



THE UNIVERSITY *of* EDINBURGH  
Sports Union

## **SPORTS UNION CONSTITUTION (LAWS & BYE LAWS)**

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A. E.U.S.U. CONSTITUTION AND LAWS

1. TITLE

1.1 This organisation shall be called the Edinburgh University Sports Union (the Sports Union or E.U.S.U.).

2. AIMS

The aims of E.U.S.U. shall be -

2.1 To promote interest and participation in sport and physical recreation of all forms and at all levels of competence in the University of Edinburgh (the University).

2.2 To decide and co-ordinate the general policies of all member Clubs.

2.3 To administer, co-ordinate and control the income and expenditure of the Sports Union.

2.4 To support club development and engage student volunteers.

3. MEMBERSHIP

3.1 Membership of E.U.S.U. shall be defined as any individual who has paid their E.U.S.U membership through the E.U.S.U membership system. There shall be 2 categories of membership to E.U.S.U.

1. Student Membership – available to all matriculated student of the University of Edinburgh.
2. Non-Student Membership – available to Alum, Staff, students of other institutions and community memberships. Non-Student Membership applications are subject to Law 3.5. Non-students must register and pay for membership through the Sports Union membership system.

3.2 Only matriculated student members are entitled to represent the University in BUCS fixtures.

For all other fixtures categories, members are entitled to represent the University at the discretion of each Club, subject to relevant National Governing Bodies' rules and regulations.

3.3 All members are required to join Edinburgh University Sports Union prior to joining any Edinburgh University Sports Union Club or taking part in the Intramural set up. The membership fee will be £5.50 for Student Membership and £11 for Non-Student Membership. Any increase will be approved annually at the AGM and will be in effect from 1st August.

3.4 A Club member shall be classed as any member of the Club who has paid their subscription fees to the Club and the Sports Union. In any disputes of Club membership the Executive Committee shall have the final say.

3.5 Each Sports Club or Intramural Team is permitted to register Non-Student members as defined in Law 3.1.2, up to 20% of the Club or Team's total Student membership.

Clubs or Intramural Teams who reach the allowed quota, can apply for additional non-student membership through the Sports Union. They must fill in the Non-Student Application Form and provide evidence of the benefit the individuals in question will bring to their Club or Team. This application form must be approved by the Executive Committee.

3.6 All members are subject to the Constitution and conditions and regulations prescribed therein.

4. ADMINISTRATION

- 4.1 The Sports Union shall be an autonomous organisation, the Constitution and any amendments of which are however, subject to the approval of the University Court, which has the power to require changes in the Constitution. The following office bearers shall be authorised to represent E.U.S.U. in connection with any legal proceedings raised by or against E.U.S.U. as an unincorporated organisation: the President and the most senior member of staff.
- 4.2 The general government of the Sports Union shall be in the hands of the General Committee. The General Committee shall consist of the members of the Executive Committee (see 4.3) and two representatives of each member Club; these members shall have voting rights (only one vote per club, Section 5.5 withstanding). The President of E.U.S.U. (or their nominee from the Executive Committee), shall chair the meetings of the General Committee. (See Law 5.5).
- 4.3 The Executive Committee shall consist of the President (Chairperson), the Honorary Secretary, the Honorary Treasurer, the Vice President, the Vice President of IntraMural Sport, and five General Executive Officers all elected at the A.G.M. Only those members may vote. The Director of Sport & Exercise (or his/her nominee), the Senior Treasurer, the most senior member of staff and up to three other senior advisors (invited onto the committee by the President, each year) shall be in attendance, but shall have no voting rights.
- 4.4 The Finance Committee shall consist of the President, the Honorary Treasurer (Chairperson), the Honorary Secretary, one General Executive Officer and eight ordinary members, who shall be elected at the first General Committee meeting of the academic year from its own number. The electoral procedure will be the same as the A.G.M. (see 6.6). The Senior Treasurer shall be in attendance, but shall have no voting rights.
- 4.5 The Blues and Colours Committee shall consist of the President (Chairperson), the Honorary Secretary, the Vice President, the Performance Sport Manager, the most senior member of Staff, the Director of Sport, three Graduates and 3 ordinary members. The Graduates should have had a past interest in the Sports Union and shall be recommended to the Executive Committee by the President, each year.
- 4.6 The Rec-Sport committee shall consist of the Vice President of IntraMural Sport (Chair), the President, the most senior member of staff, at least one General Executive Officer, but no more than two, and three students with a recreational sport background or interest, invited to the committee by the sitting members.
- 4.6 The Awards Committee shall consist of the President (Chair), the Vice President, the Vice President of IntraMural Sport, the Honorary Secretary, the Performance Sport Manager, the Director of Sport & Exercise, the most senior member of E.U.S.U staff and a Senior Advisor. Apart from the list of award winners, no minutes of the Committee meetings shall be taken. This committee will meet to recommend winner of the SU Ball Awards and the trophy Blues and Colours Awards, but not the Blues or Colours themselves. The Alumni Association Award will be awarded by the Alumni Association (EUSUAA).
- 4.7 The Alumni Association (EUSUAA) shall be defined by its own separate constitution. Its Executive Committee shall consist of the Alumni Officer (Chair), the President, the most senior member of staff, the Director of Sport and four ordinary alumni members, who shall be invited onto the committee by the sitting members.
- 4.8 Each member Club shall have its own Club Committee which shall be responsible for matters pertaining to its Club subject to the overall policies of the Sports Union. The composition of these Committees shall be in accordance with the individual Club's Constitutions. Proposals for changes in a member Club's Constitution must be approved by an Annual or Special General Meeting of the Sports Union.
- 4.9 When necessary the President may call a meeting of the Disciplinary Committee which shall consist of the President (Chairperson), Vice President, Honorary Secretary, one of the three senior advisors, Most Senior Member of Staff, Director of Sport & Exercise and one other at the discretion of the Chairperson.

