**University of Strathclyde [INSERT] Club**

1. **Name** 
   1. The name of the Club will be the “University of Strathclyde [INSERT] Club, hereafter referred to as “The Club”. It will be affiliated to the University of Strathclyde Sports Union, hereafter called “The Sports Union”. The Club will be bound by the constitution and rules of the Sports Union.
2. **Aims**
   1. The aims of the Club will be to encourage and develop interest in [INSERT] for students at the University of Strathclyde.
3. **Membership**
   1. Membership of the Club will be open to all affiliated members of the Sports Union and no application for Club membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief; sex, sexual orientation, political or other opinion.
   2. All members must purchase the Sports Union Membership. A numerical balance will be maintained between the staff and student members of the club.
   3. The Club, at the discretion of the AGM, may charge a joining fee additional to the Sports Union Membership. This fee can only be charged using the recommended Sports Union payment platform (e.g. Club Management Portal) and all income will be deposited into the Club Savings Account held with the University of Strathclyde Students’ Association.
4. **Office Bearers**
   1. The Office Bearers of the Club must consist of:
      1. Captain
      2. Secretary
      3. Treasurer
      4. Welfare Officer
   2. The roles above are the minimum that the Club must have to fulfil the regulations of the Sports Union, however the Club is entitled to enrol any number of additional Office Bearers that they may require.
   3. The Dismissal of Office Bearers: In the first instance a letter of warning will be issued by the Captain to the committee members. If the Office Bearer does not adhere to the written warning, then any Office Bearer may be removed from Officer by a majority vote of the Executive Committee.
5. **Committee**
   1. The management of the Club will be vested in a Committee, which will consist of Office Bearers and two other members.
   2. The members of the Committee will be elected from the members of the Club at the Annual General Meeting each year.
   3. The Committee shall have the power to appoint sub-committees to undertake special duties. Such sub-committees will be responsible to the Committee.
   4. In the event of a vacancy occurring on the Committee, the Committee shall have the power to co-opt a member to fill such a vacancy, or hold an Extraordinary General Meeting.
6. **Safety Responsibilities**
   1. The Captain will take chair at all meetings at which they are present, and will have prime responsibility for the safety of Club members.
   2. The Secretary will be responsible for calling meetings and the upkeep of the Minutes book. They will be responsible for the maintenance of Club scores and records books, and for competition entries and correspondence.
   3. The Treasurer will be responsible for collecting all paying fees and for keeping a written record of all cash transactions of the Club. The Treasurer must submit estimates of income and expenditure for the succeeding year to the Sports Union, prior to the Budget Allocation meeting date set by the Sports Executive.
   4. The Club Committee should submit monthly reports detailing proposed or completed activities and matches. In addition, an annual report will also be submitted to the Sports Executive no later than June, outlining the activities undertaken that year and any further commitments.
7. **Meetings**
   1. The Club Annual General Meeting will be held before Week 12 of Semester 2 each year.
   2. Special General Meetings may be called whenever the Committee deem them necessary.
   3. Extraordinary General Meetings will be called by the Secretary within 10 days of receipt of a written request signed by 5 members of the Club, stating the objective of the meeting.
   4. Notice of each General Meeting and the business to be conducted shall be posted by the Clubs preferred means of communication (e.g. Social Media, Email etc.) at least 7 days before the meeting date.
   5. At least 10 days’ notice is required for Motions at General Meetings.
   6. A quorum shall consist of at least two-thirds of all Club members at each meeting.
   7. The Committee shall meet at least twice a Semester.
   8. At all meetings the Chairperson shall have the casting vote in addition to a deliberation role.
8. **Blues & Colours**
   1. It shall be the responsibility of the Committee to recommend the Blues and Colours to be awarded to those members of the Club whose performance merit such awards, to the Sports Union.
9. **Affiliation**
   1. The Club will be affiliated to the [INSERT] Governing Body.
10. **Finance** 
    1. All monies shall be used to further the aims of the Club.
    2. In the event of disbandment of the Club, all assets of the Club shall become the property of the Sports Union.
    3. All Club funds must be held in the Sports Union account only. It contravenes Sports Union regulations for the Club to have any external bank accounts or to hold cash sums.
11. **Constitution**
    1. This constitution shall be amended only at the AGM of the Club.
    2. Details of proposed amendments shall be submitted to the Club Secretary and posted by them via the Club’s preferred means of communication at least 7 days before the date of the Annual General Meeting.
    3. Any amendments must have the approval of the Sports Union before coming into effect.