

The union society of
Newcastle University

ATHLETIC UNION CONSTITUTION

SECTION 1 - ARTICLES

- 1. MISSION STATEMENT**
- 2. NAME & STATUS**
- 3. SCOPE & FUNCTION**
- 4. AIMS**
- 5. MEMBERSHIP & PARTICIPATION**
- 6. ORGANISATION**
- 7. ATHLETIC UNION GENERAL MEETINGS**
- 8. ATHLETIC UNION EXECUTIVE COMMITTEE**
- 9. ATHLETIC UNION AFFILIATED CLUBS**
- 10. ATHLETIC UNION FINANCE**
- 11. DISCIPLINE & COMPLAINTS**
- 12. FREEDOM OF INFORMATION**
- 13. AMENDMENTS**
- 14. DISSOLUTION**
- 15. REVOCATION**

SECTION 2 - POLICIES

- 1. DUTIES OF EXECUTIVE COMMITTEE MEMBERS**
- 2. THE BUDGET**
- 3. ATHLETIC UNION CLUBS**
- 4. COMMITTEE MEETING REGULATIONS**
- 5. CODE OF CONDUCT**

SECTION 1 – ARTICLES

1. MISSION STATEMENT

- 1.1 The Athletic Union aims to encourage the safe development of sports clubs. To maintain a top fifteen ranking within BUSA, while at the same time encouraging a sport for all ethos.

2. NAME & STATUS

- 2.1 The full name of the sub council shall be “Newcastle University Athletic Union, sub council of the Union society of Newcastle University”, hereinafter referred to as the “Athletic Union”.
- 2.2 The composition, work and organisation of the Athletic Union shall be regulated by this constitution and by the constitution of the Union Society. In the event of a conflict of meaning between the two, the constitution of Union Society shall have precedence.

3. SCOPE & FUNCTION

- 3.1 The Athletic Union shall be responsible for overseeing the activities of all affiliated clubs at Newcastle University, and coordinate and administrate all their entries into BUSA and equivalent competitions.
- 3.2 The Athletic Union is an equal opportunities organisation, and as such adheres to the Union Society’s equal opportunities policy as detailed in the Union Society Constitution.
- 3.3 The Athletic Union will recognise that not all sport and physical recreation is competitive in nature, and accordingly, will support all affiliated clubs in an unbiased manner.

4. AIMS

- 4.1 The Athletic Union aims to promote sport and physical recreation.
- 4.2 The Athletic Union aims to increase student body participation in sport and physical recreation.
- 4.3 The Athletic Union aims to constantly improve the services and opportunities it offers to the student body.

- 4.4 The Athletic Union aims to ensure that all affiliated clubs are health and safety compliant.
- 4.5 The Athletic Union shall promote and protect the interests of its members within the Union Society, to Newcastle University, and to external organisations on a local, regional and national; scale.

5. MEMBERSHIP

- 5.1 The Athletic Union shall be a membership organisation. Membership is only available through payment of a normal annual subscription fee to the Athletic Union, and through payment of an annual subscription fee to one of the Athletic Union's affiliated clubs.
- 5.2 Athletic Union membership is open to all registered undergraduate and postgraduate students of Newcastle University

6. ORGANISATION

- 6.1 The Athletic Union President shall run the Athletic Union on a day-to-day basis.
- 6.2 The Athletic Union President shall be directly answerable to Athletic Union Executive Committee.
- 6.3 The Athletic Union Executive Committee shall control and manage the general business and policy of the Athletic Union.
- 6.4 The Athletic Union General meeting shall approve constitutional changes and act as the highest governing body of the Athletic Union.
- 6.5 The Athletic Union President shall represent the best interests of the Athletic Union to all external bodies and organisations.

7. ATHLETIC UNION GENERAL MEETINGS

- 7.1 An AUGM shall be held no less than once per semester.
- 7.2 At least seven days notice shall be given prior to the holding of an AUGM.
- 7.3 Each affiliated club shall be represented by at least one of its senior committee members. Senior committee members are defined as the Club President, Vice-President, Secretary or Treasurer.
- 7.4 Each affiliated club carries two votes.

