
  - iv. Use of an area during the Sports Fair, space permitting
  - v. Will be eligible for University training and storage facilities should they be available
- g) Associate Member Clubs will not qualify for annual Budget or normally be covered by the generic Sports Union Insurance Policy.
- h) Decisions on progression from Associate Member to Full Member status will be made by the Annual General meeting.

#### **4.2. New Club Affiliation**

- a) The Annual General Meeting may consider applications for the progression from Associate member club to full affiliated members of the USSU or reaffiliation based on a recommendation by the Executive Committee on available staffing, financial and material resources. Provided that:
- i. That the section has acted as an Associate Member Club for 12 months or more
  - ii. The section as an Associate Member Club has met all of the requirements set out in 4.1.
- b) Approval for the establishment of a new club must be given by two thirds of those present and eligible to vote.

#### **5. Disaffiliation of Clubs**

- a) Should a club not run for a period of two consecutive semesters from the start of their season they will be deemed to be inactive and will be disaffiliated. Should this club want to re-affiliate in the future they will have to follow the procedure laid out above as for New Club.
- b) Clubs with a membership below the minimum as stated in the Membership By-Laws



- c) The following process for disaffiliation is applicable for one academic year.

If a club receives three strikes throughout the academic year, this will cause grounds for disaffiliation where the club status will be lowered to a lower tier (e.g. affiliated to associated or associated to null). First strike is a written warning to the club committee followed by a compulsory meeting with the Sports Union President and one other member of the Sports Executive. The second strike will be a £100 fine taken from the club's accounts or the club activities could be suspended, and training slots will be withdrawn. This will be followed by a compulsory meeting with the Sports President and Sports Union Vice President. The third strike is grounds for disaffiliation/disassociation.

You can receive a strike for doing any of the following:

- i. No Representation or Misrepresentation at General Meetings. Two nominated Committee Members are required to attend each General Meeting. Failure to provide two nominated Committee Members without two days' notice and an approved exceptional circumstance will be grounds for a strike. An approved exceptional circumstance will be at the discretion of The Sports Union President.
  - ii. Missing deadlines as assigned by the Sports Union office.
  - iii. Should a club misrepresent the University of Strathclyde and The Sports Union or damage the reputation of both or either, this provides grounds for a strike. This is at the discretion of USSU Disciplinary Panel.
  - iv. In a severe case where a situation scores "9" in "Group Sanctions" of The Code of Conduct immediate disaffiliation could occur at the discretion of USSU Disciplinary Panel.
  - v. Should a club or team miss more than one booked session at Strathclyde Sport or Steps without giving the Strathclyde Sport staff warning 24 hours prior to the session, this gives grounds for a strike.
- d) Clubs can also be under the threat of disaffiliation due to the member activity of the club. All Clubs must have a minimum of 10 active members. If they do not, the club's affiliation status will be reviewed by The Sports Union Executive.
- e) Should a club have more than 25% of its club members be non-matriculated students from the University of Strathclyde they will be under threat for disaffiliation. The club's affiliation status will be under review by the Sports Union Executive. Non-matriculated students include Strathclyde alumni, graduates and Staff members
- f) If a club receives 2 strikes each year over 2 years, The Sports President will call for a meeting with the incoming club committee. The Sports Union Executive will review the status of the club.
- g) Any appeals will be taken forward to the Sports Union Appeals Committee

## **MEMBERSHIP BY-LAWS**

### **1. Club Committee**

- a) All Club Committees must ensure that their Committee Members are all fully paid up members of the Sports Union by the end of University Week One.
- b) Any Committee Members found not to be members of the Sports Union by this deadline will incur a £30 fine, per Committee Member not signed up, from the Section's budget.
- c) It will be the responsibility of the Sports President of the Sports Union Executive to check the Committee Members are paid up members of the Sports Union by this date.
- d) Club Committee Members will incur additional £30 fine per week from their Section's budget should subsequent checks prove that they are still not a paid up member of the Sports Union.

