



University of  
St Andrews

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## Constitution of the University of St Andrews Athletic Union

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# **Constitution of the University of St Andrews** **Athletic Union**

## Contents

1.0 Name .....	3
2.0 Purposes .....	3
3.0 Membership.....	3
4.0 Equal Opportunities.....	3
5.0 Affiliated Sport Clubs.....	4
6.0 Probation and Termination of Affiliation .....	4
7.0 The Athletic Union Board .....	5
8.0 Elected President of the Athletic Union.....	5
9.0 The Athletic Union Executive Committee.....	6
10.0 Appointment of the AU Executive Committee.....	7
11.0 Partnerships: .....	7
11.1 Saints Sport.....	7
11.2 Students' Association .....	8
12.0 Amendments to the Constitution of the Athletic Union .....	8

## 1.0 Name

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

## 2.0 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 policies on Equality, Diversity and Inclusion.
  - 2.1.4 Promote, support and oversee the Athletic Union affiliate clubs.
  - 2.1.5 Ensure all affiliated clubs represent the Saints Sport Core Values and demonstrate the highest values of health and wellbeing. These values can be found on the Saints Sport website.
  - 2.1.6 To promote and abide by the policies of the University. These can be found here: <https://www.st-andrews.ac.uk/policy/index.php>

## 3.0 Membership

- 3.1 Membership of the Athletic Union shall consist of the following categories:
  - 3.1.1 Ordinary Membership.
    - 3.1.1.1 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.
    - 3.1.1.2 Any student that wishes to exercise this statutory right should follow the process on the Saints Sport website.
    - 3.1.1.3 Only ordinary members shall be eligible to serve as Officers of the Athletic Union and its affiliated clubs.
  - 3.1.2 Non-Student Membership
    - 3.1.2.1 Any member who is not an Ordinary or Life Member
    - 3.1.2.2 Affiliated clubs must request Non-Student Membership for non-students wishing to take part in any club activity. Membership may be admitted for a defined period upon approval by the Executive Committee.
    - 3.1.2.3 Non-Student members must pay the appropriate Saint Sport costs to take part in club activity. The Athletic Union reserves the right to introduce further rules relating to non-student members’ privileges.
    - 3.1.2.4 Individuals who are not students of the University, including but not limited to coaches and managers, who attend the sports centre in connection with affiliated clubs will not be considered members of the Athletic Union unless they have been given the approval from the Executive Committee.
  - 3.1.3 Life Membership.
    - 3.1.3.1 Any graduate of the University may apply to the Executive Committee for Life membership of the Athletic Union. Life members are eligible to apply join clubs on a case-by-case basis.
- 3.2 The Athletic Union reserves the right to deny access to the Sport Centre (with the permission of the Director of Sport) to any individuals, where it considers it appropriate to do so.

## 4.0 Equal Opportunities

- 4.1 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.
- 4.2 The Athletic Union endorses the University’s policies on Equality, Diversity and Inclusion and requires adherence by all affiliated clubs.
- 4.3 Concerns about failures to adhere to the commitment to equality of opportunity or to abide by equality legislation will be addressed through the Saints Sport Conduct Policy

## 5.0 Affiliated Sport Clubs

- 5.1 Clubs seeking affiliation to the Athletic Union should do so by following the 'Affiliation' procedure which can be found on the [Saints Sport](#) website.
- 5.2 All clubs affiliated to the Athletic Union shall be deemed to accept the terms of this constitution and any policies adopted by the Athletic Union. Clubs shall also commit to upholding the values of Saints Sport.
- 5.3 Each year, clubs will be expected to undertake a series of administrative tasks as part of their affiliation to the Athletic Union.
- 5.4 In return the Athletic Union will provide support in the operations, governance and development of the club.
- 5.5 The Athletic Union reserves the right to disaffiliate clubs if deemed appropriate (see section 6)
- 5.6 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 and/or individuals who refuse to do so will be subject to the Conduct Policy.
- 5.7 Each affiliated club shall elect its club officers, as specified in its constitution, at its Annual General Meeting.
- 5.8 Any changes in club officers, constitution or health & safety codes of practice must be reported by clubs.
- 5.9 If, in exceptional circumstances, a club's constitution requirements would result in a detrimental impact for the club, and the club is unable to rectify it at an AGM, EGM or Special General Meeting the club may apply to the exec for a waiver. This can be done by contacting the AU President.

