



UUSU Sports Club & Society Constitution Template

***This template should be used by all existing and newly affiliated UUSU sports clubs and societies.**

It should be renewed annually by each new committee*

Section One:	Affiliation to Ulster University Students' Union
Section Two:	Aims of the Sports Club/Society
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1. Affiliation to Ulster University Students' Union (UUSU)

1.1. The (insert name of club/society) has been affiliated to UUSU through official channels and will remain affiliated until such times as outlined in 8.1.

Campus



Belfast

Coleraine

Magee

Multi Campus



Please tick

1.2. Affiliated sports clubs & societies are afforded a range of support (funding, access to services, professional staff support, administration support etc) from UUSU and Ulster University central services.

1.3. As an affiliated sports club/society, the members (individually and through their committee each year) will ensure they abide by the UUSU regulations laid out in this constitution, as well as the UUSU Articles of Association and bye laws, and the Ulster University Code of Conduct.

1.4. University of Ulster Diversity Statement

University of Ulster Students' Union and its affiliated clubs and societies pledge to use the opportunities we have as a students' union to make a positive contribution in creating a better environment for all studying here. Regardless of our own beliefs and identities, we will ensure that preference will not be given to or advantage withheld from any members on the grounds of religious belief, political belief, race, gender, sexual orientation, age or disability.

2. Aims of Sports Club/Society

2.1. The aims of the (Insert name in box)

shall be:

2.1.1

3. Membership of Sports Club/Society

- 3.1. The committee of the society/sports club will be required to set and publicise the membership fees annually, including any inclusive rates for sports services or personal insurance.
- 3.2. All full UUSU members, as defined by the UUSU Articles of Association, shall be entitled to join.
- 3.3. All graduates of Ulster University will be entitled to membership, following application and payment of the appropriate membership fee.
- 3.4. Those not eligible as full or graduate members may become associate members of the sports club or society, following application and payment of the membership fee.
- 3.5. Honorary Life Associate of UUSU Sports may be granted by the UUSU Student Council to persons who have given exceptional service to their club.
- 3.6. The proportion of non-full UUSU members must not exceed 33% of the membership of sports clubs or 20% of student societies.
- 3.7. Only full members of UUSU may hold office within a sports club or society. Graduate/associate or honorary members may participate in an advisory role, however they will not be entitled to a vote.

4. Sports Club/Society Committee

- 4.1. Only full members of UUSU may stand for and hold committee positions within UUSU sports clubs and societies.
- 4.2. All those wishing to be office bearers must be current members of the sports club or society.
- 4.3. All committees will be required to have the following positions (full role descriptions will be provided in relevant handbooks and training):
 - 4.3.1. Chairperson – will hold overall responsibility for the affairs of the committee
 - 4.3.2. Secretary – will ensure all communications are carried out effectively
 - 4.3.3. Treasurer – will have oversight of the finances of the sports club/society
 - 4.3.4. Additional posts may be added – please detail these here

4.4. Elections for the posts will take place at an Annual General Meeting, or where circumstances necessitate an Extraordinary General Meeting.

The following general principles should also be followed for committee elections:

- 4.4.1. The chairperson shall act as returning officer for the election, where the chairperson wishes to run they shall defer to another member of the committee
 - 4.4.2. All members of the sports club/society shall be eligible to run for positions
 - 4.4.3. All candidates must be proposed and seconded by another member
 - 4.4.4. Voting shall take place via secret ballot, and where the votes obtained by one candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position
 - 4.5. The term of office for the committee positions will be one calendar year, with the commencement dates agreed between the incoming and outgoing committees.
 - 4.6. A member of the committee may resign at any time during their term of office, through a letter to the chairperson – or in the case of the chairperson to the secretary.
 - 4.7. The committee should ordinarily meet every other week, and at least three members must be present. The secretary should keep a record of the main points of business discussed.
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5. Sports Club/Society Committee Responsibilities

- 5.1. All sponsorship/partnership agreements involving a UUSU sports club or society is subject to approval of the UUSU Senior Management Team. The process for attaining this will be provided for committees during the handover and training periods.
- 5.2. The finances of the Society shall be managed by the Chairperson and Treasurer of the Society.
- 5.3. No member of the committee of the Society shall receive remuneration from the Society or use their office for personal financial gain.
- 5.4. Each sports club & society shall ensure that:
 - 5.4.1. In May of each year a financial statement of its activities during the preceding year is prepared, or at any time as is required by representatives of the Union.
 - 5.4.2. A true record of the state of its current finances is maintained.
 - 5.4.3. No unauthorised expenditure by the Union is undertaken.
 - 5.4.4. A full and complete account of their finances is prepared for inclusion in the Union's Audited Accounts.
 - 5.4.5. It operates within the limits of whatever sums of monies are available to it.
 - 5.4.6. All Societies shall bank with a bank designated by the Union and the Union shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.

5.5. Any official who enters into any form of financial commitment without the Union's prior authority, commits only him or herself and in no way commits the Union.

5.6. Each committee will ensure that there is a handover period and document for the incoming committee, this should include access to all relevant email and social media accounts.

5.7. Committee members will be the representatives for their club or society to UUSU, and as such will be required to attend campus meetings and to nominate representatives to Student Council.

6. Sports Club/Society Meetings

6.1. The Annual General Meeting shall take place in the second semester of the academic year, at a time to be determined by the committee.

6.2. The committee will provide all members with at least seven days written notice of the meeting date.

6.3. The committee shall also make UUSU aware of the AGM and subsequent decisions.

6.4. Extraordinary General Meetings may be called by a resolution passed by the majority of the committee, or on the receipt of a request from the membership which carries support from 10% of the membership.

7. Amendments to the Sports Club/Society Constitution

7.1. Amendments to this constitution can be made an AGM or EGM of the sports club/society.

7.2. Amendments will be subject to ratification through the relevant UUSU channels.

8. Dissolution of the Sports Club Society

8.1. A society may be dissolved through a vote at an AGM or EGM.

8.2. UUSU has the power to dissolve a sports club or society if it fails to elect a committee for two successive academic years.

8.3. All assets, including fundraising monies, shall become property of UUSU who will have the authority to decide how this is distributed.

MEMBERSHIP FEE

Membership money goes directly into your society fundraising pot which can be used by the society at any time throughout the year.

Please state your membership fee (between £1 and £10)

£

Signed on behalf of the Society

President


Secretary


Treasurer

Signed on behalf of the UUSU

Student Activities Coordinator

Your Name

Form submitted by 

Date Submitted 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes