



YORK ST JOHN STUDENTS' UNION

BYELAW (8) SPORTS & SOCIETIES COUNCIL

A Byelaw setting out the composition, role, and remit of the Sports & Societies Council.

Promulgated: 01 July 2021
Last Reviewed: 22 June 2021

Byelaw (8) Sports & Societies Council

1. Composition

1.1. The Sports & Societies Council shall consist of

- (a) a member of the Student Council representing sports clubs or societies, who shall be elected by the Student Council to be the Chair of Sports & Societies Council;
- (b) the President of the Students' Union (Deputy Chair); and,
- (c) a Representative from each recognised club and society elected by the club or society.

Elections

1.2. Each club or society shall be responsible for electing their Representative, who must be a subscribed member of that club or society, elected in accordance with the respective club's or society's election procedures, usually as part of the respective club's or society's committee election cycle.

1.3. Elections for the Representatives may be held whenever practicably possible before the first meeting of the Council and notification of election must be submitted to the Chair and Deputy Chair at least two weeks in advance of the meeting.

1.4. A Representative may not represent more than one club or society.

Term of Office

1.5. Representatives shall be elected for a term of office beginning on 01 July, or as soon as is practicable after that date, and ending in the last week of June of the following calendar year.

1.6. In the event of the resignation, death, or removal of Representatives before their term of office has expired, the club or society shall elect a new Representative.

1.7. Representatives may be removed by decision of the Student Council, considering a petition for removal submitted by the committee of the Representative's club or society.

2. The Chair and Deputy Chair

Chair

2.1. The role of Chair of Sports & Societies Council shall include

- (a) chairing all meetings of the Council;
- (b) setting the agenda for meetings of the Council, taking items submitted by Representatives and the Students' Union;
- (c) ensuring all meetings are conducted in a fair and proper manner; and,
- (d) calling additional and extraordinary Council meetings as required.

2.2. The Chair shall be impartial and shall have no vote, apart from in the event of a tied vote when the Chair shall have the deciding vote.

Deputy Chair

2.3. The role of Deputy Chair of Sports & Societies Council shall include

- (a) chairing meetings of the Council when the Chair is unable to chair or attend;
- (b) supporting the Chair in their duties; and,
- (c) liaising with Students' Union staff to source agenda items and notifying the Students' Union of all Measures and other decisions taken.

- 2.4. The Deputy Chair shall be impartial and shall have no vote, apart from in the event of a tie and the Chair is not present and the Deputy Chair shall have the deciding vote.

Acting Chair

- 2.5. Where both the Chair and Deputy Chair are unable to chair the meeting, the Representatives shall appoint from among themselves an acting Chair, who shall take on the role of Chair for the relevant meeting or part of a meeting.

3. Role of the Sports & Societies Council

- 3.1. The Sports & Societies Council is a devolved body of the Student Council, and all Measures approved by the Sports & Societies Council shall be considered by the Student Council, which shall have the power of approval or veto, and a Measure shall not be enacted until it has received such approval.
- 3.2. The Council shall be deliberative, empowered to discuss policy and other issues affecting clubs and societies, and may provide advice to the Students' Union, including but not limited to on governance, strategy, and delivery.
- 3.3. The Council shall be a space for collaborative discussion, enabling the sharing of ideas and best practice across all clubs and societies.
- 3.4. The Council is empowered to create and consider policies by Measure and take other decisions relating to the organisation of clubs and societies, and to consider policies recommended to it by the Students' Union and the Trustee Board.
- 3.5. The Council shall be responsible for the organisation of charitable fundraising within clubs and societies, and for fundraising to support the annual Sports & Societies Awards.

4. Meetings of the Sports & Societies Council

Number of Meetings

- 4.1. There shall be a minimum of three meetings of the Council in each academic year, ordinarily one in each academic term.

Schedule of Business

- 4.2. The Council shall at its first meeting approve a Schedule of Business for the meetings to be held in the year.

Quorum

- 4.3. The quorum for meetings shall be 50% plus one of the total membership of the Council, including Chair and Deputy Chair.
- 4.4. In the absence of a quorum, the chair of the meeting may direct that either
- (a) the meeting be rescheduled for a time and place to allow the largest number of Representatives as possible to attend; or,
 - (b) continue the meeting but conduct no votes.

Notice

- 4.5. Notice of the meeting shall be circulated at least one week in advance of a scheduled meeting, and at least two working days in advance of an extraordinary meeting.

Debates

4.6. The Chair of the meeting shall preside over all debates and shall have discretion as to the mechanisms of debate.

Standing Orders

4.7. The Council may create Standing Orders to define mechanisms and enable more productive debate and discussion.

Minutes

4.8. Minutes of all meetings shall be taken, detailing present and absent Representatives and a record of all votes taken and discussions held, and minutes shall be made publicly available.

5. Working Groups

5.1. From time to time, it may be necessary for the Council to commission working groups to discuss and resolve specific issues for a specific purpose.

5.2. The Council may propose the creation of working groups at a meeting, being subject to a simple majority vote to be agreed to.

5.3. Working groups shall be dissolved once their remit and purpose as defined by the Council has been fulfilled.