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Bye Law 4: Sports Constitution

Section One: Preamble

- 1.1 The name of the organisation shall be Ulster University Sports Union, hereinafter referred to as "UUSU Sport".
- 1.2 UUSU Sports shall be included as a Bye Law of Ulster University Students' Union (hereinafter referred to as "UUSU") Constitution and shall have responsibility for the sporting activities of the members of the Union.
- 1.3 To be the voice of student sport and facilitate participation, development and performance of Ulster University (hereinafter referred to as "the University") students in sport.
- 1.4 UUSU Sport funding shall be administered by UUSU as part of the University's Block Grant to UUSU. However, the funding for UUSU Sport shall be a ring-fenced provision set by the University on an annual basis.
- 1.5 UUSU Sport shall aim to maximise revenue from sponsorship and other sources subject to policy set out by UUSU.
- 1.6 UUSU Sport will be allowed to carry over balances of any monies unspent from its budget allocation at the end of each year.
- 1.7 UUSU Sport will not normally be eligible to apply for funding from UUSU capital budget and clubs should therefore make adequate provision for depreciation of kit and equipment through the club fundraising account.

Section Two: UUSU Sports Objectives

The objectives of UUSU Sport shall be:

- 2.1 To contribute to the University Sports Strategy Group or its equivalent and influence the University's strategic direction for sport to the benefit of UUSU Sport members;
- 2.2 To co-ordinate and administer all student sporting activities and to increase the levels of participation of students in sport and recreation within the University;
- 2.3 To provide and develop opportunities for the development of 'life skills' through sport for students within the University;
- 2.4 To raise the standard of performance of UUSU Sport Clubs;
- 2.5 To raise the profile of UUSU Sport Clubs, UUSU Sport and the University within the local, national and international sports arena;
- 2.6 To develop appropriate and effective partnerships and provide a recognised means of communication with other bodies concerned with sport;
- 2.7 To co-ordinate the use of sports facilities for UUSU Sport Clubs in conjunction with Sports Services, other relevant institutions and sports facility providers;
- 2.8 To represent the views and interests of its members;
- 2.9 To work in accordance with the UUSU Sport Constitution.

Section Three: Membership

- 3.1 Membership of UUSU Sport and of its affiliated clubs shall be open to all members of UUSU as defined in the Articles of Association.
- 3.2 All members of UUSU Sport shall be bound by the regulations contained within the UUSU Sport Handbook, which shall be reviewed annually by UUSU Sport Management Committee, and amended if desired on an annual basis.



- 3.3 There shall be the following classes of members:
- 3.3.1 Full Members: All Members of UUSU as defined in the Articles of Association may be a member of UUSU Sport and any of its affiliated clubs, upon payment of the annual UUSU Sport membership fee.
 - 3.3.2 Graduate Members: All Ulster University graduates may become members of UUSU Sport on payment of the appropriate annual UUSU Sport membership fee.
 - 3.3.3 Associate Members: Persons not eligible for full or graduate membership may become Associate UUSU Sport by invitation of UUSU Sport Management Committee and on payment of the appropriate annual UUSU Sport membership fee.
 - 3.3.4 Honorary Life Associate: this may be granted by the Student Council to persons who have given exceptional service to UUSU Sport.
- 3.4 Only Members of UUSU Sport shall be entitled to vote in meetings of UUSU Sport and its affiliated Clubs. Graduate and Associate Club Members may sit on Club Committees but in an advisory capacity only and with no voting rights. No individual Sports Club, within UUSU Sport, shall have more than one Graduate or Associate Club Member for every three Ordinary Members.
- 3.5 The Vice President Sports and Wellbeing will be an ex-officio member of UUSU Sports and have full voting rights in all meetings.

Section Four: UUSU Sports Recognition of Clubs

- 4.1 Any sporting club formed by the students of the University may apply for recognition by UUSU Sport.
- 4.2 Applications for recognition should be made by the Club Secretary. The application should be accompanied by a copy of the generic UUSU Sport Constitution and the names and registration numbers of fifteen students. Upon registration a copy of the club operating statement must be lodged with the UUSU Sport Office. In exceptional circumstances applications not meeting the criteria will be considered by UUSU Sport Management Committee before they can be submitted for recognition.
- 4.3 Applications for recognition will be considered by the Student Sport Forum (of which quorum will be one half plus one of all registered clubs on the campus), which may accept applications, which comply with these rules on a simple majority vote subject to criteria established by the UUSU Sport Management Committee.
- 4.4 There shall be a generic UUSU Sport Club Constitution that will be available to all recognised sports clubs and will include:
 - 4.4.1 The full name of the Club.
 - 4.4.2 The aims and objectives of the Club, which must not contravene the aims and objectives of UUSU Sport.
 - 4.4.3 The membership entitlement.
 - 4.4.4 The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting.
 - 4.4.5 The membership fee.
 - 4.4.6 A provision which ensures that the Office Bearers in the Club are aware of and abide by their legal requirements as laid down in the UUSU Sport Handbook.
 - 4.4.7 The Office Bearers and their method of election, who must include the following:



