

# Glasgow University Sports Association CONSTITUTION

1. **NAME**
   1. The organisation shall be called "Glasgow University Sports Association", hereinafter referred to as the "Association".

# AIMS

* 1. The Association and University of Glasgow Sport have agreed the following common aim:

# “To provide a relevant and sustainable sports service to the students of the University of Glasgow”

* 1. In pursuit of this aim the Association shall:
     1. Promote interest and participation in sport and physical recreation of all levels of competence in the University of Glasgow (hereinafter referred to as the "University").
     2. Canvass and represent the views of students on all matters relating to sport at the University both within and outwith the University and external committees;
     3. Approve, co-ordinate and develop the general policies and activities of all clubs that are affiliated to the Association as hereinafter.
     4. Administer, co-ordinate and control the income and expenditure of the Association and the management and auditing of the funding to the affiliated Clubs and specific recreational initiatives.
     5. The Association will apply for an annual grant from the University Court to provide for the maintenance and need of all affiliated clubs. It will also seek additional funding, as appropriate, from the Chancellors Fund, Development Fund, alumni and elsewhere.
  2. The Association shall furthermore:
     1. Manage its property;
     2. Publicise the role of the Association and the activities of its members by the organisation of appropriate events and the preparation of materials for publication;
     3. Make arrangements for the award and presentation of annual sports awards;
     4. Conduct annual elections.
     5. Provide a conduit for communication with Blues, Half Blues, Past Presidents or other award winners.

# GOVERNANCE

* 1. The Association shall be an autonomous organisation. The Constitution and any amendments thereto are, however, subject to the approval of the University Court which has the power to require changes in the Constitution. Any such changes required will be notified in writing by the University Court.
  2. The whole finances, business and affairs of the Association shall be the exclusive responsibility of the Council of the Association (hereinafter referred to as the Council) which shall have all necessary powers including, without prejudice to the foregoing generality, the powers specially conferred upon it in this Constitution.
  3. The Council shall be responsible to the Membership for the general government of the Association.

# MEMBERSHIP

* 1. Membership shall apply to all those registered students of the University of Glasgow who have paid their annual subscription to University of Glasgow Sport (hereinafter referred to as ‘Members’).
  2. The Association, on the recommendation of the Council, may from time to time extend Honorary Membership, normally as Honorary Vice President, to those, whom, in the opinion of the Council, have made a substantial contribution to the Association’s aims and objectives or have the potential to significantly raise the profile of the Association and its activities. Such Honorary membership shall be conferred for a period of five years and may be renewed. In exceptional circumstances, the Association may confer the title of Honorary Life Vice President.

4.2.1 The Honorary President and the Honorary Treasurer shall be Honorary Members for the duration of their terms of office. Those other members of the Council who are not registered students of the University shall be deemed to be Honorary Members of the Association for the duration of their terms of office.

* 1. Membership shall normally entitle the member:
     1. To the use of the University's sporting facilities for club and recreational purposes;
     2. To be a spectator without payment of admission fee at all games held at the University's Grounds except when notice to the contrary has been given by the Council; and
     3. To such other privileges as the Council may from time to time decide.
  2. Only those who are members of the association shall be eligible to compete in Scottish Student Sport (S.S.S) and British Universities & Colleges Sport (B.U.C.S.) competition.

# THE COUNCIL

* 1. The Council shall comprise the following elected members:
     + The President
     + The Vice President; responsibilities of whom shall be defined.
     + The Secretary
     + Nine Convenors; comprising of one Finance Convenor and eight others whose responsibilities shall be determined annually.

To support additional project work, the Council may, from time to time, elect or co-opt one additional Convenor; it may also co-opt one general member.

The Council, on the recommendation of the President after consultation with the Convenors, will approve the establishment of appropriate working groups to support the activities of the Convenors, and to expose the wider GUSA membership to the workings of the Council.

The Council Executive shall comprise of the President, the Vice President and the Secretary, and shall advise and assist the officers of the Council in developing and delivering the Council strategy.

Council shall also comprise the following nominated members who may participate in discussions but shall not have voting rights:

* The Honorary President
* The Honorary Treasurer
* Two Members not being students of the University

The Honorary President and Honorary Treasurer shall be senior members of the permanent staff of the University and shall be nominated by the Secretary of the University Court. One Senior Member shall be nominated by the University Senate. The second Senior Member will be nominated by the University Court and will be drawn from within or without the University community. All these nominees shall serve on the Council following acceptance of the nominations by the Council.

