



# **YORK ST JOHN STUDENTS' UNION**

## **BYELAW (7) SPORTS & SOCIETIES**

*A Byelaw setting out the criteria for recognition of clubs and societies, and the mechanisms for governance and discipline; and a draft Constitution for clubs and societies.*

Promulgated: 01 July 2021  
Last Reviewed: 22 June 2021

## **Byelaw (7) Sports & Societies**

### **1. Clubs and Societies**

Student Members of the Students' Union may form sports clubs and societies, which may include competitive and social sports; hobbies and interests; academic or course-based; cultural or faith-based; or performance.

### **2. Recognition**

The Students' Union may grant recognition of a club or society if

- (a) the Students' Union is satisfied that the club or society does not duplicate the purpose of an existing club or society; and,
- (b) in the case of a club, it is founded by a recommended minimum of 10 members, or a number permitted by the sport's governing body (if applicable) (whichever is the greater), or;
- (c) in the case of a society, it is founded by a minimum of five members.

### **3. Constitution & Development**

- 3.1. Clubs and societies shall have constitutions, based on a model constitution approved by the Trustee Board and Sports & Societies Council, which is annexed to this Byelaw.
- 3.2. Amendments to the model constitution may be proposed by the Trustee Board or the Sports & Societies Council, and any amendments must be agreed to by both the Trustee Board and the Sports & Societies Council to be implemented.
- 3.3. The model constitution shall provide the basic principles of club and society governance, including the provisions for general meetings, elections, financial regulations, and the club's or society's committee.
- 3.4. Clubs and societies may add to these basic principles but may not amend them.
- 3.5. Clubs and societies may approach the Students' Union for advice, support, and training on governance matters, and the Students' Union shall regularly provide training to club and society committees.
- 3.6. Clubs and societies shall meet with the Students' Union to review their progress and development and shall complete an annual development plan with the assistance of the Students' Union before the start of each new academic year.

### **4. Committees**

- 4.1. Clubs and societies shall be run by elected committees, elected at least annually in accordance with the club's or society's constitution.
- 4.2. At any time, a committee shall include:
  - A Chair/Captain, who shall be responsible for chairing the committee; managing the day-to-day activities of the club or society; representing the committee to and liaising with the Students' Union; and any other responsibility the club or society may wish to include in their constitution.

- A Vice Chair/Vice Captain, who shall be responsible for supporting the Chair/Captain in their duties; and any other responsibility the club or society may wish to include in their constitution.
  - A Treasurer, who shall be responsible for the club's or society's finances; and any other responsibility the club or society may wish to include in their constitution.
- 4.3. Each club and society shall have at least one committee officer responsible for health and safety.
- 4.4. Clubs and societies may create additional committee offices by amending their constitution.
- 4.5. Clubs and societies may name their committee offices as they see fit, providing that the name of the committee office is reflective of the responsibilities of that office.
- 4.6. Committees shall ensure that all elections and other votes are democratic, free, and fair, and the Students' Union shall offer to provide an independent observer or Returning Officer for club and society elections.

## **5. Sports & Societies Misconduct**

- 5.1. All clubs and societies shall abide by Students' Union and relevant University policies and procedures.
- 5.2. If a club or society is believed to be in breach of any Students' Union or relevant University policy or procedure, the club or society may be investigated through a formal process as outlined in the Student Disciplinary Policy.
- 5.3. During an investigation, the Students' Union may impose restrictions on clubs or societies, members, or committee officers, as may be necessary to facilitate the investigation and ensure the safety of all members.

## ANNEX 1

### Model Constitution

This model constitution provides for the minimum governance requirements expected of all clubs and societies. It is amendable by the Trustee Board and Sports & Societies Council in line with this Byelaw. Clubs and societies are encouraged to add to the model constitution to ensure the document suits the club or society. Text in black is not amendable by clubs and societies. Text in *italicised purple* is amendable, and additional sections may be added. The Students' Union will provide support and guidance to clubs and societies who wish to change or update their constitution.

### Preamble

---

#### *Statement of Purpose*

*The club or society provides a statement of purpose, summarising in general terms its offer to students.*

### Article 1: Membership

---

Makes provisions for the terms of Membership.

#### *Terms of Membership*

- (1) Any Member of the Students' Union who pays the appropriate subscription may join through
  - (a) Student Membership
  - (b) Student Single Semester Membership
  - (c) *Clubs or societies may add additional memberships as necessary*
- (2) *Alumni may join through an Alumni Membership.*
- (3) Membership may be resigned at any time by notifying the Students' Union.
- (4) A Member subscribing through subscriptions listed in Section (1) may only retain their membership if they remain Members of the Students' Union.