- 7.5 Voting by proxy shall be allowed be permitted, but only where the representative is a current committee member of the club being represented.
- 7.6 An AUGM shall be quorate if half the voting membership plus one are present.
- 7.7 A vote shall only take place if a meeting is quorate.
- 7.8 All documents, minutes and motions for ratification or voting shall be made available at least three days before the AUGM.
- 7.9 Any club representative can make q proposal to an AUGM.
- 7.10 A proposal shall be submitted three days before the meeting, in order for it to be included in the agenda.
- 7.11 Any Athletic Union member provided the request is submitted to the Athletic Union President, and that the supporting signatures of at least 25% of affiliated clubs senior committee members accompany it, can call an Extraordinary Athletic Union General Meeting.
- 7.12 An Extraordinary Athletic Union General Meeting shall be governed by the same rules and regulations that govern an AUGM.

8. ATHLETIC UNION EXECUTIVE COMMITTEE

- 8.1 Athletic Union Executive Committee meetings shall take place normally once a month during term time.
- 8.2 The Athletic Union Executive Committee shall consist of the following voting Athletic Union Officers:
 - 1. Deputy-President
 - 2. Deputy-President
 - 3. Secretary
 - 4. Events Officer
 - 5. Publicity Officer
 - 6. Additional Officer
 - 7. Additional Officer
 - 8. Additional Officer
 - 9. Additional Officer
- 8.3 The Athletic Union President shall Chair this committee and be a non-voting member, unless a vote is tied, the Athletic Union President will have the deciding vote.

8.4 The following shall be non-voting ex officio members of the Athletic Union Executive Committee:

1. The Honorary Treasurer
2. The Director of the Centre for Physical Recreation and Sport
3. Another Sabbatical Officer of the Union Society
4. Other Observers that the Executive Committee sees fit to invite.

8.5 The quorum of the Executive Committee shall be five voting members.

8.6 The meetings of the Athletic Union Executive Committee shall run in accordance Policy four of this constitution.

9. ATHLETIC UNION AFFILIATED CLUBS

9.1 Clubs shall be eligible for affiliation only if they comply with Policy three of this constitution.

9.2 Clubs shall have a standing committee that includes the following or equivalent positions

1. President
2. Secretary
3. Treasurer

9.3 The club standing committee shall meet normally twice a term.

9.4 Meetings of the club's standing committee shall be held in accordance with Policy Four of this constitution.

9.5 All Athletic Union affiliated clubs shall undertake organised activity in compliance with national governing body regulations.

9.6 Only affiliated clubs shall be financially supported by the Athletic Union.

9.7 Upon dissolution, the property and assets of a club shall be held in trust by the Athletic Union for the benefit of the generality of students.

9.8 All Athletic Union clubs shall adhere to all relevant health & safety regulations. All Athletic Union members shall also adhere to all relevant rules and conditions of use of the University Sports Centre.

10. ATHLETIC UNION FINANCE

- 10.1 The Athletic Union shall receive a share of the annual allocation of funds made available to the Union Society by Newcastle University, sufficient to allow the Athletic Union to pursue its aims and objectives effectively.
- 10.2 The Athletic Union Executive Committee shall review the Athletic Union budget annually.
- 10.3 Any monies left unspent in club grant accounts at the end of academic year will be claimed back by the Athletic Union.
- 10.4 The Signatories to the private Athletic Union accounts shall be the Athletic Union President, the Honorary Treasurer, Activities Manager and the Student Services Manager. The private Athletic Union accounts shall require two signatories for transactions to be made, one of which must be the Athletic Union President or Honorary Treasurer.
- 10.5 The funds of the Athletic Union shall only be used for the furtherance of sport and the Athletic Union.
- 10.6 The Athletic union President must approve all external sponsorship agreements involving individual affiliated clubs. The Athletic Union Executive Committee must approve all external sponsorship agreements involving the Athletic Union as a whole.