The Council may also invite Honorary Vice Presidents to participate in Council meetings for purposes of providing professional or specialist advice on specific items of Council business. There should always be at least one Senior or Honorary Member from without the University community invited to meetings of the Council.

The immediate Past President of the Association will be a member of the Council *ex officio* until the following year’s Annual General Meeting; he/she shall not have the right to vote at meetings of the Council.

The President or a nominated member of the Council of each of the Glasgow University Union, the Queen Margaret Union and the Students' Representative Council will be members of the Council *ex officio* and shall not have the right to vote.

The Director of UofG Sport (or nominee) shall be invited to meetings of the Council and shall not have the right to vote.

* 1. The Presidential year of office shall run from the 1st June to the 30th June of the following year. The post of President is a Sabbatical position. The Sabbatical period shall be as the Presidential year of office and shall be financed by the Annual Court Grant.

5.3. The remainder of Council shall hold office for twelve months, consecutive from the first Meeting of Council following the annual elections, deemed to be the 'Change-over Meeting'.

* 1. The Council shall meet at least once a month during University semesters and also at such other times as may be necessary. Meetings of the Council shall be called in such a manner and on such notice as may be determined by the Council from time to time
  2. The Secretary shall convene a special meeting of Council within seven days of receiving a written request signed by at least five members of the Council and such requisition shall specify the business to be conducted at such special meeting.
  3. No meeting of the Council shall be held outwith the semesters of any Faculty of the University or on a University holiday or on a day when the University is closed.
  4. At any meetings of Council, ten shall form a quorum provided at least seven of those are registered student members. The Honorary President whom failing the President shall act as Chair at meetings of Council. In the event of neither being present or willing to act, the Council will choose one of their number to act as Chair of the meeting, voting by a show of hands unless otherwise resolved.

5.7.1 The President shall have a casting as well as deliberative vote.

* 1. Any elected member absenting him/herself from two consecutive meetings of Council, without a due reason, will be deemed to have resigned from Council.
  2. The Council shall cause such books of account to be kept as are necessary to give a true and fair view of the state of the Association affairs and to explain its transactions.
  3. The Council shall cause such minutes to be made of all resolutions and proceedings at its meetings and at all General Meetings. Minutes shall be taken by the Secretary and, other than those deemed reserved by the Council, shall be open to inspection by Members of the Council and of all members of the Association.

# POWERS

* 1. The Council shall have the powers to:
     + make, alter and promulgate, or annul such By-laws and appendices, rules, regulations or procedures as may be necessary for the good running of the Association;
     + regulate and oversee the financial affairs of the Association;
     + instruct proceedings in court or otherwise for payment of fines, debts and obligations due to the Association. The Association shall sue, and may be competently sued in the name of the following office-bearers: The Honorary President, the President, the Secretary and the Honorary Treasurer for and on behalf of Glasgow University Sports Association;
     + initiate disciplinary procedures including suspension and/or disaffiliation in the event that it is alleged that any Member(s) or Club of the Association have engaged in any misconduct contrary to the interests of the Association or of any other behaviour unbecoming to a Member of the Association or breach of this Constitution; subject always to the right of appeal against a disciplinary action;
     + refer individual misconduct to the Director of the University Senate Office for consideration under the code of student conduct.

# GENERAL MEETINGS

* 1. At any meeting a simple majority shall determine the outcome of any decision.
  2. The Annual General Meeting shall be held in March.
  3. The Secretary shall give, by email, at least twenty-one days notice of the place and time of the Annual General Meeting.
  4. Unless notice is given as hereinafter provided (see 9.5) only Ordinary Business shall be conducted at the Annual General Meeting. Ordinary Business shall consist of:
     + the submission of the minutes of the previous Annual General Meeting and of General Meetings held since the previous Annual General Meeting for the approval of the Membership.
     + the submission of a report by the President.
     + the submission of the audited Accounts for the previous year for the approval of the Membership.
     + the appointment of solicitors and auditors.
     + the election or re-election of Honorary Office Bearers (see 4.2).
     + any other business shall be Special Business.
  5. Notice of any Special Business, unless in the name of the Council, shall be given to the Secretary, in writing, at least twenty-one days prior to the Annual General Meeting. Such notice shall be signed by at least three members entitled to vote at a General Meeting as hereinafter provided. The Secretary shall give at least fourteen days notice to the Members of any Special Business to be conducted at the Annual General Meeting.
  6. The Secretary shall call, by email, an Extraordinary General Meeting whenever required to do so by order of the Council. In addition, the Secretary shall call an Extraordinary General Meeting within fourteen days of receiving a requisition, with a statement of resolution to be proposed, signed by at least fifteen Members entitled to vote at a General Meeting as hereinafter provided.
  7. No Extraordinary General Meeting shall be held out with a University Semester. At least seven days notice of an Extraordinary General Meeting and of the business to be conducted shall be given to members, and no other business shall be considered at such meeting.
  8. Notice of a General Meeting shall be deemed to be validly given to all Members by an email sent out by the Secretary and displayed on appropriate notice boards.
  9. All members present, save in the election of members of the Council, shall be entitled to vote at any General Meeting.
  10. At a General Meeting, the Honorary President, whom failing the President shall preside as Chair. In the event of neither being present, the Members present and entitled to vote shall one of the non-voting council member to be Chair of the Meeting.
  11. At any General Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands; and a declaration by the Chair that a resolution has been carried unanimously, or by a particular majority, or lost, shall be conclusive and final provided always that any Member entitled to vote may demand a recount. A recount shall only be taken if in the opinion of the

