

**UPSU Governing Documents**  
**Sports Bye Law**  
October 2018

## Approval Details

<b>Approved by</b>	G&A Committee	<b>Date</b>	September 2018
<b>Approved by</b>	Trustee Board	<b>Date</b>	October 2018
<b>Ratified by</b>	Union Council	<b>Date</b>	October 2018
<b>Ratified by</b>	SU UEG	<b>Date</b>	October 2018
<b>Implementation date:</b>	November 2018		
<b>Review lead staff member</b>	Head of Sport		

## Reviewing this document

This document may be amended with the permission of the Board of Trustees, following pre-approval by Governance and Appointments Committee.

Union Council will then review any significant changes to this Bye-law prior to any such change taking effect in order to permit the Council the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

SU UEG will then review any significant changes to this Bye-law prior to any such change taking effect in order to permit SU UEG the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

## Sports Clubs Bye-Law

- 1.1 Full members, (as defined by the Members By-Law) of the Union may establish individual Clubs who must operate within the remit of the Union's Memorandum and Articles of Association and Bye-Laws.
- 1.2 A Club shall refer to a group of students partaking in sporting activity
- 1.3 All Clubs are financially and constitutionally separate from the Union. The Union has a watching brief over their financial affairs.
- 1.4 The ratio of membership between full Union members and associate members must be at least 75% or the Club or Society will no longer be affiliated to the Union.

*to transform lives through experience*

1.5 A Club may be recognised by the Union if:

- the core objectives do not duplicate those already held by recognised Clubs
- it has the formal support of at least twenty other full Union members,
- the required paperwork, must include but is not limited to:
  - an online Committee Form
  - a Model Constitution
  - a Code of Conduct
  - a Health and Safety Risk Assessment
  - Development Plan
- The Chair of the new club submits recommended requests to the relevant Sports Forum for approval.
- There must be an elected core committee who will administer the Club as a minimum these must be:
  - a Chairperson;
  - a Treasurer;
  - a Secretary;
  - a Health and Safety Officer

1.6 To be recognised, each Club shall be affiliated to the Union but in doing so it must:

**Commit to**

- its own Constitution and Code of Conduct which is acceptable to the Union and adhere to both of these documents,
- must be open to all full members of the Students' Union,
- must have an Annual General Meeting (AGM) in the spring term which should be conducted in line with the clubs constitution

**Abide by**

- the Financial Regulations of the Union,
- any additional regulations set out in organisation documents, for example 'How To Guides',
- the Unions Health and Safety Policy,
- the Unions Equal Opportunities Policy,

**Must**

- send a committee representative to the Sports Forum which acts as a sub-committee of the Union Council,
- send a committee representative to the Union's Annual Student Members' Meeting

*to transform lives through experience*

- 1.7 Failure to send a representative on three occasions to the Sports Forum may result in the Union withholding the Club grant funding.
- 1.8 Each Club must send a committee representative and encourage other members to attend the Union Annual Student Members' Meeting. Failure to send a representative may result in sanctions, which could include but not limited to, the Union withholding the Club grant funding; the Vice President Sports will make decisions in such cases.
- 1.9 If a Club fails to sign up twenty full members of the Union in an academic year, they will be referred to the Sports Development Department
- 1.10 If Club membership cannot be sustained in any academic year, the Club will be suspended, and referred to the Sports Development Department.
- 1.11 This Bye-Law should be read in conjunction with the documents and policies mentioned in 1.6 above.
- 1.12 Any alterations to a Club Constitution can only be made in line with Item 7 of the Club Constitution

---

**For further help and advice, please contact the Governance Team**

**END OF DOCUMENT**

---

*to transform lives through experience*