### **2. Club Members**

- a) The membership year takes effect from University Week Three, Semester One. This allows time at the beginning of Semesters One where students are able to try out the sport without purchasing a Sports Union membership. After this period, it is the responsibility of the Club Committee, and ultimately the Club Captain/President, to ensure that all attending training are paid up members of the Sports Union. Club based at Strathclyde Sport will have University Week One, Semester Two as an additional free trial period. The clubs adhere to Strathclyde Sport rules and regulations in terms of free trial period.
- b) Any persons attending training, playing games, or attending trips, found not to be a paid up member of the Sports Union after the end of University Week Three will incur a £30 fine from the Club budget.
- c) Clubs will incur an additional £30 fine from their Clubs budget each time a subsequent check finds that persons attending training, playing games, or attending trips are still not a paid up member of the Sports Union.
- d) The Sports Union will provide a taster pass to prospective members who wish to try a sport, out with the free trial period. The taster pass will be limited to one Club training session or activity, the definition of this is at the discretion of the Sports Union Executive.
- e) The Sports Union will commit to giving allowance for Clubs who cannot accommodate all prospective members for a come-and-try session within the free trial period (up to and including University Week Two, Semester One), and, as such, must run a trial session out with the initial trial period. The Sports Union will provide a taster pass for use on the day(s) of the event to these first time participants. The taster pass will be limited to events lasting 2 days or less, and is only valid for single use; whether that is a training/teaching session or an event itself. The Sports Union will, however, only issue a taster pass if Clubs can prove that the prospective members have signed up and paid for the event within the original trial period. This proof will be in the form of a completed Trip Registration form, submitted to

the Sports Union within the free trial period, along with confirmation of the necessary payment. Taster passes will be issued in accordance with this.

### **3. Membership Appeals Procedure**

- a) Should a Club believe that they have incurred a fine for membership which is erroneous, or contrary to the rules set out above, they can lodge an appeal to the Sports Union Executive.
- b) An appeal should be lodged within ten academic days of the Club being informed of the fine, and the reason behind it.
- c) Should an appeal be lodged, a committee to hear the appeal will be formed:
  - i. Sports Union President (chair)
  - ii. A member of the Sports Union Executive, not personally linked with the Club concerned
  - iii. USSA Vice-President Community
  - iv. 2 ordinary members of USSU not in the Club concerned with the appeal.
- d) A hearing shall be called where the Club Committee should state their case for having the fine rescinded. The appeals committee should hear all the relative evidence and make their decision as to whether the original fine ought to stand or be rescinded.
- e) The committee should inform the Club in writing of the outcome of the appeal within ten academic days of the hearing

## **FINANCE & PROPERTY BY-LAWS**

### **1. General**

- a) All Clubs must submit a budget for the coming session within their club reaffiliation documentation, by the date specified. Once approved by the Finance Committee, these budgets will be binding and no supplementary budget shall be accepted, except in cases of extraordinary and unforeseen circumstances.
- b) All applications for finance by Clubs must be agreed by the Club Committee.
- c) No purchase will be made or expenses incurred without the written authority of the appropriate Office Bearer of the Sports Union.
- d) All claims for expenses must be made in the same financial year as the expenditure (i.e. before 31st July)
- e) The Finance Officer shall submit a report at each General Committee Meeting and shall question any items of expenditure they consider inconsistent with the budgeted figures.
- f) Money raised in both the Club Savings account and the Club Reserves account will be carried over at the financial year end.
- g) If, for any cause, a Sports Union Club ceases to exist, its funds and property will be put into Sports Union reserves.
- h) All moneys will be lodged with the Sports Union. No club shall hold moneys in an account other than that of the Sports Union. Any club found holding an external account may be liable to disciplinary action by the Disciplinary Committee, as detailed in the Disciplinary By-laws
- i) The reserves are to be reviewed by the Finance Committee at the end of the financial year (i.e. 31<sup>st</sup> July). Any surplus above the agreed capped value is to be transferred into the reserves.  
  
The Finance Committee will decide how any surplus is divided between the funds.
- j) All Club accounts must be balanced before the change of the Club Committees. There should be no deficit carried forward into the new financial year (i.e. 31<sup>st</sup> July).

### **2. Subscriptions**

- a) The level of all subscriptions for the coming session shall be decided at the AGM and shall be listed in Appendix One of the Finance By-Laws.

- b) The President, Executive Committee and the Finance Committee, shall have the power to amend the subscription levels before the start of the Academic Session by no more than £5.
- c) After 31st October, only paid-up members may participate in any club. Any person found participating in a Club without payment of the appropriate subscription may be liable to disciplinary action by the Disciplinary Committee, as detailed in the Disciplinary By-laws.
- d) The Section concerned may also be liable to action by the General Committee, while also being liable to the unpaid memberships after the second spot check by any office bearer.