## 5. MEETINGS

- 5.1 The Annual General meeting shall normally be held in April. All Student Members (See Law 3.1.1.), of the Sports Union shall be eligible to attend and vote. The quorum shall be 100. Notices of the meeting shall be circulated to Club officials by the Sports Administrator at least three weeks before the date of the meeting. The President shall be Chairperson, failing that the Executive Committee shall nominate a Chair from within their number. Each E.U.S.U. Club is required to send at least 2 representatives to the A.G.M.
- 5.2 All motions and constitutional changes must be submitted in writing to the Sports Administrator at least fourteen days before the A.G.M., signed by the members proposing and seconding each motion who must also attend the A.G.M. to speak to their motion. These motions and constitutional changes must be circulated to Clubs by the Sports Administrator at least seven days before the A.G.M.
- 5.3 All nominations for elections at the A.G.M. shall be submitted in writing to the Sports Administrator fourteen days before the A.G.M. Where no such nomination has been submitted for any particular post, all Clubs will be informed and subsequent nominations for that post may be submitted up to 7 days before the A.G.M. A list of candidates shall be circulated to Clubs at least three days before the A.G.M.
- 5.4 Special General Meetings may be called by the Executive Committee or on a requisition signed by any twenty student members of the Sports Union being presented to the Honorary Secretary. At S.G.Ms no business except that stated by the Executive Committee or contained in the requisition may be considered; such business and notices of the meeting shall be circulated to Club officials by the Sports Administrator at least fourteen days before the meeting. The constitution and procedure of the meeting shall be as for an A.G.M.
- 5.5 The General Committee shall meet at least 4 times in each semester. It shall transact the ordinary business of the Sports Union, receive for approval reports from the Executive and Finance Committee. Any such appeals or motions to the General Committee should be submitted in writing to the Honorary Secretary at least three clear days before the date of the meeting. The Chairperson shall have a casting and deliberative vote. The quorum shall be 30. Any Club missing a General Committee meeting throughout the year without written explanation to the Executive Committee will receive a fine as per the Incentives & Fines Policy.
- 5.6 The Executive Committee shall consider and make recommendations regarding policy and procedures to the General Committee and carry out such executive functions as are necessary as well as adjudicate upon appeals pertaining to any business of the Finance Committee. The Full Executive Committee shall meet not less than three times a semester. The quorum shall be 7. The Chairperson shall have both a deliberative and a casting vote.
- 5.7 The Senior Treasurer, Honorary Treasurer, Sports Union President and most senior member of staff, shall draw up the Annual Budget in consultation with all relevant staff and senior advisors for approval by the Finance Committee and Executive Committee.

The Finance Committee shall normally meet monthly during semesters, or as deemed necessary. The quorum shall be 7. The Chairperson shall have a casting and a deliberative vote. The Committee may invite such other persons as it wishes to be present for any particular item of business. During the period between the last Finance Committee meeting of the summer term and the convening of the new Finance Committee in the following financial year, the Honorary Treasurer, the President and Senior Treasurer shall take pertinent financial decisions.

## 6. ELECTION OF OFFICE BEARERS AND COMMITTEES

- 6.1.1. There shall be an Honorary President and up to fifteen Honorary Vice Presidents who shall be elected annually by the Executive Committee at its last meeting. These office bearers shall be eligible for re-election.

- 6.1.2 The retiring Executive Committee shall recommend 3 Senior Advisors to the incoming President each year, for the purpose of sitting on the Executive Committee.
- 6.1.3 The newly elected Executive Committee shall recommend Alum for invitation to sit as Advisors for the Sports Union on annual basis. The role of each Advisor is at the discretion of the Executive Committee in discussion with the proposed individual. There is to be no limit to the number of Advisors that may be invited annually, or to those that may be retained. Advisors who do not fulfil their roll should not be re-elected.
- 6.2 The Senior Treasurer shall be appointed and his or her remit determined by the Executive Committee.
- 6.3.1 Candidates for election as Office Bearers of the Sports Union must be matriculated students at the time of election and during their term of office.