- 4.4.7.1.1 Chairperson who shall be responsible for keeping meetings in order and ensuring that all decisions made are implemented. His or her task is to ensure the effective running of the Club.
 - 4.4.7.1.2 The Secretary shall be responsible for communication both inside and outside of the Club. It is his or her duty to call meetings and keep minutes of all meetings.
 - 4.4.7.1.3 A Treasurer shall keep Accounts, prepare Estimates and present accounts to the UUSU Sport Management Committee and to the Campus Student Sport Forum. In all, he or she has overall responsibility for the financial control of the Club funds and must keep a record of all meetings held.
 - 4.4.7.1.4 Health and Safety Officer. There is a lot of responsibility attached to being Health and Safety Officer, as you are accountable for risk assessing every event and ensuring that UUSU is aware of all events your club are putting on or involved in. It is of vital importance you communicate with UUSU regarding any events you are putting on, whether they are on campus or not. It is important that you familiarise yourself with our Risk Assessments and Handbook.
- 4.5 In order to become an Officer of a UUSU Sport Club, the person must be a Member in accordance with this Schedule.
- 4.6 No UUSU Sport Club recognised by UUSU Sport shall assume to itself any activities outside those defined in its Constitution; neither shall any Sports Club include in its Constitution's aims and objectives, which are by virtue of its position rightly those of UUSU Sport or UUSU.
- 4.7 Any Sports Club which by additions to or deletions from its Constitution or by virtue of its activities on or off the campus contravenes the Constitution of UUSU Sport shall immediately cease to be officially recognised by the UUSU.
- 4.8 Any Sports Club from whom UUSU Sport withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of UUSU Sport and be subject to UUSU Disciplinary Procedures.
- 4.9 If any UUSU Sport Club becomes 'dormant' for a period exceeding two academic years, UUSU Sport may withdraw official recognition from the Club, which will become ineligible for a grant for funds, and UUSU may redistribute monies in dormant accounts as they see fit.

Section Five: Constitution

- 5.1 A copy of the UUSU Sport Constitution shall be available to download from uusuu.org/sport.
- 5.2 Subject to the appropriate clauses within this Schedule, the UUSU Sport Constitution may be added to or repealed or amended only when agreed by the Campus Sport Committee.
- 5.3 Any changes to the UUSU Sport Constitution as referred to in this Schedule, must be ratified by Student Council and shall not be implemented in the absence of this ratification.
- 5.4 The UUSU Sport Management Committee may propose changes to the UUSU Sport Constitution at a quorate Campus Sport Committee.
- 5.5 Members of UUSU Sport may propose and second amendments to the UUSU Sport Constitution, in writing, to the VP Sports and Wellbeing, five days in advance of a Campus Sport Committee.
- 5.6 All proposed amendments to the UUSU Sport Constitution shall require five days' notice and require the support of 50% + 1 of those present and entitled to vote, to be carried.

Section Six: Finance



- 6.1 The final decision on all financial matters shall rest with the UUSU Sport Management Committee. All UUSU Sport Clubs shall have the right to appeal to the Management Committee. The University Sports Strategy Group (or equivalent) will determine policy parameters for expenditure within the ring-fenced monies for UUSU Sport.
- 6.2 The University, through its Sports Development Officer and Finance Team will need to satisfy itself that payments designated for use only by UUSU Sport are used for the purposes for which they are given and are in line with the University's sporting ambitions. University officers will inform the UUSU Sport Management Committee and the President of UUSU in writing if in their judgement UUSU Sport is acting in conflict with this requirement, and must inform the Vice Chancellor.
- 6.3 Applications for additional funds from UUSU Sport Clubs shall be dealt with by the Management Committee. Any appeal made will be dealt with at the following the UUSU Sport Management Committee meeting.
- 6.4 No UUSU Sport Club shall be eligible to receive money from UUSU Sport funds unless it has previously elected officers and submitted a budget of their estimated financial needs for the following academic year by the end of the Second Semester, or as otherwise stated by the UUSU Sport Management Committee.
- 6.5 UUSU Sport may at any time, realise any capital assets bought by UUSU Sport for the Sporting Clubs.
- 6.6 UUSU Sport Clubs will deposit the proceeds of their own fundraising activities and any associated expenditure by lodging it with the bank account operated by UUSU Sport, whereby UUSU Sport will hold the funds on behalf of each club.
- 6.7 Normally within Semester 2 of each academic year Clubs must hold an Annual General Meeting to review the previous year and provide a report to include a complete financial record, details of Club performances including individual and team successes and to elect the Club Officers for the next academic year.
- 6.8 All Club accounts must be accurately maintained throughout the year and are available to the UUSU Sport Management Committee for scrutiny at all times.
- 6.9 There must be no unauthorised expenditure of UUSU Sport funding granted to the Club.
- 6.10 A full and complete account of all finances must be prepared for inclusion in UUSU's Audited Accounts.
- 6.11 All clubs must operate within the limits of whatever sums of monies are available to it.
- 6.12 If any UUSU Sport Club operates an external banking account and the transactions processed in any financial year are not reflected in the report specified within the appropriate clauses within this Schedule, then UUSU Sport may decide to withhold future funding to the Club, and take disciplinary action against the Officers of the UUSU Sport Club.
- 6.13 Any Sporting Club official, who enters into any form of financial commitment without UUSU Sport's prior authority, commits only him or herself and in no way commits UUSU Sport.