### **3. Payment of Expenses**

- a) The rates of reimbursement will depend on the nature of the expenditure:
  - i. British Universities & College Sport Championships, representation
  - ii. Scottish Student Sport Championships, representation
  - iii. Inter-Varsity Fixtures
  - iv. Hospitality
  - v. Other fixtures, Events, Meetings
- b) Expenses of necessary officials may also be met with the prior approval of the Finance Committee, up to a maximum of £150.
- c) Prior application must be made to the Finance Officer by all clubs wishing to participate in the following events (regardless of whether details have been included in the section budget):
  - i. BUCS Competitions/Championships/Tournaments
  - ii. SSS Competitions/Championships/Tournaments
  - iii. BUCS Trials/Training/Representation
  - iv. District/National Trials/Training/Representation
  - v. All events involving overnight accommodation
  - vi. All events not specifically approved in the Club Budget, except as provided for in (e) below.
- d) Prior application will not be required for the following events, providing travel expenses only are claimed:
  - i. Club Captain/President or Secretary attending (maximum two members) SSS Captain's meetings.
  - ii. First claim members attending SSS training trials or representative fixtures, by invitation.
- e) At all times, members must endeavour to minimise costs.
- f) Under no circumstances shall the amount claimed for accommodation, food, travel or other expenses exceed the actual cost of the same.

- g) The Sports Union will partially fund individual affiliation fees to National Governing Bodies provided the individual meets the following requirements:
  - i. They are an undergraduate or postgraduate student of the University of Strathclyde
  - ii. They are a member of the University of Strathclyde Sports Union
  - iii. Their participation in the sports is primarily with the University of Strathclyde

#### **4. Property**

- a) No item of property may be written off or disposed of without the approval of the Finance Officer.
- b) Clubs shall submit an Inventory of all property in their possession including details of acquisitions and disposal, at the end of each session by a date determined by the AGM.
- c) Clubs having storage facilities in St. Paul's building are not permitted more than two sets of keys. Key holders, names and addresses and telephone numbers shall be advised to the Sports Union Coordinator. Any changes in key holders shall be advised immediately.
- d) Sections may be required by the Finance Committee to make a charge for the use of equipment.
- e) Any other Section wishing to make a charge must receive the approval of the Finance Committee.
- f) Failure to abide by the above may result in disciplinary action being taken by the Finance Committee.

## **FINANCE BY-LAWS – Appendices**

### **Appendix One: Rates of Membership**

1. Active Members	
One rate membership	£30.00
2. Staff & Associate Members	
Omnium	£40.00
3. Suspended Students (1 year)	
As for Active Members i.e.,	£30.00
4. Erasmus Students	
One Semester only	£20.00

### **Appendix Two: Rates of Reimbursement of Expenses**

1. British Universities & Colleges Sports Championships/Representatives  
Accommodation: £16.00 per night
2. Scottish Student Sport Championships/Representatives  
Accommodation: £16.00 per night

### **Appendix Three: Travel Expenses**

Wherever possible, members travelling to authorised fixtures will be reimbursed under the following rules, where appropriate:

- a) Travel should be by the cheapest means possible.
- b) The preferred method of transport is for the Sports Union to hire a vehicle for the members.
- c) Fuel Costs:
  - i. Members will be expected to contribute a proportion of the fuel costs. There will be no reimbursement for Scottish League Fixtures.
  - ii. For championship events (e.g. BUCS & SSS Competitions) fuel will normally be reimbursed up to a maximum of £0.20 per mile.

## **BRANDING BY-LAWS**

- a) Branded items shall be considered any item provided by or for club members to wear (whilst playing or otherwise) which makes use of the Strathclyde Crest, the words “Strathclyde”, “Strathclyde University”, “University of Strathclyde” or any obvious connection with the university.

- b) Where branded items depict the University Crest, they must at all times adhere to the current University of Strathclyde Branding Guidelines.
- c) All branded items must be in the USSU colours:
  - i. The Colours of the Sports Union shall be Maroon, Navy Blue, Gold and Silver.
  - ii. All branded goods worn by USSU members are governed by the Branding By-Laws
- d) All branded items must be approved by the Executive Committee (or their nominee)
- e) Any Sections found not to be adhering to these guidelines will be referred to the USSU Discipline Committee.



## **GLOSSARY OF TERMS**

### **Active Member:**

An Active Member of the Sports Union is an Ordinary Member of USSA who has paid the appropriate membership fee

### **Associate Member:**

An Associate Member of the Sports Union shall be any Life Member of USSA, Graduate, Staff Member or a student who has either temporarily or permanently withdrawn from their course, who has paid the appropriate membership fee. Associate Members shall have the same rights as Active Members, but are not allowed to vote at meetings or stand for election as Office Bearers.

### **Strathclyde Students on Exchange:**

A Strathclyde Student on exchange shall be any current Strathclyde student who is involved in an exchange or work placement program as part of their degree, and who would otherwise be an Active Member of the Sports Union for the year in question.