Candidates for the position of President must have completed at least one of the following:

- A) One year on the Executive Committee;
  - B) Two years as Club Captain/President; or,
  - C) One year as Club Captain/President and one year on a senior position (one of Vice Club Captain/President, Club Secretary, Club Treasurer, or, Ordinary Member of Finance Committee).
- 6.3.2. Candidates for the position of Honorary Treasurer must have served as a Club Treasurer or have sat on the Finance Committee.
  - 6.3.3. There shall be no limit to the number of nominations for the positions of the Finance or Executive Committees. Every student member of the Sports Union is eligible to stand in the elections for such positions. No more than a total of two members of any member Club may be elected to the Finance or Executive Committees. Elections shall take place as outlined in 6.7. If a member Club reaches the maximum quota of two representatives, all other nominations from that Club will no longer be considered. The exception to this shall be the situation in which a disentanglement would result in no candidates running.
  - 6.4.1. The incumbent President shall act as Chairperson for all proceedings of the election period, for all Executive Committee Positions including that of the role of President. The Sports Programme Manager shall act as the Returning Officer for all proceedings of the election period.
  - 6.4.2. The Executive Committee holds the right to suspend the role of the President as Chairperson in an election year cycle if the incumbent President is personally involved or believed to have a vested interest in the outcome. This shall remain at the discretion of the Executive Committee.”
  - 6.5. Election of the President shall take place by University wide online voting the two days preceding and day of the Annual General Meeting. Only matriculated students will be eligible to vote online. The results are to be announced at the Annual General Meeting. Presidential candidates shall be elected by a single transferable vote system following the correct University online protocol.
  - 6.7 Presidential candidates and their nominator will be requested to speak at the Hustings held during the General meeting preceding the AGM. The conditions for speaking (for nominators and candidates) will be at the discretion of the current Executive Committee and disclosed to the candidates once nominations have closed fourteen days prior to the Annual General Meeting.
  - 6.8 Elections at the Annual General meeting: The following Office Bearers of the Sports Union shall be elected at the Annual General Meeting in the following order:
    - (i) The President
    - (ii) The Honorary Treasurer
    - (iii) The Vice President
    - (iv) The Vice President of Intra-Mural Sports
    - (v) The Honorary Secretary

(vi) 5 General Executive Officers.

- 6.9 Each candidate and their nominator will be requested to speak to the meeting unless they are unopposed for the post they are standing for. The conditions for speaking (for nominators and candidates) will be at the discretion of the current Executive Committee and disclosed to the candidates once nominations have closed fourteen days prior to the Annual General Meeting. Candidates shall be elected under the single transferable vote system. If at the end of this process the votes are tied between the final two candidates the Chairperson shall have the casting and deliberative vote.
- 6.10 The results of elections at the Annual General Meeting shall be made known to the meeting by the Chairperson as voting proceeds; any candidate who is defeated in the election for one post may be nominated at the meeting (if willing) for such subsequent positions as he or she may be eligible to stand for.
- 6.11 The Office Bearers of the Sports Union Executive Committee shall take office on the 1<sup>st</sup> of June each year and remain in office for twelve months. The month of June will act as the handover period between incoming and retiring committees. The ordinary members of the Finance and the Alumni Association shall take office upon election and remain in office until the 30<sup>th</sup> of May.
- 6.12 Representatives of each member Club to the General Committee shall be appointed in accordance with that member Club's constitution. Each Club may nominate only one representative who may vote but can additionally nominate up to two others to be in attendance.
- 6.13 The General Committee shall have the power to fill any vacancies arising during the year in any Committee. The electoral procedure shall be as for the A.G.M. (see 6.8). (Only those with voting rights at the General meeting may vote.)

## 7. DUTIES OF OFFICE BEARERS

- 7.1 The President's Job description, and the roles of all Executive Officers shall be held in appendix to this constitution. Any change to the role description of any Executive Officer must be approved by the Executive Committee, and ratified by the General Committee.
- 7.2. Unless otherwise stated in this constitution, the role of all other E.U.S.U. Officer Bearers is to be decided at the discretion of the sitting Executive Committee.
- 7.3 The Dismissal of Office Bearers: In the first instance a letter of warning will be issued by the President to the committee member. If the Office Bearer does not adhere to the written warning, then any Office Bearer may be removed from Office by a majority vote of the Executive Committee.