Section Seven: Officers

The Officers of UUSU Sport shall be as follows:

- 7.1 Vice President Sports and Wellbeing (Student Officer).
- 7.2 Student Sport Advisory Group Chairperson (One per campus).
- 7.3 Honorary Treasurer (UUSU Finance Director).
- 7.4 Honorary Secretary (UUSU President).
- 7.5 The job descriptions and expectations of each are detailed elsewhere in these bye laws and its' associated guidance documents.



Section Eight: Election of the Officers

- 8.1 The election of the VP Sports & Wellbeing shall be held as part of the UUSU Student Officer elections, and all students shall be entitled to vote.
- 8.2 The period of office (being Sabbatical) shall commence on the 01 July to the 30 June following. The election of the VP Sports and Wellbeing must be in accordance with Bye Law 3 of UUSU Constitution.
- 8.3 The election of Campus Officers shall take place at the Student Sport Forum at the beginning of Semester 1 and such Officers shall hold office for that Academic Year. Each UUSU Sport Club will have one vote.
- 8.4 The Honorary Treasurer of UUSU Sport shall be the UUSU Finance Director.
- 8.5 The Honorary Secretary of UUSU Sport shall be the UUSU President.

Section Nine: Representative structures

- 9.1 UUSU Sport shall consist of the following representative structures:
 - UUSU Sport Management Committee;
 - Campus Sports Committee
 - Campus Feedback Fora;

Section Ten: Campus Feedback Fora

Campus Feedback Fora membership shall be constituted for the purposes of information and feedback on each campus.

- 10.1 Membership of each feedback Fora will be as follows:
 - 10.1.1 3 x elected representatives who sit on Campus Sport Committee will Co-chair and manage the meetings.
 - 10.1.2 2 x representatives from each club on that campus.
 - 10.1.3 The VP Sport and Wellbeing, Student Support Manager, Sports Development Officer and Secretariat will be afforded observer status should they wish to attend.
- 10.2 Sports Fora shall be held once per academic year in semester one.
- 10.3 Sports Fora will elect three from their membership to act as members of the Campus Sports Committee.

Section Eleven: Campus Sport Committee

- 11.1 The Campus Sport Committee is a standing committee responsible for engaging with members.
- 11.2 The Campus Sports Committee will act as a cross-campus co-ordinator for Sports activities and engagement.
- 11.3 The Committee will meet five times per year (twice in semester one and three times in semester two)
- 11.4 The Committee membership shall be as follows:
 - 11.4.1 3 x Sports Reps for all campuses (3 being shared between Belfast and Jordanstown)



- 11.4.2 VP Sports and Wellbeing (acting as Vice Chair)
- 11.4.3 Campus Sports Development Officers;
- 11.4.4 VP for each campus

11.5 The chair shall be elected from amongst the elected Sports Reps at the first meeting of each academic year and shall act as the Sports Representative on UUSU Student Council.

Section Twelve: UUSU Sport Management Committee

- 12.1 UUSU Sports Management Committee shall act as the primary decision-making body for UUSU Sport in conjunction with UUSU Student Council
- 12.2 The chair of the committee shall be the VP Sports and Wellbeing
- 12.3 Membership of the committee shall be as follows:
 - 12.3.1 Student Sport Manager
 - 12.3.2 Sports Development Officers (UUSU & UU)
 - 12.3.3 UUSU President
- 12.3.4 UUSU Directors of Membership, Operations and Finance
- 12.3.5 Chair of Campus Sports Committee

Section Thirteen: Discipline

- 13.1 All breaches in discipline will be dealt with in accordance through the UUSU Disciplinary Procedures, as laid out in the appropriate Bye Laws.

Section Fourteen: Honorary UUSU Sport Members

- 14.1 There shall be elected Honorary UUSU Sport Members in accordance with the Regulations contained elsewhere in these regulations.