Chair such a demand is in all circumstances reasonable. The Chair shall have a casting as well as a deliberative vote.

* + 1. No alteration shall be made to this Constitution except by a resolution proposed at an Extraordinary General Meeting or Annual General Meeting. Any such resolution shall be in the name of the Council, or in the names of and signed by at least fifteen Members entitled to vote at a General Meeting. At least twenty one days bnotice of a General Meeting convened for such a purpose and of such resolution shall be given to the Members. At such a Meeting, the quorum shall be forty-five Members entitled to vote at a General Meeting. In order to carry a resolution proposing an alteration to this Constitution a majority of two-thirds of the Members present and entitled to vote, voting in favour of such resolution shall be required.
    2. Any modifications to the Constitution will not be ratified until promulgated to the Secretary of Court, on behalf of the University Court.

# ELECTIONS

* 1. The names of any members proposed for the office of President, Vice President, Secretary, the nine Convenors and such additional members to be elected as determined by the Council shall be intimated in writing to the President by 3.00 p.m. seven calendar days preceding the date set for the election. In the event of the President rerunning for office the GUSA Council shall decide to whom nominations are to be sent.
     1. In the event that any of the offices remains unfilled following the election, nominations shall be taken from the floor of the Annual General Meeting provided the conditions of this section are satisfied. In such an event and, if necessary, voting shall be by a show of hands at the Annual General Meeting, with the exception of voting for the positions of President, the Vice- President and Secretary which shall be by secret ballot.
     2. The member(s) proposed for the offices of President, Vice President and Secretary must be Ordinary Members of the Association having at least one full year's experience on Council. In the event that such a candidate is not forthcoming, the position will be open to any other Member of the Association.
     3. At least one of the President, Vice President or Secretary shall be a member of an affiliated sports club as well as a member of the Association.

8.2 There shall be a President Elect (hereinafter defined) from the election in March until the beginning of the Sabbatical term of office.

8.2.1 In the event that the President Elect shall resign or otherwise demit office, an election shall take place at an Extraordinary General Meeting convened for the purpose.

* 1. All office-bearers if qualified under the provisions of this section shall be eligible for re- election under the provisions of section 4.1, with the exception that a President shall only be eligible for re-election for only one further term of office.
  2. Voting for office-bearers shall be by secret ballot before the Annual General Meeting, at a time and place appointed by Council. The voting shall be by that of the 'Single Transferable' voting system.
  3. The Executive shall appoint a Returning Officer.
     1. No person shall be eligible to be appointed Returning Officer if he/she is;
        + A student member of the Council.
        + An employee of Council.
        + A registered student of Glasgow University.
     2. The Returning Officer shall be responsible for;
        + The proper conduct of elections.
        + The appointment of Polling Officials.
     3. The Returning Officer shall report in writing to the University Court and to the Association on the conduct of the Election.
  4. In the event of the President, Vice President or Secretary resigning or otherwise demitting office, during his or her tenure, the Council may nominate an appropriate successor from within its own body. Should there be more than one candidate for this post from within the Council then a secret ballot will be held among the Council members. Any Officer elected in this manner will retain office until the next AGM, when normal election rules will take over.
  5. The Council may fill by any vacancy arising amongst the Convenors by election before the 1st of September and by co-option following this date.

