

The University of St Andrews Athletic Union

Constitution

1. Purposes

- 1.1. The Athletic Union shall represent the interests of students at the University of St Andrews in matters relating to sports and physical activities.
- 1.2. The Athletic Union shall promote the widest variety of, widest participation in and highest standards of student physical activity.
- 1.3. The Athletic Union shall promote and defend the availability of the widest possible variety of student opportunities and facilities for physical activity.
- 1.4. The Athletic Union shall promote, organise and oversee all affiliated clubs.
- 1.5. The Athletic Union shall promote the highest standards of health and safety within affiliated clubs.

2. Membership

- 2.1. There shall be four categories of membership of the Athletic Union: Ordinary Membership, Non-Student Membership, Life Membership and Honorary Membership.
- 2.2. 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. Ordinary Members shall have full voting privileges and may stand for office in the Athletic Union and affiliated clubs.
- 2.3. Persons other than currently matriculated students may apply to Non-Student Membership and shall be admitted for a defined period upon a decision by the Executive Committee. Non-student members shall be eligible to join specified clubs and have most of the privileges of Ordinary Members, except they shall not be eligible to serve as officers of the Athletic Union or as members of the committee of an affiliated club. They also do not have voting rights. The Athletic Union Board serves the right to charge an annual subscription to Non-Student Members and to introduce further restrictions to privileges.
- 2.4. Any graduate of the University may apply for Life Membership of the Athletic Union and shall be admitted to this status upon a decision of the Executive Committee. Life Members shall be eligible to join specified clubs and have most of the privileges of Ordinary Members, except that they shall not be eligible to serve as officers of the Athletic Union or as members of the committee of an

affiliated club. They also do not have voting rights. The Athletic Union Board reserves the right to charge an annual subscription to Life Members and to introduce further restrictions of privileges.

- 2.5. Honorary Membership may be conferred by the Athletic Union 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 to Honorary Members.

3. Elected President

- 3.1. The President of the Athletic Union 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.
 - 3.1.1. 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.
 - 3.1.2. Elections will normally take place at the same time as elections for Students' Association officers in the second semester of an academic year.
 - 3.1.3. No student may hold office for more than two years.
 - 3.1.4. If the office of President should become vacant during the term of office, the Vice-President of the Athletic Union shall act as President but in a non-stipendiary and part-time capacity, and the Athletic Union Board shall determine an appropriate allocation of the President's duties.
 - 3.1.5. The responsibilities and duties of the President of the Athletic Union are set out in a job description, which must be signed and submitted to the Athletic Union Board prior to election in order to validate candidacy. Following election a contract with the University must be signed.

4. Appointed Officers

- 4.1. There shall be five appointed officers of the Athletic Union. These officers must be matriculated students of the University and shall be selected annually by a panel, which will normally include the outgoing and incoming Athletic Union Presidents, another full-time Athletic Union staff member and two Club Captains. These appointed officers will be paid for their duties at levels determined by the Athletic Union Board. They shall serve for a term of one year normally beginning soon after the appointment, following a suitable hand-over period. These officers shall include but not be limited to: the Vice-President of the Athletic Union, the Treasurer of the Athletic Union, the Secretary of the Athletic Union, the Alumni Officer of the Athletic Union, the Publicity & Media Officer of the Athletic Union and the Events Officer of the Athletic Union.

- 4.1.1. Candidates must be matriculated students of the University in good standing with the University (including good financial standing), the Students' Association 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.
- 4.1.2. Appointments will take place shortly after the election of the Athletic Union President.
- 4.1.3. Existing or previous officers are eligible for re-appointment, subject to Section 4.1.1.
- 4.1.4. If the post of any appointed officer should fall vacant during a term of office, the Athletic Union Board would determine the procedure for filling the post.
- 4.1.5. The responsibilities of the appointed officers are set out in job descriptions which must be signed and submitted to the Athletic Union Board prior to appointment in order to validate candidacy. Officers receive payment for their duties in the expectation that these duties are carried out in a timely and effective way. The Board will have the power to discontinue the role of any officer if it is believed that they are not fulfilling their responsibilities.