11. DISCIPLINE & COMPLAINTS

- 11.1 Any member of the Athletic Union who is partaking in sport or physical recreation, competitively or otherwise, either as part of a team or on an individual basis, as a representative of an affiliated club, does so as a representative of the Athletic Union.
- 11.2 All Athletic Union members and affiliated clubs are expected to adhere to the Athletic Union Code of Conduct detailed in Policy seven of this constitution.
- 11.3 The Athletic Union reserves the right to discipline any of its members and affiliated clubs further to any action taken by Newcastle University, or any other organisation that holds claim to jurisdiction
- 11.4 The Athletic Union reserves the right to discipline both its members and affiliated clubs according to the Athletic Union Disciplinary procedure, as detailed in Policy five of this constitution.

- 11.5 The Athletic Union reserves the right to place sanctions against individual members and affiliated clubs who, through the Athletic Union Disciplinary Procedure, have been found in breach of the Athletic Union Code of Conduct.
- 11.6 The Athletic Union Disciplinary Procedure will to as great a degree as possible and practical, be a fair, open, independent, efficient, and consistent procedure.
- 11.7 All complaints received by the Athletic Union will be dealt with in accordance with the Athletic Union Disciplinary Procedure.

12. FREEDOM OF INFORMATION

- 12.1 A copy of this constitution and all minutes of Athletic Union committees held shall be made available to any Athletic Union member upon request.

13. AMENDMENTS

- 13.1 A proposed amendment to the Athletic Union Constitution must be voted upon by an AUGM or Extraordinary Athletic Union General Meeting.
- 13.2 A proposed amendment to the Athletic Union Constitution must be made public to all members and affiliated clubs at least seven days before it is considered at an AUGM or Extraordinary Athletic Union General Meeting.
- 13.3 A two-thirds majority in an AUGM or Extraordinary Athletic Union General Meeting in favour is required to pass any proposed amendment to the Constitution.
- 13.4 The Athletic Union Constitution shall be reviewed normally every five years from the date of its ratification by the Athletic Union.

14. REVOCATION

- 14.1 All previous versions of the Newcastle University Athletic Union Constitution are hereby expressly revoked.

SECTION 1 - ARTICLES

- 1. NAME & STATUS**
- 2. SCOPE & FUNCTION**
- 3. AIMS**
- 4. MEMBERSHIP & PARTICIPATION**
- 5. ATHLETIC UNION GENERAL MEETINGS**
- 6. ATHLETIC UNION EXECUTIVE COMMITTEE**
- 7. ATHLETIC UNION AFFILIATED CLUBS**
- 8. ATHLETIC UNION FINANCE**
- 9. DISCIPLINE & COMPLAINTS**
- 10. FREEDOM OF INFORMATION**
- 11. AMENDMENTS**
- 12. DISSOLUTION**
- 13. REVOCATION**

SECTION 2 - POLICIES

- 1. DUTIES OF EXECUTIVE COMMITTEE MEMBERS**
- 2. THE BUDGET**
- 3. ATHLETIC UNION CLUBS**
- 4. COMMITTEE MEETING REGULATIONS**
- 5. CODE OF CONDUCT**

SECTION 2 – POLICIES

1. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

The Athletic Union President

The president reports to the AUGM, is ultimately responsible for all Athletic union activity, and shall

