



University of
St Andrews

University of St Andrews Athletic Union constitution

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1. Name

- 1.1. The name of the organisation shall be “**The University of St Andrews Athletic Union**”, hereafter referred to as ‘**The Athletic Union**’.

2. Purposes

- 2.1. The Athletic Union shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:

- 2.1.1. To represent the interests of all matriculated students at the **University of St Andrews** (hereafter referred to as “**the University**”) in matters relating to sports and physical activity.

- 2.1.2. Promote a wide variety of high-quality opportunities for students to engage and participate in sport and physical activity.

- 2.1.3. Promote equal opportunities for all students, in line with the University’s ***Equality and Diversity Inclusion Policy***.

- 2.1.4. Promote, support and oversee the Athletic Union Affiliated clubs.

- 2.1.5. Ensure all affiliated clubs represent the values of Saints Sport and demonstrate the highest values of health and wellbeing. These values are as follows:

- 2.1.5.1. Selfless

- 2.1.5.2. Affable

- 2.1.5.3. Inclusive

- 2.1.5.4. Nurturing

- 2.1.5.5. Trustworthy

- 2.1.5.6. Successful

- 2.1.6. To promote and abide by the rules of the University

3. The Athletic Union Board

3.1. The governance of the Athletic Union shall be vested in the **Athletic Union Board** (hereafter referred to as '**the Board**').

3.2. The Board will be accountable to the University Court for the following:

3.2.1. Implementing the purposes of the Athletic Union.

3.2.2. For establishing Athletic Union policies and procedures.

3.2.3. For managing the resources of the Athletic Union and its affiliated clubs.

3.2.4. The annual budget and accounts of the Athletic Union.

3.2.5. Assisting and advising the Athletic Union President.

3.3. The membership of the Board shall consist of six or seven members:

3.3.1. The Athletic Union President.

3.3.2. The Athletic Union Treasurer.

3.3.3. A co-opted member of the **Athletic Union Executive Committee** (hereafter referred to as '**the Executive Committee**').

3.3.4. The Vice-Principal Education, or an appropriate Principal's Office delegate.

3.3.5. The Director of Sport & Exercise, or an appropriate Senior Management Team delegate.

3.3.6. The Assistant Director (Sport Development), or an appropriate Senior Management Team delegate.

3.3.7. The President of the Students Association, or an appropriate Students Association sabbatical delegate.

- 3.3.8. Other members of the Executive Committee or members of Saints Sport staff may be invited to be in attendance should the agenda require it, but these individuals will not have voting rights.
- 3.4. The make-up of the Board should aspire to be in accordance with the University's *Equality, Diversity, and Inclusion Policy*.
- 3.5. The Board shall meet as often as required, but no less frequently than twice each semester.
- 3.6. For a meeting of the Board to be quorate, there must be at least five members present and must consist of at least three of the student officers described in section 3.3. In addition, a meeting shall not take place in the absence of the Athletic Union President or the Vice Principle Education, or their delegate.
- 3.7. The Chair and Convenor of the Board shall be the Vice Principle Education or an appropriate delegate of the Principal's Office.
- 3.8. All members of the Board shall have full voting rights, and absentee votes will not be permitted. In the event of a tie, there shall be no casting vote and the proposal will fail.
- 3.9. The Board shall have the power to create committees and short life working groups.
- 3.10. The Executive Committee shall be a standing committee of the Athletic Union Board.

4. Club Affiliation

- 4.1. University Sports Clubs are eligible to apply for affiliation to the Athletic Union who have the power to approve or reject any application.
- 4.2. To be eligible for application to the Athletic Union, clubs must function independently from the Athletic Union for a period of 12 months to demonstrate future sustainability. Clubs should demonstrate this functionality via the following evidence:
- 4.2.1. Financial Statements
- 4.2.2. Club membership
- 4.2.3. Committee structure

4.2.4. Examples of development practice:

4.2.4.1. Minutes from committee meetings

4.2.4.2. Development plan

4.3. Clubs seeking affiliation to the Athletic Union should do so by following the 'How to Start a Club' procedure which can be found on the [Saints Sport Club Portal](#) website.