# CLUBS

* 1. There shall be affiliated to the Association such Clubs as shall be determined by the Association in a General Meeting. Affiliation to the Association shall be taken to mean that the group representing a particular sport, already in existence, having fulfilled the criteria hereinafter defined, is officially recognised by the Association. All criteria is detailed in the appendix to this constitution.
     1. A Club recognised by the Association in terms of 9.1 above is authorised to use the prefix “Glasgow University” in its title. A list of such Clubs shall be published annually.
     2. There may be different levels of affiliation to the Association, as determined in Appendix 1.
  2. No person shall be eligible to be a member of any affiliated Club unless he or she is a member of the Association; provided always that any affiliated Club shall be entitled to elect annually, in General Meeting, Honorary Office Bearers who shall, subject to the approval of Council be deemed to be members of that affiliated Club. The President, Vice President and Secretary of the Association shall be *ex officio* members of every affiliated Club without payment of any subscription. They should continue to pay a membership subscription to any club of which they are active members.
  3. University staff, students of Glasgow International College and students of the Glasgow School of Art may be eligible for membership of GUSA affiliated sports clubs subject to the conditions under 9.3.1 & 9.3.2
     1. Conditions for the membership of staff, GIC and GSA Members:
        + Staff membership remains at the discretion of the Club Committee and team selection will continue to be done by coaches and/or team captains.
        + All must be members of the UofG Sport.
        + All may not hold positions on club committees other than Honorary posts.
        + Staff, GIC and GSA membership shall not exceed 20% of a clubs total membership.
        + These members may not vote in club or GUSA elections.
     2. Clubs must adhere to the following regulations in relation to staff memberships:
        + Staff club membership fees must reflect that staff are ineligible for GUSA funding and must be a minimum of one third higher than those of student members.
        + For competitive clubs, the representation of staff in competitions in which they are eligible to compete will be no more than one staff member for teams of 10 or less. In teams of eleven or more, a maximum of two staff members may be included.

9.4 In order to be affiliated to the Association, a Club must draw up, for the approval of the Council, a constitution that is consistent with this Constitution; with the general requirements and specific advice regarding safety as laid down by the governing body of the particular sport, and with the University’s requirements, as promulgated by the UofG Sport in consultation with the Association, relating to safety.

9.4.1 Any change or amendment to the constitution of a Club shall only take effect when approved by the Council

* 1. It is the responsibility of the Captain and Committee of the Club to ensure that all their members are aware of their Risk Assessment.
  2. Every affiliated Club shall elect a Committee which shall be responsible for the management of its affairs.
  3. An affiliated Club must be affiliated to the National and Local body controlling the branch of sport in which it is interested. Representatives to such bodies shall be student members of the relevant Club subject to the approval of the Council.
  4. The Treasurer of an affiliated Club shall keep such books of account as are necessary to give a true and fair view of the state of the Club’s affairs and shall submit an audited account for the previous year to the Annual General Meeting of that Club and to the Finance Convenor of the Association on request or before 30th June. Failure to lodge satisfactory accounts with the Finance Convenor of the Association in two consecutive years shall automatically lead to disaffiliation/suspension of that Club. Financial support will not be given to any Club that has failed to submit an audited account within the last twelve months.
  5. The Council shall allot to each affiliated Club a grant as shall apply for funding on an annual basis as seems appropriate and the Council may pay to each affiliated Club from time to time such sums to account as the Council shall determine.
  6. Members of all Clubs shall, when representing the University, conduct themselves in an appropriate manner.
  7. The maximum number of Clubs that GUSA can accommodate financially shall be determined by the Association on an annual basis. When this number is reached, no further applications will be considered; except in the circumstance where an existing Club is disaffiliated.

# BLUES

* 1. The award of a Glasgow University Sports Association Blue or a Half-Blue shall be made solely by the Council and nothing hereinafter contained shall derogate from or alter this power. To be eligible for the award of a Blue a member of the Association will normally be expected to have received at least University level national representative honours.
  2. A Blue or a Half Blue shall be awarded for consistent and outstanding performance during the season or seasons under review. The season shall normally be construed as that up to the end of the immediate past academic year, although it shall be open to the Council to have regard to performances in the current academic year or, in exceptional circumstances, to earlier seasons.
  3. To be eligible for a Blue or a Half Blue a member of the Association must normally be a member of a recognised Club.
  4. It shall be for each Club to recommend, for the approval of Council, performance criteria for the award of a Blue or a Half Blue.
  5. At any meeting of the Council called to consider an award of a Blue or a Half Blue, ten members shall form a quorum.
  6. The Council shall be advised by a Blues Committee which shall consist of the President, the Secretary the Director of the UofG Sport (or nominee) and two other members of the Council, at least one of whom shall be a non-matriculated member. The Blues Committee may also wish to invite additional UofG Sport staff members. At the meeting of the Blues Committee four members shall constitute a quorum.
  7. The Blues Committee shall consider all nominations for the award of a Blue or a Half Blue submitted; the Committee shall make recommendations thereon for consideration by Council.
  8. The Blues Committee and the Council shall have the power to call for such additional information as they shall think fit, to assist them in considering a nomination.
  9. Notwithstanding the foregoing, the Blues Committee may, at the conclusion of the business for any year, review the procedures including the criteria for the award of Blues and Half Blues and make recommendations to the Council.
  10. The Blues committee has the power to award Honorary Blues to distinguished Scottish Sportspeople.