- a. Act as a point of contact for students interested in sport.
- b. Co-ordinate AU Clubs activities in conjunction with their committees.
- c. Co-ordinate Newcastle University's involvement in BUSA, and attend all BUSA divisional meetings.
- d. Co-ordinate clubs' involvement in local leagues in conjunction with club secretaries.
- e. Prioritize the AU budget, including the setting of AU club grants.
- f. Administer the purchase of AU consumables and competitive team's strips, and capital equipment.
- g. Organise the AU Ball.
- h. Organise elections for AU Executive Committee.
- i. Chair AU Executive Committee.
- j. Establish and maintain a close working relationship with staff at the Centre for Physical Recreation and Sport (CPRS) and meet regularly with the Director of Sport
- k. Help organise the Stan Calvert Inter-Varsity event in conjunction with the CPRS
- l. Organise and deliver an annual training event for Club officers on setting up and running a sports club.
- m. Represent in the first instance the AU Clubs to the University and any other external bodies.
- n. Attend meetings of the Trustees.
- o. Lead a team of Part Time Officers.
- p. Help at Union and University events when required e.g. RAG, Fresher's Week, campaigns etc
- q. Discharge any other duties from time to time required by Union Council or the General Meeting or any of the Union Society's Committees.
- r. Be a member of the following University Committees:
 - Safety Committee
 - Council
 - Sports Advisory Board
- s. Be a member of the following Union Society Committees:
 - Executive Committee

- AU Executive Committee (chair)
- Activities Committee
- Finance Committee
- Union Council

Deputy President

The Deputy President reports to the AUGM, and shall

- a. Assist the President, and in the absence of the president, undertake the President's duties.
- b. Be a member of the Athletic union executive committee.
- c. Liaise and work closely with Newcastle University, local and national media, and any other organisation in the pursuance of the Athletic Constitutional aims.

Secretary

The Secretary reports to the AUGM and shall,

- a. Be the clerk of the Athletic Union Executive Committee.
- b. Be a member of the Athletic Union Executive Committee.

Events Officer

The Events Officer reports to the AUGM and shall,

- a. Assist the President in the organisation and operation of all centrally run Athletic Union social events, including but not limited to the Athletic Union Ball and the Stan Calvert Annual Varsity event.
- b. Be a member of the Athletic Union Executive Committee.

Publicity Officer

The Publicity Officer reports to the AUGM and shall,

- a. Assist the President in publicising all of the Athletic Union events.
- b. Liaise with the Editorial Team of the Student Newspaper
- c. Assist the President in ensuring accurate and effective communication between the Athletic Union and its members.
- d. Be a member of the Athletic Union Executive Committee.

Additional Officer

The Additional Officer reports to the AUGM and shall,

- a. Support all Executive Officers in the dispatch of their duties.

- b. Be active in the pursuance of the Athletic Union aims as outlined above (Article Three)
- c. Be a member of the Athletic Union Executive Committee.

2. THE BUDGET

The AU, allocated by the AU Executive Committee through direction from the AU President, awards club grants annually.

Club grants are worked out according to the information on the budget form and the club's activity in previous years.

All club grant accounts are held centrally, and used to subsidise a club's activity

Grants may be used to contribute to the following, (depending on the type on club):

- a. Affiliation fees
- b. Entry fees
- c. Referees
- d. Coaching
- e. Travel
- f. Accommodation
- g. Some Equipment
- h. Repairs and Maintenance
- i. Teas for visiting teams

Where money has been allocated, e.g. new equipment, affiliations, insurance premiums, accommodation etc. Try and ensure that **YOUR club is invoiced directly.** Once this is done take relevant materials to the Activities Office to make a claim.

In situations where the club pays for services, e.g. umpires' fees, petrol) ALWAYS get dated and signed receipts and attach them to a claim form, which should be handed to the Activities Office. You **WILL NOT** be able to make a claim without proof of purchase/receipts.

The Activities Office keeps a record of all expenditure from the Club Budget. However, it is essential that each club also keeps an accurate record of its spending.

There is no "overdraft facility" – clubs will have to pay off all deficits incurred. Abuse of the system may result in penalties dictated by the AU Executive Committee (Article 11 and Polices 6)

All money needs to be claimed before the last day of semester two.

Some money is allocated in club grants to subsidise travel to friendly and local league fixtures. When this runs out, clubs are billed individually for minibus use and costs are not refundable.