4.4. The decision as to whether a club may be affiliated shall be undertaken by the Executive Committee after a review of documentation provided according to section 4.2 and 4.3.

4.5. The Athletic Union President shall communicate in writing to any applicants who have been refused affiliation to the Athletic Union, explaining the reasons for refusal. Refused applications shall be given the right to appeal in accordance with the procedure outlined in section 11.

4.6. All clubs affiliated to the Athletic Union shall be deemed to accept the terms of this constitution and any bylaws adopted by the Athletic Union. Clubs shall also commit to upholding the values of Saints Sport.

4.7. Affiliated clubs are entitled to support from the Athletic Union which may include, but is not limited to:

4.7.1. Financial support

4.7.2. Vehicle hire

4.7.3. Facility use

4.7.4. Committee training

4.7.5. Access to BUCS, SSS, or any other University competition

4.7.6. Support from the Athletic Union President, Executive Committee, and members of Saints Sport staff

4.7.7. Entitlement to use of Saints Sport branding, in accordance with the University and Saints Sport brand guidelines.

4.7.7.1. The Athletic Union reserves the right to remove access to branding should an affiliate misuse, misrepresent, or undermine the University or Saints Sport brands.

5. Suspension and Termination of Affiliation

5.1. The Athletic Union has the power to terminate or suspend affiliation providing the club has had the right to be heard by the full Executive Committee before a final decision is made. The cause for disaffiliation may include, but is not limited to:

5.1.1. A club, or members of a club, is considered to fail to uphold the values of Saints Sport and/or behaved in a manner which contravenes the purposes of the Athletic Union as set out in section 2.

5.1.2. A club which does not pass the Athletic Union club review process which involves, but is not limited to:

5.1.2.1. Financial sustainability

5.1.2.2. Sufficient membership

5.1.2.3. Good behaviour of club members

5.1.2.4. Appropriate club governance

5.2. The reason for termination or suspension must be communicated to the club in writing and can be appealed to the Board, whose decision is final.

5.3. Any club who has their affiliation terminated shall no longer be eligible to access support from the Athletic Union as set out in section 4.8, until their affiliation is reinstated.

5.3.1. This includes use of kit, social media, email addresses, and websites.

5.4. Upon termination of affiliation, clubs must return all assets to the Athletic Union.

5.5. If any members of a club have been found to have behaved in a manner seen incompatible with the values of Saints Sport, the matter may be referred to the University discipline office.

6. Membership

6.1. Membership of the Athletic Union shall consist of the following four categories:

6.1.1. Ordinary Membership.

6.1.1.1. All currently matriculated students of the University shall be Ordinary members of the Athletic Union, with the exception of those who have exercised their statutory right to demit membership or have had their membership revoked.

6.1.2. Non-Student Membership.

6.1.2.1. Any member who is not a currently matriculated student at the University who is not a life or honorary member.

6.1.2.2. All non-student members must be approved by the Executive Committee.

6.1.2.3. Affiliated clubs may propose non-student members for non-student membership. Membership may be admitted for a defined period upon a decision by the Athletic Union President and/or the Executive Committee.

6.1.2.4. Non-student members shall be eligible to join Athletic Union clubs on a case-by-case basis and have most of the privileges of Ordinary members.

6.1.2.5. Non-student members must also purchase a Saints Sport facility membership and the Athletic Union reserves the right to introduce further rules relating to non-student members' privileges.

6.1.3. Life Membership.

6.1.3.1. Any graduate of the University may apply to the Executive Committee for Life membership of the Athletic Union. Life members shall be eligible to join clubs on a case-by-case basis.

6.1.3.2. The Board reserves the right to charge an annual subscription to Life members and to introduce further rules relating to their privileges.