# FINANCE

* 1. The Council shall have powers to regulate and oversee the financial affairs of the Association.
  2. There shall be a Finance Committee of the Association which shall consist of the President, Finance Convenor and the UofG Sport Finance Administrator. The UofG Sport Club Sport Manager and additional student Council members may be invited to meetings as required.
  3. Subject to the approval of Council, the Honorary Treasurer shall maintain such books and records as are necessary to record and sufficiently explain the income and expenditure and assets and liabilities of the Association.
  4. The Council shall approve only such plans as, in the opinion of the Honorary Treasurer, can be met from Council's resources.
  5. No financial contracts, eg leasing, hire purchase, regardless of value may be entered into without the approval of the Finance Committee.
  6. The Honorary Treasurer shall present at its first statutory meeting each year a financial statement for the year ending on the preceding 31st day of July with comparative figures for the previous year, including a balance sheet showing in detail the assets and liabilities of the Council.
  7. The Finance Committee shall be responsible to the Council for:
     + enacting regulations to govern the efficient administration of the financial affairs of the Association;
     + the collection of all sums due to the Sports Association.
     + the payment of all sums due by the Sports Association; expenditure in excess of

£20,000.00 shall require authorisation from the University Court.

* + - the completion of the Association’s financial statements, their being audited by an independent auditor, their presentation to the Council and to the Annual General Meeting and their submission to the University Court.
    - the presentation to the Council in June of each year of a general budget for the forthcoming financial year.
  1. After adoption by the Council, the financial statements shall be available for inspection by any member of the Association and a copy shall be sent to the University Court.

# SAFETY POLICY

* 1. All Club Captains submit annually a Risk Assessment that must be approved by the GUSA President & UofG Sport Sports Development Coordinator. The distribution of this Risk Assessment to club members will then be the responsibility of the Club Captain.
  2. The Association will work in conjunction with University of Glasgow Sport and the University’s Health and Safety co-ordinator to provide a safe sporting environment and to recommend best practice.
  3. Members and affiliated Clubs must adhere to all relevant regulations when they are participating in sporting activity organised by the Association or one of its affiliated clubs.
  4. The Association may introduce from time to time any insurance measures it deems necessary.
  5. In the event of an accident or incident which requires medical attention or the involvement of the emergency services (including mountain rescue and the coast guard) the President should be informed as soon as possible. Where relevant, a signed Incident report from must be completed by a Club Official within twenty four hours of the incident and be filed with the President within seven days.
  6. All accident/incident report forms will be reviewed by the GUSA President and UofG Sport Sports Development Coordinator.

# INSURANCE

* 1. The Association, in consultation with the UofG Sport and the University, shall ensure that all members of the Association are appropriately insured in relation to their participation in the sport(s) of their choice and in their travel, using University vehicles, to and from sporting venues.
  2. It is the responsibility of the Captain and Committee of each Club to ensure that the Club conforms with the insurance requirements of the governing body of the particular sport.
  3. Council, on the recommendation of the GUSA President & UofG Sport Travel Administrator, may prohibit any Club or member thereof from using University transport.
  4. It is the responsibility of each member of the Association to satisfy themselves that they are adequately and appropriately insured.

# TRAVEL

* 1. The GUSA President, on the recommendation of the UofG Sport Travel Administrator, shall approve such rules and regulations governing the use of transport to venues outwith 15 miles of the city boundary.

# TRANSITIONAL ARRANGEMENTS

* 1. Pending the formulation and implementation of procedures, rules, regulations and By Laws relating to this Constitution, previous By Laws shall apply but for no longer than until the end of the current academic year.
  2. In the interim, any ambiguity in the application of the By Laws shall be interpreted in favour of the Member.