Travel to BUSA fixtures is subsidised from the BUSA sub-division of the AU budget. The remainder of the expense is paid for out of the standard charge of £5.00, which each member is required to pay on travel to an away BUSA fixture.

The standard charge of £5.00 will be levied for every away match, regardless of whether the match is a weekday match or a weekend match or tournament, and regardless of mode of transport or journey distance.

Failure for the collection of this charge will result in the club being charged. Those travelling by car or minibus should collect petrol receipts and hand them into the Activity Office.

The AU will pay an amount per person towards accommodation for BUSA away fixtures when necessary. The individuals concerned must pay any costs above this amount. The AU President must approve any competition that requires more than two nights accommodation.

For regional and full BUSA competition, subsidies maybe allocated to individuals at the digression the AU President. Once an individual has received £50.00 of subsidy (excluding that received via team sport events), the AU Executive Committee must approve all further subsidies.

Consumable equipment needs to be renewed every one or two years, e.g. playing kit, balls, and shuttles. Individual clubs are not given equipment grants – these items are Bought in bulk by the AU during the off peak winter or summer season.

All kit used by the club is owned by the AU and has to be appropriately maintained and looked after. A full equipment audit is taken at the end of every summer term.

The Capital Equipment fund is set-aside for clubs who need large, or longer-lasting individual items to participate in their sport. These costs would be too much for club grants so the AU gives help. A written request in the third term for items in the next year has to be presented giving information such as reasons for purchase and costs.

Other essential items needed at other times throughout the year maybe requested in writing to the AU President in the same manner, to pass onto the AU Executive Committee for approval.

Once the grant has been awarded, the club is informed and again, the actual money remains within the AU. It is then left to the clubs officials to choose a supplier and get quotes. **YOU SHOULD LET THE AU PRESIDENT KNOW** when you plan to order equipment. Your spending should reflect that of your request form in terms of the specific item(s) and money requested (unless the AU is giving only a part subsidy).

The AU **MUST** receive an invoice from the supplier to be approved. Once this has been done the supplier will be paid directly by the AU.

Due to the small amount of money available and the excessive costs of some items of equipment, clubs may wish to spread the cost over a number of years e.g. apply for a third of the final figure every year for three years. This should be clearly explained in the club's application. Alternatively some clubs may wish to buy second hand. In such an eventuality, it is necessary that the AU President be given the name and address of the supplier, which the AU President can follow up. In the case of an accident occurring, the AU President maybe held responsible for the safety of the equipment.

Under the insurance section of the budget, the AU pays premiums on the following equipment:

- a. Boats (Rowing and Sailing)
- b. Canoes
- c. Windsurfing
- d. Sub Aqua
- e. Fire Arms
- f. All Club Equipment

Some policy exclusions exist – please note that it is the clubs responsibility to be aware of these.

Due to the occurrence of regular equipment audits all clubs must provide an up-to-date record of equipment. **THE CLUB WILL BE HELD LIABLE FOR LOSS OR DAMAGE.**

Clubs must be vigilant with their equipment and only make claims in extreme circumstances. Claims must be accompanied with a full report and evidence, especially photographic, and be given to the AU President to process.

All bills must be paid within two weeks of receipt.

All debts must be cleared by the end of the academic year or punitive action will be taken (Article 11)

In the case of large amounts being owed, the AU may hold the Club Officers responsible for the debt. This can lead to the individuals concerned being unable to graduate as the University will not confer degrees upon any student whom owes it money.

3. ATHLETIC UNION CLUBS

Athletic Union Affiliation

Any club wishing to affiliate to the Athletic Union must comply with the following regulations:

- a. There must be at least fifteen current club members.
- b. The club must present the following documents prior to ratification:

Constitution
Safety Policy
Risk Assessment
List of Members
Equipment List
Committee Contact List
Signatories List

- c. It is the responsibility of the standing club committee to ensure that said documents are current, and that any revisions are promptly submitted to the Athletic Union.
- d. The club will charge a minimum of £5.00 annual membership fee.