6.1.4. Honorary Membership.

6.1.4.1. Honorary membership may be conferred by the Board for exceptional services to the Athletic Union. The duration of Honorary membership shall normally be for life, and Honorary members shall have the same privileges as Life members, except no subscription shall be charged.

6.2. Ordinary Members shall have the right to vote on any motion.

6.3. Only Ordinary members shall be eligible to serve as officers for the Athletic Union and its affiliated clubs.

6.4. Individuals who are not students of the University, including but not limited to coaches and managers, who attend the University sports facilities in connection with affiliated clubs will not be considered members of the Athletic Union.

6.4.1. The Athletic Union reserves the right to require its affiliated clubs to cease from associating with individuals who are considered to contravene the purposes of the Athletic Union (section 2) or act in a manner inconsistent with the values of Saints Sport. Clubs who refuse to do so will be subject to sanctions as outlined in section 5.1.

7. Elected President

7.1. The Athletic Union President shall be elected annually by matriculated students of the University and shall serve as a full-time sabbatical officer, employed by the University, for a term of one year beginning on 1 July, following a one-month handover period from 1 June.

7.1.1. Candidates for election must be matriculated students of the University, in good standing with the University (including good financial standing), Students Association, and members of the Athletic Union at the time of election.

7.1.2. Elections for the office of Athletic Union President will take place at the same time as elections for Students' Association officers.

7.1.3. The office of Athletic Union President may not be held by the same individual for more than two years.

7.1.4. If the office of Athletic Union President should become vacant during the term of office, there will be an extraordinary meeting of the Athletic Union Board called, where the following actions shall be taken:

7.1.4.1. The Athletic Union Board shall nominate a member of the Athletic Union Executive Committee to act as Athletic Union President, in a non-stipendiary, part-time capacity.

7.1.4.2. An appropriate allocation of the duties of the Athletic Union President shall be determined.

7.1.5. The responsibilities and duties of the Athletic Union President are set out in a job description. Following election, a contract between the University and the incumbent Athletic Union President must be signed.

8. Appointed Officers

8.1. In addition to the Athletic Union president, there shall be officers and assistants appointed annually within the Athletic Union. Appointments are as follows:

8.1.1. Officers of the Executive Committee should encompass, but are not limited to:

8.1.1.1. Athletic Union Treasurer

8.1.1.2. Management of Athletic Union events

8.1.1.3. Management of Athletic Union volunteering, engagement, inclusivity, and wellbeing

8.1.1.4. Management of Athletic Union Publicity, media, and communications

8.1.2. In addition, there shall be a number of assistants appointed annually to work with selected Executive Committee officers

- 8.1.2.1. The number of assistants must be approved by the Executive Committee prior to any appointments
- 8.2. Appointments shall take place shortly after the election of the Athletic Union President and shall be determined by a panel that may include, but is not limited to, the following:
 - 8.2.1. The outgoing Athletic Union President
 - 8.2.2. The incoming Athletic Union president
 - 8.2.3. A senior Saints Sport staff member
 - 8.2.4. Appropriate members of clubs affiliated to the Athletic Union
- 8.3. Candidates must be matriculated students of the University in good standing with the University (including good financial standing) and members of the Athletic Union both at the time of the election and during the academic year that coincides with the term of office.
- 8.4. Existing or previous officers are eligible for re-appointment.
- 8.5. If the post of any appointed officer or assistant should fall vacant during a term of office, the Board shall determine the procedure for filling the post. This could be in the form of:
 - 8.5.1. Co-opting a member
 - 8.5.2. Re-opening applications
 - 8.5.3. Leaving the post vacant and reassigning duties amongst the rest of the Executive committee and assistants
- 8.6. The responsibilities of the appointed officers and assistants are set out in a memorandum which must be signed prior to commencement by both the incumbent officer/assistant and the incoming Athletic Union President.

8.7. Officers and assistants receive a stipend for their duties in the expectation that these duties are carried out in a timely and effective way.