## 6.0 Probation and Termination of Affiliation

- 6.1 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:
  - 6.1.1 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. Such clubs will be subjected to the Saints Sport Conduct Policy which lays out the process by which they might be disaffiliated.
  - 6.1.2 A club which shows itself to be unsustainable will be placed on a 'sustainability track'. The club will receive close monitoring and support to try ensure the club can become sustainable. If there have been no improvements after a year then they are eligible for disaffiliation. Areas of concern may include:
    - 6.1.2.1 Financial sustainability
    - 6.1.2.2 Membership sustainability
    - 6.1.2.3 Appropriate club governance
- 6.2 The Athletic Union President will write to the Athletic Union Board outlining the reasons for disaffiliation. The Board must approve this decision. Only with the Board's permission will a club be deemed disaffiliated and the AU President will communicate this to the club in writing. The club that has been disaffiliated will have 48hrs to write an appeal to the Board via the Director of Sport.
- 6.3 Any club who has their affiliation terminated shall no longer be eligible to access support from the Athletic Union as set out in section 5, until their affiliation is reinstated.
- 6.4 Upon termination of affiliation, clubs must return all assets to Saints Sport to be used for student sport.

## 7.0 The Athletic Union Board

- 7.1 The governance of the Athletic Union shall be vested in the Athletic Union Board (hereafter referred to as 'the Board').
- 7.2 The Athletic Union Board will be accountable to the University Court for the following:
  - 7.2.1 Implementing the purposes of the Athletic Union
  - 7.2.2 For establishing Athletic Union policies and procedures
  - 7.2.3 For managing the resources of the Athletic Union and its affiliated clubs.
  - 7.2.4 The annual budget and accounts of the Athletic Union.
  - 7.2.5 Assisting and advising the Athletic Union President.
- 7.3 The membership of the Athletic Union Board shall consist of seven members:
  - 7.3.1 The Athletic Union President.
  - 7.3.2 The Athletic Union Treasurer.
  - 7.3.3 A member of the Athletic Union Executive Committee (hereafter referred to as the Executive Committee).
  - 7.3.4 The Vice-Principal Education, or an appropriate Principal's Office delegate.
  - 7.3.5 The Director of Sport & Exercise, or an appropriate Senior Management Team delegate.
  - 7.3.6 The Assistant Director Sport Development, or an appropriate Senior Management Team delegate.
  - 7.3.7 The President of the Students' Association, or an appropriate Students Association sabbatical delegate.
  - 7.3.8 Other members of the Athletic Union 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.
- 7.4 The make-up of the Board should aspire to be in accordance with the University's policies on Equality, Diversity, and Inclusion.
- 7.5 The Board shall meet as often as required, but no less frequently than twice each semester.
- 7.6 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 7.3. In addition, a meeting shall not take place in the absence of the Athletic Union President or the Vice-Principal Education, or their delegate.
- 7.7 The Chair and Convenor of the Board shall be the Vice-Principal Education or an appropriate delegate of the Principal's Office.
- 7.8 All members of the Athletic Union 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.
- 7.9 The Athletic Union Board shall have the power to create committees and short-life working groups.
- 7.10 The Executive Committee shall be a standing committee of the Athletic Union Board.
- 7.11 All Athletic Union policies, the Athletic Union Constitution and all Minutes of the Athletic Union Board meetings shall be made publicly available.

## 8.0 Elected President of the Athletic Union

- 8.1 The Athletic Union President shall be employed by the University as a full-time sabbatical officer, for a term of one year beginning on 1<sup>st</sup> July, following a one-month handover period from 1<sup>st</sup> June.
- 8.2 Elections for the office of Athletic Union President will take place at the same time as the elections for Students' Association Officers and the election for the position will be run by the Students' Association.
- 8.3 The position will be elected annually by members of the University of St Andrews Students' Association.
- 8.4 In the event of the membership of the Students' Association being less than 95% of all matriculated students of the University a meeting of the Athletic Union Board must take place to discuss whether alternative arrangements should be made for the election. This Board meeting must be attended by the Students' Association President or an appropriate Students' Association Sabbatical delegate.

- 8.5 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 both the Athletic Union and the Students' Association at the time of election.
- 8.5.1 'Good Standing' is defined in this constitution as being in good financial and disciplinary standing with the University and the Students' Association.
- 8.6 Candidates for election must have at least one years' experience on an affiliated club committee or on the Saints Sport Student Sport Team (which encompasses the Athletic Union Executive Committee)
- 8.7 The office of Athletic Union President may not be held by the same individual for more than two years. The office may also not be held by an individual who has previously held a different sabbatical position for two years.
- 8.8 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:
- 8.9 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.
- 8.10 An appropriate allocation of the duties of the Athletic Union President shall be determined.
- 8.11 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.

