**QUEEN MARGARET UNIVERSITY STUDENTS’ UNION (QMUSU)**

 **SPORTS & SOCIETIES CONSTITUTION**

*(This constitution should only be amended where indicated* ***in purple.*** *By completing this QMUSU Club Continuation pack you agree to adhere to the rules and regulations outline in the QMUSU constitution)*

**1.0 Name**

The Sports team/Society will be called ***S&S Name***and will be affiliated to *‘The Students’ Union, Queen Margaret University’ (‘QMUSU’)* and shall operate in accordance with the constitution and rules of QMUSU.

**2.0 Aims and objectives**

2.1 The aims and objectives of the Club will be to encourage and develop interest in your Sport or Society through regular training sessions, meetings, performances, conferences, projects, communications, fundraisers, fitness sessions, tactic sessions, matches & social events. The committee’s objectives are to clearly promote and work to achieve both short- and long-term goals.

Statement: The club will continue to encourage participation amongst the population of Queen Margaret University and aim to…

* ***Insert S&S aims here***

**3.0 Membership**

3.1 Membership is open to all registered QMU students whether they are international or home students.

**Membership to ANY sports team or society will not be accepted without the mandatory payment of Students’ Union membership and SU affiliation at the point of entry.**

Committee members are expected to make sure that their members have purchased SU affiliation and are not allowed to take part in **any activities** until it is completed.

3.2 Individual membership fees, should you choose to have them shall be decided at the beginning of the year and shall be the same for all members of the club.

3.3 All members are subject to the regulations of the QMUSU S&S Constitution and QMUSU S&S Guide. By joining the sport or society, members will be deemed to have accepted the regulations and to abide by these.

3.4 The Sport or Society will have a minimum of 10 QMU student members.

**4.0 Membership Fees**

4.1 Membership Fees will be set annually by the Sport or Society committee members with reference to their proposed development and financial plans, and in consultation with the President – Student Activities and with the agreement of the QMUSU Finance Administrator.

4.2 Sport or Society committee members will ensure that all members, including themselves, are signed up online and will monitor membership at events and meetings.

**5.0 Committee**

5.1 There will be an elected Committee entrusted with the responsibility of pursuing the S&S objectives. The Committee shall consist of a minimum of the following committee member positions:

* President/Captain
* Vice President/Vice Captain
* Treasurer
* If required, you are entitled to add additional committee members

5.2 Committee members will be elected annually at the AGM. Elections will be held by private ballot and must be conducted fairly and transparently. QMUSU must receive advance notice of all AGMs and will be invited to attend each AGM in a non-voting capacity.

5.3 All current student members of the Society are eligible to stand for Committee member positions.

5.4 All Committee members will retire each year but will be allowed to put themselves forward for re-election if they are eligible and so wish.

5.5 Any member may seek independent advice regarding the election and voting processes by contacting QMUSU.

5.6 Voting for new committee members and the AGM should be completed by the 30th April each year. The President – Student Activities must be notified of the new committee holders by the 30th April each year.

5.7 All Committee members must attend and complete the S&S committee training.

**6.0 Committee members General Responsibilities**

6.1 Committee members are responsible for the strategic planning of the Sport or Society, its day-to-day operation, and planning activities & events for its members.

6.2 The Committee will meet at least once per month. The quorum required for business to be agreed at Committee meetings will be three members. Minutes of meetings will be produced and provided to QMUSU within a reasonable timescale.

6.3 The Committee will be responsible for proposing policies, codes of conduct and rules that are necessary for the operation of the Sport or Society. Proposals will be sent to QMUSU to check they are appropriate and comply with the QMUSU S&S Constitution.

6.4 The Committee will keep records of S&S activity, minutes of meetings and financial plans for use by future committee members. Such documents will be presented to the new Committee after the AGM.

6.5 The Committee will ensure that all the required S&S documentation is completed and that an appropriate number of Committee representatives attend QMUSU training sessions and/or meetings as required.

6.6 The Committee will be responsible for liaising with QMUSU, which includes accurate and timely financial reporting, advance notice of events and trips, and relaying good news stories about the Sport or Society.

6.7 The Committee will comply with QMUSU’s transport and booking policies.

6.8 The Committee will seek assistance from QMUSU in the event of the S&S or Committee experiencing problems which may affect the running or sustainability of the Society.

6.9 A minimum of one committee member will attend the QMUSU Sports Forum/Society Forum.

6.10 The Committee will be responsible for taking all reasonable steps to ensure the health, safety and well-being of all members participating in S&S planned activities. Where required the Committee will complete a risk assessment for activities. At the beginning of each year the society will complete a blanket risk assessment for its regular activities using the risk assessment form made available to you.

6.11 Where a committee member can no longer fulfil their duties, they will seek advice from the President – Student Activities and where necessary demit from office. Exceptionally a committee member may be subject to removal or impeachment by two-thirds majority vote and/or by the Sports and Societies Committee.

6.12 Following the departure of a committee member, an Emergency General Meeting (EGM) will be held as soon as possible to elect a new member to the position.

**7.0 Finance**

7.1 All financial transactions should be carried out in line with the regulations set out in QMUSU’s constitution and S&S Guide. Committee members will ensure that all S&S income will be banked in the QMUSU membership account using the ‘Pay-in forms’ available online and at the QMUSU reception.

7.2 The Treasurer will be responsible for the finances of the Sport or Society, including controlling expenditure, budgeting accurately, and regularly reporting the financial situation to the Committee. This will be a standing agenda item at all Committee meetings.

7.3 Additional revenue from events, fundraising or sponsorship can be raised throughout the year and must be banked with QMUSU at the earliest opportunity. Sponsorship deals must be approved by the President – Student Activities before an agreement is made.

7.4 A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting and will be given to QMUSU by the 30th April.

7.5 The Committee is jointly responsible for planning the S&S’ finances on a yearly basis, including estimating revenue from fundraising, sponsorship and membership fees. The committee can apply to QMUSU for additional funding, using the budget request form which will be emailed to all S&S in semester 2.

7.6 QMUSU will only authorise to spend money from S&S membership accounts based on agreed budget allocations or, exceptionally, following consultation with the President – Student Activities.

7.7 The S&S will comply with the finance procedures outline in the S&S Guide.

7.8 QMUSU will not be liable for any financial losses or debts caused by the Sport or Society or their members.

7.9 The Sport or Society will not operate an independent bank account or bank cards.

7.10 In the event of the disbandment of the Sport or Society, all assets will become the property of QMUSU

**8.0 Annual General Meetings**

8.1 Notice of the Annual General Meeting (AGM) will be given by the S&S President/Captain with at least 14 clear days’ notice to all members and QMUSU.

8.2 The AGM will receive a report from committee members and a statement of the audited accounts.

8.3 The process for nominations for committee member positions will be made clear to all S&S members with 14 clear days’ notice, including information about the roles available and how to nominate for positions.

8.4 Any S&S members who are currently matriculated QMU students and plan to continue their studies in the following academic year may put themselves forward for any of the committee member positions.

8.5 All successful committee member nominees must be matriculated students at QMU at the start of next academic year, studying on campus, and cannot be taking a year or semester abroad.

8.6 All S&S members are permitted to vote for all positions.

8.7 The quorum for AGMs and EGMs will be at least 50% of active membership.

8.8 The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM, the process for which will be the same as the AGM.

**9.0 Discipline and Appeals**

9.1 All complaints regarding the behaviour of Sport or Society members must be submitted in writing to the President – Student Activities & SU Deputy General Manager.