8.7.1. The Board has the power to remove any officer or assistant if it considers that they are not fulfilling their responsibilities. This consideration shall be at the sole discretion of the Board.

8.7.2. If this decision is appealed, the final decision shall be made by the Chair and Convenor of the Board.

9. The Athletic Union Executive Committee

9.1. The Executive Committee is responsible for the operational, day-to-day functions and decisions of the Athletic Union. The Executive Committee is also responsible for the strategic direction of the Athletic Union, its members, and its affiliated clubs.

9.2. The Executive Committee operates under powers delegated by the Athletic Union Board. Its remit must be approved annually by the Athletic Union Board, and it reports to the Athletic Union Board. Its decisions are subject to review and alteration by the Board.

9.3. The Executive Committee shall be chaired by the Athletic Union President.

9.4. The Executive Committee shall consist of the following members:

9.4.1. The Athletic Union President

9.4.2. The appointed officers of the Athletic Union

9.4.3. The Director of Sports & Exercise

9.4.4. The Assistant Director Sport Development

9.4.5. Two senior Saints Sport staff members

9.5. The membership of the Executive Committee should aspire to be in line with the University's *Equality, Inclusion, and Diversity Policy*.

- 9.6. All student members of the Executive Committee shall have full voting rights and absentee votes will not be permitted. In the event of a tie, the Chair may exercise a casting vote. No additional persons in attendance will be permitted to vote.
- 9.7. The Executive Committee shall meet as often as required, but normally at least twice a month.
- 9.8. The quorum for a meeting of the Executive Committee shall require each of the following (1) a majority of members to be present; (2) minimum of two of the student officers; (3) the attendance of the Athletic Union President; (4) the attendance of at least two of the non-student members described in section 9.4; and(5) overall a majority of student members.
- 9.9. The Chair and Convener of the Executive Committee shall be the Athletic Union President.
- 9.10. The Executive Committee will have the power to create sub-committees and short life working groups. The Executive Committee may delegate a specific operational decision to a sub-set of the Committee.
- 9.11. Any proposed changes to the structure of the Executive Committee requires the approval of at least four members of the Board at a quorate meeting. Those voting in approval must include three of the four student officers and at least one member of the non-student members of the Board.

10. Equal Opportunity

- 10.1. The Athletic Union is fully committed to the respect and fair treatment of all in relation to the activities of the Athletic Union and its affiliated clubs. This includes the elimination and avoidance of any discriminatory practices and the active promotion of equality of opportunity for all.
- 10.2. The Athletic Union endorses the University's *Equality & Diversity Inclusion Policy* and requires adherence by all affiliated clubs.
- 10.3. Concerns about failures to adhere to the commitment to equality of opportunity or to abide by equality legislation should be addressed directly to the Chair of the Board.

11. Grievance and Complaint Procedures

11.1. Any member of the Athletic Union who is dissatisfied with the performance of duties by an appointed officer of the Athletic Union should follow the following procedure:

11.1.1. In the first instance, complaints should be sent to the Athletic Union President.

11.1.2. If the complaint cannot be resolved at this level, then it should be submitted to the Director of Sport & Exercise.

11.1.3. If the complaint still cannot be resolved, it should be submitted in writing to the Chair of the Board for appropriate action.

11.1.4. Where appropriate this may fall under the University's complaint procedures.

11.2. Complaints or grievances against affiliated clubs of the Athletic Union, members of the Athletic Union, connections of affiliated clubs, or against club officers, should follow the following procedure:

11.2.1. In the first instance, complaints should be sent to the Athletic Union President who may consult the Executive Committee.

11.2.2. If the complaints cannot be resolved at this level, it should be submitted in writing to the Chair of the Board for the Board's consideration. Final judgement shall be made by the Board.

11.3. The Athletic Union reserves the right to deny membership or Sports Centre access (with the permission of the Director of Sport) in individuals where it considers it appropriate to do so.