Elections for all club committee members should run in accordance with the AUGM.

Any club committee member wishing to resign from the said clubs' executive committee must give fourteen days notice in writing to the club secretary.

All club committee members shall be required to resign on a vote of no confidence passed at AUGM. Such a vote will be done by secret ballot, and will require majority two thirds of the members of the Athletic Union present and voting at the meeting. Normal AUGM quoracy rules apply.

4. COMMITTEE MEETING REGULATIONS

All meetings of the Athletic Union Committees and club standing committees shall be governed by this policy.

The chair calls all committee meetings.

All Athletic Union Committee and club standing committee meetings shall be minuted.

The quoracy for all Athletic Union Committees and club standing committees shall be the lowest whole number that is greater than half the voting membership.

All committee members must have a vote.

A vote can only take place if the meeting is quorate.

Any committee member can make a proposal.

A proposal is passed if it receives more votes for than against or abstentions.

The chair of the committee shall never vote except to break a tie.

The chair reserves the right not to vote to break a tie.

5. CODE OF CONDUCT

5.1 All Athletic Union members and affiliated clubs are expected to adhere to the following code of conduct when acting as a representative of the Athletic Union.

- a. All persons travelling away are expected to uphold the goodwill of Newcastle University, and the Newcastle Union Society.
- b. All persons travelling away must adhere to the home institution's rules and regulations.
- c. When acting as a representative of the Athletic Union, members are expected to adhere to applicable health and safety regulations.
- d. In competitive environments all Athletic Union members are expected to play within the 'spirit of the game', and to adhere to the governing bodies' rules and regulations.
- e. When at Newcastle University all members acting as representatives of the Athletic Union are expected to adhere to all University rules and regulations and to show respect to those that represent Newcastle University in all matters.

5.2 The Athletic Union reserves the right to discipline its members and affiliated clubs according to the following procedure.

- a. In the first instance, the Athletic Union President is empowered to investigate any alleged disciplinary incident. If the President concludes that a breach of the code of conduct has occurred, the matter will be brought to the attention of the Executive Committee.
- b. The President will then call for the formation of the Disciplinary Committee, whose members are chosen by the Executive Committee. The committee shall consist of:

- The Athletic Union President.
- An Officer of the Union Society that is not an Athletic Union member.
- An Athletic Union affiliated club president
- A member of the Executive Committee.

The Disciplinary Committee will vote as to whether the individual, team, or club is guilty of a breach of the Code of Conduct.

- c. If an appeal is made against the decision of the Disciplinary Committee, the matter is brought in full to the Athletic Union Executive Committee, who will, by way of vote, reiterate or overturn the decision of the Disciplinary Committee. In the event of a tied vote the President cannot vote. Instead, the matter must be passed to an AUGM.
- d. If an appeal is made against the decision of the Athletic Union Executive Committee, the matter is brought in full to an AUGM. The AUGM will then, by way of vote, either reiterate or overturn the decision of the Athletic Union Executive Committee.
- e. If an appeal is made against the decision of the AUGM, the matter is brought in full to a UGM in the form of a motion that asks the Union to resolve in accordance with the decision of the AUGM.
- f. A UGM is the final internal committee that can address a matter of discipline. If the decision is made at a UGM is appealed against, this must be done so through legal external organisations.

5.3 Sanctions

The following sanctions against individuals, teams, and clubs can be enforced as a result of a breach of the code of conduct being confirmed through the disciplinary procedure

- a. Fines
- b. Suspension of Grant funds
- c. Restrictions on Central Services
- d. Confiscation of club equipment
- e. Limitations of activity
- f. Temporary suspension
- g. Permanent exclusion

The limits of the potential sanctions are defined by the scope of the Athletic Union as presented in Article Two of this constitution.

Sanctions may be imposed by the Disciplinary Committee, the Executive Committee, an AUGM, or a UGM.