



**UNIVERSITY OF STRATHCLYDE SPORTS UNION**

# **CONSTITUTION AND BY-LAWS**

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

**Date:** March 2026

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## **A. UNIVERSITY OF STRATHCLYDE SPORTS UNION CONSTITUTION**

### **1. Title**

This organisation shall be called the University of Strathclyde Sports Union (the Sports Union or USSU) and shall be affiliated to the University of Strathclyde Students' Association (USSA).

### **2. Purpose**

The Sports Union shall be constituted in accordance with section 2.3 of the USSA Articles of Association and shall have responsibility for providing sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

### **3. Aims & Objectives**

The aims and objectives of the Sports Union shall be:

- 3.1 To represent the interests of the members in all sporting matters.
- 3.2 To engage at a competitive level within the British Universities and Colleges Sport (BUCS) fixtures and competitions.
- 3.3 To coordinate Sports Union clubs use of sporting facilities in conjunction with the University Department Strathclyde Sport.
- 3.4 To widen participation across the University of Strathclyde community by offering a wider pathway of activity through social and recreational sport programmes
- 3.5 To raise awareness across the University of Strathclyde community of the many benefits sport and physical activity bring to student life through campaigns.
- 3.6 To administer, coordinate and control the income and expenditure of the Sports Union.
- 3.7 To operate under the USSA Equal Opportunities Policy ensuring equal opportunities for all who use USSA services, taking a proactive approach to equality.

### **4. Membership**

- 4.1. The membership of the Sports Union shall be defined as any individual who has paid the appropriate Sports Union membership. There shall be 2 categories of membership to the Sports Union:
  - 4.1.1. Student Membership (available to all matriculated students of the University of Strathclyde)
  - 4.1.2. Graduate & Staff Membership (available to graduates and staff associated to the University of Strathclyde) also known as an 'Associate Membership'.
- 4.2. Associate Members may not total more than 25% of the membership of any one club
- 4.3. Students who have not graduated and have withdrawn from their course, either temporarily or permanently may become 'Associate Members' at the discretion of the Executive Committee of the Sports Union
- 4.4. Anyone qualifying for Sports Union membership and who is eligible to compete in Scottish or British Universities' representative events shall have full rights of membership on payment of the appropriate membership prior to participating in the event, regardless of whether the Sports Union has a recognised club offering that particular activity.
- 4.5. The rate of the various categories of membership shall be determined by the General Committee, on the recommendation of the Finance Committee.
- 4.6. Honorary Life Membership of a club may be awarded for services to that club by the Awards Committee.

- 4.7. Honorary Life Membership of the Sports Union may be awarded for services to the Sports Union by the Awards Committee.
- 4.8. Sports Executive Committee and Club Captains/Presidents, Secretaries, Treasurers, and Wellbeing Officers of the Clubs must all be current students at University of Strathclyde.
- 4.9. Noncompliance with membership regulations will result in sanctions, outlined under Membership By-Laws.

## **5. Sports Union Office Bearers**

The Officers of the Sports Union shall be as follows:

- 1) Sports President
- 2) Vice-President
- 3) Awards Officer
- 4) Events Officer
- 5) Finance Officer
- 6) Governance Officer
- 7) Inclusion Officer
- 8) Publicity Officer
- 9) Wellbeing Officer

## **6. Sports Union Committees**

### **1) AGM**

#### **i. Membership:**

- Sports Union President (chair) (voting)
- All members of the Sports Union Executive (voting)
- Minimum of two club committee representatives from all sports clubs (voting)
- All associate members of the Sports Union (non-voting)
- Head of Sport (non-voting)
- 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.

## 2) General

### i. Membership:

- Sports Union President (chair) (voting)
- All members of the Sports Union Executive (voting)
- Minimum of two club committee representatives from all sports clubs (voting)
- Head of Sport (non-voting)
- 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.