## 9.0 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 Chair and Convenor of the Executive Committee shall be the Athletic Union President.
- 9.4 The Executive Committee must always have a student majority and should consist of the following members:
- 9.4.1 The Athletic Union President.
  - 9.4.2 Selected members of the Saints Sport Student Sport Team
  - 9.4.3 The Director of Sports & Exercise.
  - 9.4.4 The Deputy Director of Sport & Exercise
  - 9.4.5 The Assistant Director Sport Development.
  - 9.4.6 Other members of Saints Sport staff may be invited to attend meetings if deemed appropriate but will not have a voting right.
- 9.5 The membership of the Executive Committee should aspire to be in line with the University's policies on *Equality, Inclusion, and Diversity*.
- 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, there shall be no casting vote and the proposal will fail. 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) a student majority; (3) the attendance of the Athletic Union President.

- 9.9 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.
- 9.10 Any proposed changes to the structure of the Executive Committee requires the approval of a quorate meeting of the Board.

## 10.0 Appointment of the AU Executive Committee

- 10.1 In addition to the Athletic Union President, the AU Executive committee student members shall be formed from the Saints Sport Student Sport Team.
- 10.2 Shortly after the appointment of the Student Sport Team there will be a co-option within the team. Members of the team can put themselves forward to sit on the Exec committee. The rest of the team will then vote on what who they would like to represent them.
  - 10.2.1 Any tiebreaks will be settled by the AU President.
- 10.3 The Exec Committee must always have student members with a specific responsibility for representing the following areas:
  - 10.3.1 Athletic Union Finances
  - 10.3.2 Athletic Union Events
  - 10.3.3 Athletic Union Development and Alumni Relations
  - 10.3.4 Athletic Union Volunteering, Engagement, Inclusivity and Wellbeing
  - 10.3.5 Athletic Union Publicity, Media and Communications
- 10.4 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.
- 10.5 Existing or previous officers are eligible for re-appointment. Officers may hold the same position for a maximum of two academic years. An Officer would be able to apply for a different position.
- 10.6 If the post of a member of the Exec should fall vacant during a term of office, there will be another co-option by the Student Sport Team. This will follow the same procedure as laid out in 10.2.
- 10.7 Officers receive a stipend for their duties in the expectation that these duties are carried out in a timely and effective way.
- 10.8 The Board has the power to remove any officer if it considers that they are not fulfilling their responsibilities. This decision shall be at the sole discretion of the Board.
  - 10.8.1 The Officer has the right to appeal. This can be done within 48hrs of the communication of the decision by writing to the Director of Sport. If this decision is appealed, the final decision shall be made by the Chair and Convenor of the Board.

## 11.0 Partnerships:

### 11.1 Saints Sport

- 11.1.1 Saints Sport is the formal marque for Sport at the University of St Andrews and acting as an overarching title to encompass the department, the operationally independent Athletic Union, our teams, clubs, athletes and the facilities at University Park.
- 11.1.2 Saints Sport works to achieve the objectives outlined in the University's strategic plan for sport, with the common aim of improving and increasing participation in sport at the University of St Andrews.
- 11.1.3 The Athletic Union operates as an independent constituent body of Saints Sport to represent all students at the University.

## 11.2 Students' Association

11.2.1 The Athletic Union and the Students' Association acknowledge that whilst they are two separate organisations their goals are closely aligned in supporting an excellent student experience and improving the mental and physical wellbeing of St Andrews students.

11.2.2 In order to maintain a positive and productive relationship the following is in place: ‘

11.2.3 The Students' Association President or an appropriate Students' Association Sabbatical delegate will sit on the Athletic Union Board.

11.2.4 The Athletic Union President will be invited to attend the Students' Association Board and relevant subcommittees.

11.2.5 There will be a partnership agreement which outlines further long-term standing agreements between the two organizations.

11.2.6 Each year the Sabbatical Officers will write a collaboration statement outlining shared priorities for the year.

## 12.0 Amendments to the Constitution of the Athletic Union

12.1. The Athletic Union Board shall annually review the Constitution of the Athletic Union.

12.2. A proposal to change the Constitution of the Athletic Union must be approved by a quorate meeting of the executive committee and a quorate meeting of the Board.

12.3. Changes to the Constitution of the Athletic Union must be announced to the affiliated clubs and widely publicized to all members.

12.4. 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.