11.4. Complaints or grievances against the Athletic Union or the Athletic Union President should follow the following procedure:

11.4.1. In the first instance, complaints should be sent to the Director of Sport.

11.4.2. If a complaint cannot be resolved at this level it should be submitted in writing to the Chair of the Board, for consideration by the Board.

12. Laws of the Athletic Union

12.1. The Athletic Union Board will be responsible for approving the Laws of the Athletic Union (see Appendix A). These may prescribe, *inter alia*, rules governing committees, the election and appointment of officers, the affiliation of clubs and codes of practice on safety.

12.2. A proposal to change the Laws of the Athletic Union requires approval of at least four members of the Athletic Union Board at a properly quorate meeting of the Board. Those voting in approval must also include at least three student officers and at least one non- student Board members.

12.3. One month's notice of any proposed change to the Laws of the Athletic Union must be given in a general written announcement to presidents of clubs affiliated to the Athletic Union.

13. Amendments to the Constitution of the Athletic Union

13.1. A proposal to change the Constitution of the Athletic Union must be approved as follows:

13.1.1. Approved by at least 50% of present student members at a quorate meeting of the Executive Committee.

13.1.2. Approval of at least four members of the Board at a properly quorate meeting. Those voting in approval must also include at least three of the student officers and at least one of the non-student Board members.

13.2. 28 days' notice of any proposed change to the Constitution of the Athletic Union must be given in a general written announcement to all ordinary members of the Athletic Union.

13.3. Any change to the Constitution of the Athletic Union that is approved by the Board must be ratified by the University Court prior to taking effect.

Appendix A

Laws of the University of St Andrews Athletic Union

1. Affiliated Clubs

- 1.1. The Athletic Union shall make publicly available a list of currently affiliated clubs. This can be found on the Saints Sport website: <https://sports-clubs.wp.st-andrews.ac.uk>
- 1.2. Should any club be inactive for two consecutive years, the Board may terminate or suspend indefinitely the club's affiliated status, take control of the club's assets and resources bringing them under the Athletic Union central funds, liquidate non-financial assets, and discharge outstanding club liabilities.
- 1.3. Each affiliated club shall elect its club officers, as specified in its constitution, at its Annual General Meeting.
- 1.4. Any changes in club officers, constitution or health and safety codes of practice must immediately be reported by clubs in writing to the Athletic Union President, who will be responsible for reporting this to the Executive Committee and any other appropriate parties.

2. Health and Safety

- 2.1. The Athletic Union Safety Policy shall be reviewed annually by the Athletic Union President and the Administration Manager. The Policy shall be presented annually to the Athletic Union Board for approval and shall be made publicly available.

- 2.2. All affiliated clubs of the Athletic Union must maintain a health and safety code of practice. This must be aligned with current the Athletic Union Safety Policy and must comply with codes of practice set by the national governing bodies for each specific sport.
- 2.3. It is a requirement of affiliation that the health & safety code of practice of each affiliated club be reviewed annually by the club Athletic Union President and Administration Manager must approve each health and safety policy before a club may partake in training or fixtures.
- 2.4. Any club that infringes its health & safety code of practice may suffer sanctions imposed by the Executive Committee of the Athletic Union.
- 2.5. Each club must ensure that its members are familiar with its health & safety code of practice and that the code is available for public consultation.

3. Alcohol Policy

- 3.1. All affiliated clubs must adhere to the University's Policy on *Student Alcohol Awareness*, and the British Universities and Colleges Sport's (BUCS) *Policy on Alcohol Brands*.
- 3.2. All affiliated clubs must also adhere to the Athletic Union Initiations Policy.

4. Annual Review

- 4.1. The Athletic Union Board shall annually review the Constitution and Laws of the Athletic Union.

5. Freedom of Information

- 5.1. All Athletic Union policies, the Athletic Union Constitution and Laws, and all Minutes of the Athletic Union Board meetings shall be made publicly available.

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