## 3) Executive

### i. Membership:

- Sports Union President (Chair) (voting)
- Sports Union Vice-President (voting)
- Sport Union Awards Officer (voting)
- Sports Union Events Officer (voting)
- Sports Union Finance Officer (voting)
- Sports Union Governance Officer (voting)
- Sports Union Inclusion Officer (voting)
- Sports Union Publicity Officer (voting)
- Sports Union Wellbeing Officer (voting)
- Head of Sport (non-voting)
- 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

## 4) Finance

### i. Membership:

- Finance Officer (Chair) (voting)
- Sports Union President (voting)
- Vice President (Minute taker) (voting)
- Head of Sport (non-voting)
- Director for Sport and Active Health (non-voting)
- Operations Co-ordinator (non-voting)
- Optional: Powers of co-option of up to one additional member (non-voting)

**ii. Remit:**

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

**5) Awards**

**i. Membership (Awards Committee):**

- Awards Officer (Chair)
- Sports Union President
- Vice-President (Minute taker)
- Head of Development
- Performance Sport Manager
- Sport Programme Coordinator
- Two general committee members to be elected at the second GM
- Optional: Powers of co-option of up to three additional members (i.e. someone from the Scottish Student Sport Network)

*N.B. 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.*

**ii. Membership (Hall of Fame Sub-Committee):**

- Awards Officer (Chair)
- Sports Union President
- Director for Sport and Active Health

**iii. Remit:**

The Awards Committee shall be responsible for making the decision on who is granted an award on behalf of the Sports Union.

**iv. Additional Notes:**

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

The duty of all committee members, and any caveat to participation in voting shall be outlined within the Awards Criteria.

**6) Governance**

**i. Membership:**

- Vice President (Chair) (voting)
- Sports President (voting)
- Head of Sport (non-voting)
- Optional: Powers of co-option of up to three additional members from the Sports Union Executive (voting)

**ii. Remit:**

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

## **7) Logbook**

### **i. Membership:**

- Governance Officer (Chair) (voting)
- Vice President (voting)
- Sport President (voting)
- Head of Sport (non-voting)
- Optional: Powers of co-option onto the committee should the skill set be required

### **ii. Remit:**

The Logbook Working Group shall be responsible for overseeing all matters related to the Logbook and to work with clubs on promoting instances of best practice.

## **7. Resignations**

- 7.1. Any member of a Sports Union Committee referenced within Section 6 wishing to resign during their term of office should give at least fourteen days' notice to the Sports President.
- 7.2. 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 Sports President.
- 7.3. Casual vacancies occurring in a Committee may be filled by the Committee subject to approval of the next meeting of the General Committee.

## **8. Election of the Sports Union Office Bearers**

N.B. The election of the Sports President will be subject to the conditions laid down in the USSA Schedules, as per the 'Elections Schedule'.

- 8.1. Candidates for election as Sports Union Office Bearers must be matriculated students and members of the Sports Union at the time of election and during their term of office.
- 8.2. The Office Bearers of the Sports Union shall be elected at the Annual General Meeting where possible, but may be coordinated through an Extraordinary General Meeting where required.
- 8.3. Members of the General Committee may vote in the Sports Union Office Bearers elections. The term of office of all Office Bearers will be from 1<sup>st</sup> June to 31<sup>st</sup> July.
- 8.4. The General Committee shall have the power to fill any vacancies arising within the Sports Union Office Bearers during the year. The electoral procedure shall be through a pre-organised General Meeting or an organised Extra General Meeting (EGM).

## **9. Finance**

- 9.1 The Sports Union will deposit its money in a Bank Account of USSA.

9.2 The Sports President, in association with the USSU Finance Officer and Head of Sport, shall be responsible for oversight of expenditure linked to the USSU budgetary projections for the year in question. The Sports President or Finance Officer shall report the outcome of this process to the Executive and General Committees.

9.3 Correct and up to date accounts shall be kept by USSA showing the financial affairs of the Sports Union.

9.4 The Sports Union shall only be responsible for authorised debts properly incurred.

9.5 Any profits or losses arising from the running of the Sports Union will be dealt with through Sports Union reserves.

9.6 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.