5. The Athletic Union Board

- 5.1. The governance of the Athletic Union shall be vested in the Athletic Union Board.
- 5.2. The Athletic Union Board will be accountable to the University Court for implementing the purposes of the Athletic Union, for determining the strategic direction of the development of student sport in the University, for establishing Athletic Union policies and procedures, and for managing the resources of the Athletic Union. The annual budget and accounts of the Athletic Union must be approved by the Athletic Union Board, which will also receive an annual report (including a financial report) from the Executive Committee concerning all affiliated clubs.
- 5.3. The membership of the Athletic Union Board shall consist of five members: the Athletic Union President, , the Athletic Union Treasurer, the Athletic Union Secretary, the Proctor of the University and the Director of Sport & Exercise. Other members of the Athletic Union Executive Committee or members of the Athletic Union may be invited to be in attendance should the agenda require it but these individuals will not have voting rights.
- 5.4. The Athletic Union Board shall meet as often as required, but no less frequently than twice each semester.
- 5.5. The quorum for a meeting of the Athletic Union Board shall be four members and must consist of at least three of the student officers described in Sections 3 and 4 above. In addition, a meeting shall not take place in the absence of (1)

either the President or Vice-President of the Athletic Union and (2) either Director of the Sport & Exercise or the University Proctor.

- 5.6. The Convener of the Athletic Union Board shall be the University Proctor. In the absence of the Proctor, the Athletic Union President shall act as Convener.
- 5.7. 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. No additional persons in attendance will be permitted to vote.
- 5.8. The Athletic Union Board shall have the power to create committees and short-life working groups.
- 5.9. The Athletic Union Executive Committee shall be a standing committee of the Athletic Union Board.

6. The Athletic Union Executive Committee

- 6.1. The Executive Committee of the Athletic Union is responsible for the operational, day-to-day functions and decisions of the Athletic Union. It operates under powers delegated by the Athletic Union Board, its remit must be approved by the Athletic Union Board, and it reports to the Athletic Union Board. Its decisions are subject to review by the Athletic Union Board.
- 6.2. The membership of the Executive Committee shall consist of nine members: the Athletic Union President, the five appointed officers of the Athletic Union, the Director of Sports & Exercise, the Club and Competitions Manager (a University employee), and the Administration Manager (a University employee).
- 6.3. The Executive Committee shall meet as often as required, but normally at least twice a month.
- 6.4. The quorum for a meeting of the Executive Committee shall be six members and must consist of at least three of the student officers described in Sections 3 and 4 above. In addition, a meeting shall not take place in the absence of (1) either the President or and (2) any one of the Director of the Sport & Exercise, the Student Sport Development Manager or the Fixtures & Administration Manager.
- 6.5. The Convener of the Executive Committee shall be the Athletic Union President. In the absence of the President, the Athletic Union Vice-President shall act as Convener.
- 6.6. All members of the Executive Committee shall have full voting rights, and absentee votes will not be permitted. In the event of a tie, the Convener may exercise a casting vote. No additional persons in attendance will be permitted to vote.

- 6.7. 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.

7. Laws of the Athletic Union

- 6.1. The Athletic Union Board will be responsible for approving the Laws of the Athletic Union. These may prescribe, *inter alia*, rules governing committees, the election and appointment of officers, the affiliation of clubs and codes of practice on safety.
- 6.2. 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 of the four student officers (as defined in Sections 3 and 4 above) and at least one of the two non-student Board members (as defined in Section 5.3 above).
- 6.3. 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.

8. Equality of Opportunity

- 8.1. 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.
- 8.2. The Athletic Union endorses the University's *Equality & Diversity Inclusion Policy*, and requires adherence by all affiliated clubs.
- 8.3. Concerns about failures to adhere to the commitment to equality of opportunity or to abide by equality legislation should be addressed directly to the Proctor of the University.

9. Grievance and Complaint Procedures

- 9.1. Any member of the Athletic Union who is dissatisfied with the performance of duties by an officer of the Athletic Union should in the first instance address the matter to the President of the Athletic Union for local resolution where possible. If the complaint or grievance cannot be resolved at this level, then it should be submitted in writing to the Proctor of the University for appropriate action, which may be under the University's complaints procedures where applicable.
- 9.2. Complaints or grievances against affiliated clubs of the Athletic Union or against club officers should be lodged with the President of the Athletic Union. If the

complaint or grievance cannot be resolved at this level, the President will refer the matter to final judgement by the Athletic Union Board.

10. Amendments to the Constitution of the Athletic Union

- 10.1. A proposal to change the Constitution of the Athletic Union requires approval of at least four of the six members of the Athletic Union Board at a properly quorate meeting of the Board. Those voting in approval must also include at least three of the four student officers (as defined in Sections 3 and 4 above) and at least one of the two non-student Board members (as defined in Section 5.3 above).
- 10.2. One month's 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.
- 10.3. Any change to the Constitution of the Athletic Union that is approved by the Board of the Athletic Union must be ratified by the University Court prior to taking effect.

