



**YORK ST JOHN
STUDENTS' UNION**

BYELAW 7: SPORTS AND SOCIETIES

REVIEWED AND REVISED JULY 2017

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1. Recognition of Sports and Societies

- 1.1. Any Full Members of the Union seeking to establish a Club or Society shall apply to the Union following the application process
- 1.2. The Union shall grant recognition provided that;
 - 1.2.1. It is satisfied that the Sport or Society does not duplicate the role of an existing Sport or Society;
 - 1.2.2. The Sport has minimum of 10 and the Society has the minimum number of 5 paid members.
 - 1.2.3. The Sport or Society submits a constitution approved by its members which:
 - 1.2.3.1. Entitles all Full Members of the Union to be a member on payment of the appropriate subscription.
 - 1.2.3.2. Provides for an Annual General Meeting at which its committee shall be elected. Quorum shall be 50% of membership plus one or 10 people whichever is the greater. Annual General Meetings should be advertised to the membership at least five working days in advance of the meeting.
 - 1.2.3.3. Allows for General Meetings to be called by the group committee. Quorum for these shall be 10% of the membership, or a minimum of 10 members, to discuss any matter.
 - 1.2.3.4. Requires that the committee shall include a minimum of a Chairperson, Vice Chair, (at least one, for example General, Social, Fixtures) Health and Safety officer and Treasurer, who shall be Full Members of the Union. These titles shall not be exclusive for all groups – groups can call their committee positions different titles so long as they have four positions that carry out the organising role within the group.
 - 1.2.3.5. Requires that these committee members take part in Union Sport and Society training events.
 - 1.2.3.6. Provides for the proper accounting of Sport and Society funds, in accordance with the Union's financial regulations.
 - 1.2.3.7. Provides for the funds of the Sport and Society to revert to the Union following 12 months of inactivity.
 - 1.2.3.8. Upholds all the Students' Union's policies.
- 1.3. In considering an application for recognition, the Union may make amendments to any constitution submitted by a Sport or Society.
- 1.4. If a Sport or Society is inactive for two successive months (not including the summer vacation) then the activity will temporarily be suspended. Inactivity includes no social activity or contact with members over a period of two months. Any funds will be immediately frozen and members will be notified.

- 1.4.1. The Chair must then submit a report to the relevant staff member and a decision will be made as to whether or not their Sport or Society should be disbanded.
- 1.4.2. In the absence of a Chair a representative of the Sport or Society may submit a report.
- 1.5. A newly recognised Sport or Society will be entitled to all the facilities available to Union Clubs and Societies, with the exception of funding.
- 1.6. All Sports and Societies shall provide the Students' Union with the names of all committee members immediately following their election.
- 1.7. The relevant staff member shall provide recommendations to the President who shall be empowered to withdraw or suspend recognition of any Sport or Society at any time following an investigation.

2. Sports/Society Registration and Finances

- 2.1. A recognised Sport or Society will automatically be registered as a Union Club or Society for the academic year in which it is ratified.
- 2.2. Only a Sport or Society that has been recognised since the start of an academic year will be able to apply to the Union for a grant, by the specified deadline, providing any financial information required.
- 2.3. No members of a recognised Sport or Society shall receive any direct or indirect payment, except for legitimate expenses incurred in connection with the business of the Club or Society.
- 2.4. No Sport or Society is allowed under any circumstance to obtain a bank account outside the Union. Any Sport or Society found in breach of this rule may be subject to disciplinary action and have accounts frozen pending further investigation.
- 2.5. Every Sport or Society must adhere to the financial regulations outlined in Byelaw 8.

3. Duties of Sports or Society Chairs

It shall be the duty of the Sport or Society Chair or Vice-Chair in the Chair's Absence:

- 3.1. To submit a development plan to the Students' Union;
- 3.2. To ensure that all members are formally registered and have paid any required membership fee;
- 3.3. To ensure that the Committee has specific members responsible for health & safety and equality & diversity;
- 3.4. To ensure that the Club or Society is represented by a minimum of one person at meetings of the Sports and Societies Zone
- 3.5. To ensure that the Social policy is upheld
- 3.6. All procedures surrounding bids can be found in the annual development plans.