9.7 If, for any cause, a Sports Union Club ceases to exist, its funds and property will be put into Sports Union reserves.

9.8 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.

## **10. Staff**

11.1 The Sports Union President shall have overall responsibility of all matters pertaining to the Sports Union and shall be answerable to the General Committee.

11.2 Staff of the Sports Union are employed by the Students' Union and must adhere to the Union's employment rules and regulations.

11.3 Decisions on the addition of new Associate Member Clubs and progression from Associate Member to Full Member status will be made by the Executive Committee, based on available staffing, financial and material resources. Associate Member Clubs do not automatically qualify for progression to Full Member status.

## **11. Sports Clubs**

11.1. The Sports Union holds two types of Club Membership. These are Affiliate Club and Associate Club (in descending order of stature). The conditions for each club status are laid out within 'Club By-Laws'.

11.2. The Clubs will at all times be governed by the Club By-Laws.

## **12. Amendments to the Constitution, By-Laws and Standing Orders**

### **Amendments**

12.1. The Constitution of the Sports Union may only be amended by an Annual General Meeting or Extraordinary General Meeting of the Sports Union.

12.2. Any amendments must be approved by two-thirds of those present and eligible to vote.

12.3. At least fourteen days' notice must be given of any such amendments.

### **By-Laws**

12.4. The General Committee may establish By-Laws under various headings in order to regulate the functioning of the Sports Union.

12.5. By-Laws must be approved by two-thirds of those present and eligible to vote.

### **Standing Orders**

12.6. The General Committee may establish Standing Orders to govern the procedure of Sports Union meetings.

- 12.7. Standing Orders must be approved by two-thirds of those present and eligible to vote.

### **13. General**

- 13.1. 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.
- 13.2. The Sports Union Constitution may only be altered or amended according to the procedure laid down in the Committees Standing Orders.

## **B. UNIVERSITY OF STRATHCLYDE SPORTS UNION STANDING ORDERS**

### **1. General**

- 1.1 Where appropriate the Standing Orders of USSA shall apply to all Sports Union meetings.
- 1.2 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**

2.1 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

2.2 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**

3.1 The use of proxy votes in any Sports Union election shall not be permitted.

## **C. UNIVERSITY OF STRATHCLYDE SPORTS UNION BY-LAWS**

### **COMMITTEE BY-LAWS**

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

- 1.1. An Annual General Meeting (AGM) of all Active, Staff, Associate and Honorary Members will be held in the Second Term.
- 1.2. The AGM will receive a report of the Sports Union's activities and finances for the current year and will elect the Office Bearers for the future academic year.
- 1.3. The AGM may also make amendments to the Constitution, make recommendations to the General Committee and conduct any other competent business.
- 1.4. The quorum for the AGM shall be two-thirds of Clubs of the total Membership of the Sports Union.
- 1.5. 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 Extraordinary General Meeting (EGM), to be convened within 7 days.
- 1.6. The AGM shall have minutes taken by an appropriate member of the Sports Union.

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

- 2.1 An Extraordinary General Meeting (EGM) may be called by:
  - i. A motion signed by a minimum of 1 member per affiliated sports club.
  - 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.
- 2.2 The meeting must be held within seven days of notice of such meeting being received by the Sports President.
- 2.3 Three academic days' notice of an Extraordinary General Meeting shall be given.
- 2.4 The quorum for the EGM shall be the same as for an AGM.
- 2.5 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**

- 3.1 The General Committee shall meet at least four times each year.

At least one General meeting or hustings shall be held during the period of USSA Spring Elections. 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.
- 3.2 Any Active Member may attend meetings of the General Committee as an observer only.
- 3.3 The quorum for the General Committee shall be one third of the voting members.
- 3.4 The General Committee shall have the power to impose fines upon any club failing to ensure that all their members have paid the appropriate Sports Union Membership fee.
- 3.5 General Committee meetings shall have minutes taken by an appropriate member of the Sports Union.