### Article 2: Committee

---

Makes provisions for the structure of the Committee.

#### *Committee Offices*

- (1) The Committee shall comprise
  - (a) a Chair/Captain, who shall ...
  - (b) a Vice Chair/Vice Captain, who shall ...
  - (d) a Treasurer, who shall ...
  - (e) *clubs and societies may add additional committee offices as appropriate*

#### *Committee Obligations*

- (2) At any time, the Committee shall comprise a minimum of Chair/Captain, a Vice Chair/Vice Captain, and Treasurer, and the Club/Society shall not operate until any vacancy of those Offices are filled.
- (3) Only Members who are Members of the Students' Union may be elected to an Office of the Committee.
- (4) Officers shall be required to take part in Students' Union training events.

#### *Casual Vacancies*

- (5) Should a casual vacancy arise, an Extraordinary General Meeting shall be convened to fill the vacancy.

#### *Departure*

- (6) An Officer may vacate their Office through
  - (a) a letter of resignation delivered to the Chair/Captain (or to a Vice Chair/Vice Captain in the case of the resignation of the Chair/Captain);
  - (b) being removed from Office by the Committee or Students' Union;
  - (c) no longer being eligible for Office under the requirements set out in this Article.

### **Article 3: General Meetings**

---

Makes provisions for the holding of General Meetings.

#### *Annual General Meetings*

- (1) There shall be an Annual General Meeting held in each academic year, at a time to be determined by the Committee to ensure the best possible attendance of Members.
- (2) Notice of the Meeting shall be given *two weeks* in advance of the Meeting.
  - a. An agenda shall be circulated to the Club/Society at a Club/Society meeting and via any other appropriate way at least *five days* in advance of the meeting.
- (3) The quorum for such a Meeting shall be *30% plus one* of the total Membership.
  - a. The Meeting shall not go ahead if a quorum is not present, and the Meeting shall be rescheduled for a suitable time and date as soon as is practicable.
- (4) The Minutes of the previous Annual General Meeting, and any Extraordinary General Meetings which have convened since the last Annual General Meeting shall be presented for approval at the Meeting.
- (5) The Chair/Captain shall at the Meeting deliver a report on the happenings of the Society.

- (6) The Treasurer shall deliver a report on the Club's/Society's Accounts and shall circulate a copy of the report.

#### *Extraordinary General Meetings*

- (7) Extraordinary General Meetings shall be convened at any time when such a need arises.
- (8) Notice of an Extraordinary General Meeting shall be given *one week* in advance of the Meeting.
- (9) The quorum for such a Meeting shall be *10% plus one* of the total Membership.

#### *Records*

- (10) The Minutes of all General Meetings shall be submitted to the Students' Union.

### **Article 4: Elections**

---

Makes provisions for the mechanisms of elections.

#### *Election Procedure*

- (1) The *Instant-runoff Voting System* shall be used to conduct any elections to Committee Offices.
- (2) Elections may be held by *secure electronic or paper ballot*.
- (3) Elections shall be held at least once annually, at a suitable time as to ensure the best possible participation of Members.

### **Article 5: Financial Regulations**

---

Makes provisions for the organisation and maintenance of finances.

#### *Accounting*

- (1) The Treasurer shall ensure that accurate accounts are maintained and shall regularly update the Committee on the financial status of the Club/Society.

#### *Ways and Means*

- (2) Any purchases shall be approved by *the Chair/Captain and one other Committee Officer* in advance of the purchase.
- (3) The Club/Society shall comply with the Students' Union's Byelaw on Financial Regulations, and the Sports & Societies Finance Policy.

### *Reversion of Monies*

- (4) In the event of a period of inactivity of twelve months, any funds and monies shall revert to the Students' Union.

## **Article 6: Club/Society Rules**

---

*Makes provisions any Club/Society specific rules.*

## **Article 7: Amendments to the Constitution**

---

Makes provisions for amending the Constitution.

### *Proposal and Agreement*

- (1) *The Committee* may propose necessary and expedient substantive Amendments to the Constitution at a General Meeting.
- (2) Members may propose Amendments by *petitioning the Committee to make such a submission.*

### *Ratification*

- (3) Substantive Amendments may be ratified by a *simple-majority* vote at a General Meeting.