## **4. Executive Committee**

- 4.1 The Management of the Sports Union shall be vested in the Executive Committee, which shall implement the policy determined by the General Committee.
- 4.2 The quorum for the Executive Committee will be six.
- 4.3 The Executive shall meet at least once between each meeting of the General Committee.
- 4.4 An Extraordinary Executive Meeting may be called by the President or three Executive Members.
- 4.5 The meeting must be held within seven days of notice of such meeting being received by the Vice-Presidents.
- 4.6 Three academic days' notice of the meeting must be given.
- 4.7 The Committee will advise the Sports Union on the long-term development of sporting activities within the student body.
- 4.8 Executive Committee meetings shall have minutes taken by an appropriate member of USSU.

## **CLUBS BY-LAWS**

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

- 1.1 The Sports Union shall establish "Clubs" to administer the various sporting activities.
- 1.2 The Clubs shall be known as "UNIVERSITY OF STRATHCLYDE ..... CLUB", inserting the activity as appropriate.
- 1.3 Each Club shall have a Constitution, which shall be adopted by a General Meeting of the members of the Club and which will be lodged with the Sports Union.
- 1.4 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**

- 1.1. 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 - Responsible for campaigning wellbeing initiatives to support members
- 1.2. The term of office of the Club Committee Members will be as laid down in the Club Constitution.
- 1.3. The Club Committee shall meet at least once per term as determined by the Club Captain/President.
- 1.4. 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.
- 1.5. The President of the Sports Union or their respective nominee shall be non-voting members of all Club Committees.

- 1.6. The incoming and outgoing Club Committee will be responsible for the club's annual reaffiliation documentation which needs to be updated annually.

### **3. Club Meetings**

- 3.1 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.
- 3.2 The Club General Meetings shall be held ahead of the club reaffiliation process closing on 31st May annually.
- 3.3 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.
- 3.4 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.
- 3.5 Club 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**

- 4.1. 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.
- 4.2. New Clubs must act as an Associate Club for a period of 12 months before being eligible to affiliate as a Sports Union club.

### **5. Associate Member Clubs**

- 5.1. A club will be considered for Associate member status if it fulfils the following criteria:
  - i. It has a minimum of 4 Sports Union members confirmed to fill the constitutional 4 committee positions of Captain/President, Secretary, Treasurer and Wellbeing Officer
  - 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 facility and equipment requirements, , and an income/expenditure plan.
  - v. A Sports Union club (full or Associate) does not already exist for that sport
- 5.2. The Executive Committee will consider for approval the application of any club that meets the above criteria. Under normal circumstances, an application will be considered for sports recognised by **sportscotland**, Scottish Student Sport and BUCS.

- 5.3. 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.
- 5.4. 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 clubs that are not showing signs of development
- 5.5. 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 committee and coaches
  - iv. Submit accurate copies of any minutes from Club general meetings
  - v. Provide at least one member to attend USSU General Committee  
N.B. Attendance at meetings in an observing, non-voting capacity
- 5.6. 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 club’s 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
- 5.7. Associate Member Clubs will not qualify for annual Budget or normally be covered by the generic Sports Union Insurance Policy.
- 5.8. Decisions on progression from Associate Member to Full Member status will be made by the Annual General meeting.

## **6. Affiliate Member Clubs**

- 6.1. 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 club has acted as an Associate Member Club for 12 months or more
  - ii. The club as an Associate Member Club has met all of the requirements set out in Section 4.1.
- 6.2. Approval for the establishment of a new club must be given by two thirds of those present and eligible to vote.

## 7. Disaffiliation of Clubs

- 7.1. 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 Clubs.
- 7.2. Clubs with a membership below the minimum as stated in the Membership By-Laws will be deemed to have not met criteria and will be disaffiliated.
- 7.3. 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).

- i. First strike is a written warning to the club committee sent by the Sports Union President and Sports Union Vice President.
- ii. The second strike will be a £100 fine taken from the club's accounts, followed by a compulsory meeting with the Sports President and Sports Union Vice President.
- iii. 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 the Sports Union if in breach of USSA Code of Conduct and/or Disciplinary Procedure.
  - iv. Should a club or team breach the Strathclyde Facility Agreement this gives grounds for a strike.
- 7.4. 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.
  - 7.5. 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.

7.6. 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.

7.7. Any appeals will be taken forward to the Sports Union Executive Committee.

## **MEMBERSHIP BY-LAWS**

### **1. Club Committee**

- 1.1. All Club Committees must ensure that their Committee Members are all fully paid members of the Sports Union by the end of University Week One.
- 1.2. 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 club's budget and or savings, dependent on account balance at time of fine.
- 1.3. It will be the responsibility of the Sports Union and Sports Union Executive Committee to check the Committee Members are paid members of the Sports Union by this date.

### **2. Club Members**

- 2.1. The membership year takes effect from University Week Three, Semester One. This allows time at the beginning of Semester 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 to ensure that all attending training are paid members of the Sports Union. Clubs 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.
- 2.2. Any persons attending training, playing games, or attending trips, found not to be a paid member of the Sports Union after the end of University Week Three will incur a £30 fine from the Club budget.
- 2.3. Clubs will incur an additional £30 fine from their Club budget each time a subsequent check finds that persons attending training, playing games, or attending trips are still not a paid member of the Sports Union.
- 2.4. 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 office.

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

- 3.1. 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 Committee via the Sports Union President
- 3.2. An appeal should be lodged within five working days of the Club being informed of the fine, and the reason behind it.

- 3.3. Should an appeal be lodged, it will be raised at the next monthly Sports Executive committee meeting.
- 3.4. The committee should inform the Club in writing of the outcome of the appeal within 3 working days of the meeting.

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

### **1. General**

- 1.1. 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.
- 1.2. All applications for finance by Clubs must be agreed by the Club Committee.
- 1.3. No purchase will be made or expenses incurred without the written authority of the appropriate Office Bearer of the Sports Union.
- 1.4. All claims for expenses must be made in the same financial year as the expenditure (i.e. before 31st July)
- 1.5. 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.
- 1.6. Money raised in both the Club Savings account and the Club Reserves account will be carried over at the financial year end.
- 1.7. If, for any cause, a Sports Union Club ceases to exist, its funds and property will be put into Sports Union reserves.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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. Memberships**

- 2.1. The costs of all memberships for the coming session shall be decided at the AGM and shall be listed in Appendix One of the Finance By-Laws.
- 2.2. After University Week 3 (Semester One) and Week 2 (Semester 2) only paid members may participate in any club. Any person found participating in a Club without payment of the appropriate membership may be liable to disciplinary action.

### **3. Property**

- 3.1. No item of property may be written off or disposed of without the approval of the Sports Union.
- 3.2. Clubs shall submit an Inventory of all property in their possession including details of acquisitions and disposal, at the end of each academic year in line with the club reaffiliation process.
- 3.3. Clubs having storage facilities in Strathclyde Sport Yard, are not permitted more than three fobs, unless club notifies Sports Union Operations Coordinator of a valid reason for additional fobs. Fob holders, names, email addresses and telephone numbers shall be advised to the Sports Union Operations Coordinator. Any changes in fob holders shall be advised immediately.
- 3.4. Clubs may be required by the Finance Committee to make a charge for the use of equipment.
- 3.5. Any other Club wishing to make a charge must receive the approval of the Finance Committee.
- 3.6. Failure to abide by the above may result in disciplinary action being taken by the Sports Union

## **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

### **BRANDING BY-LAWS**

1. 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.
2. Where branded items depict the University Crest, they must at all times adhere to the current University of Strathclyde Branding Guidelines.
3. All branded clothing must meet the requirements as laid out within the ‘Sports Union Kit Policy’.
4. All branded items must be approved by the Sports Union Executive Committee
5. Any clubs found not to be adhering to these guidelines will be at risk of disciplinary action.