## 8. BLUES, HALF BLUES AND COLOURS

- 8.1 Blues, Half Blues, Cameron Blue of the Year, McTernan Colour of the Year, and Colours shall be recommended by the Blues and Colours Committee. These awards along with: Coach of the Year, Ewan Malcolm Student Coach of the Year and Alan Chainey awards shall be presented annually at the Blues and Colours Dinner.
- 8.2 Nominees for Blues and Half Blues must be nominated by their Club Committee and must
- (a) be a student member of the Sports Union,
  - (b) have represented the nominating Club in at least 75% of first team fixtures (except in exceptional circumstances),
  - (c) be available to the University Club in the first instance,
  - (d) have been a regular playing member of a Club team for two years for a Blue (except in exceptional circumstances).

- 8.3 Except in exceptional circumstances, nominees for Blues and Half Blues shall have attained the minimum standards required by their Club's Blues Constitution. New Blues Constitutions or alterations to current Blues Constitutions must be approved by the Blues Committee.
- 8.4 A Blue and Half Blue may not be re-awarded for the same sport.
- 8.5 Nominees for Colours must be nominated by their Club Committee, and must -
- (a) be a member of the Sports Union;
  - (b) be available to the University Club in the first instance;
  - (c) or be an Executive Committee member, IM organiser, or dedicated volunteer as deemed by Exec / EUSU staff (please see 8.9).
- 8.6 The Blues and Colours Committee when considering Colours nominations will take account of the following guidelines, but the nominee need not necessarily fulfil them all.
- (a) Good Club commitment, i.e. playing or participating regularly in the Club over a number of years.
  - (b) Service to the Club, in the form of responsible Club positions over a number of years.
  - (c) Coaching, officiating, introduced innovative ideas and encouraging new members.
  - (d) Applicants for Colours should have gone above and beyond the normal requirements of their Committee position(s)/roles.
- 8.7 Colours may not be re-awarded for the same sport.
- 8.8 The Committee may, in highly exceptional circumstances, accept nominations made by the Sports Union Executive Committee or EUSU Staff for nominees out with paragraph 8.6. These nominees shall:
- (a) Have made an outstanding and sustained contribution to the administration of University Sport over an extended period for no less than 10 years, and will be awarded Colours for "Services to Sports Union".
- OR
- (b) Have made a significant contribution and commitment in a particular area of University sport, such as work on the Executive Committee or in other valuable areas (e.g. Intra Mural Sport, Publicity, Marketing...), and will be awarded Colours for "Contribution to Sports Union".

## 9. Staff

- 9.1. The Sports Union President shall have overall responsibility of all matters pertaining to the Sports Union and shall be answerable to the General Committee of EUSU.
- 9.2. Staff of the Sports Union are employed by the University and must adhere to the University's employment rules and regulations.
- 9.3. There shall be a Staff Committee which shall be responsible for all matters pertaining to staff in the Sports Union. The Committee shall consist of: the President (Chairperson), the Honorary Secretary, the Honorary Treasurer, the most Senior Member of Staff, the Senior Treasurer, the longest serving Senior Advisor and the Director of Sport and Exercise. The Committee shall meet bi-annually in June and December to discuss all staff developments.



9.4. The Staff Committee shall report directly to the Executive Committee on all non-confidential business it transacts concerning staff. The Honorary Secretary shall maintain confidential Minutes for the use of the Executive Committee. All proposed action regarding EUSU staffing must be reported to and ratified by the Executive Committee for approval before progression.

9.5. Members may not direct any member of staff to contravene the Executive Committee's Instructions.

## 10. MEMBER CLUBS

10.1.1. There are to be two forms of Club Membership to E.U.S.U. These are to be Full Club Status and Associated Club Status (in descending order of stature). The Conditions for each Club Status are laid out in Laws 11.2 & 11.3.

10.1.2. Decisions on progression from Associate Member to Full Member status will be made by the Executive Committee, based on available staffing, financial and material resources. Associate Member Clubs do not automatically qualify for progression to Full Member status.

### 10.2 Conditions of 'Full Member Club' Status of E.U.S.U.

A Club will be eligible to apply to the Sports Union Executive Committee for the position of Full Member Club of the Sports Union if it has achieved the following:

10.2.1. Its proposed Constitution has been approved by the Executive Committee and subsequently ratified by the General and then at the A.G.M.

10.2.2. It has survived for two Sports Union financial year as an Associate Member Club (see 11.3).

10.2.3. It has a minimum membership of twenty matriculated students and maintains an active Club membership once it has been established as a Sports Union Club

10.2.4. Completed a Club Status application form and submitted it at least one week before the final Executive Committee Meeting before the A.G.M.

10.2.5. The applicant satisfies all requirements of Associate Membership (see 11.3).

10.2.6. The Club's proposed sport or physical activity is recognised as such by BUCS, sportscotland, or UKsport.

10.2.7. For activities and sports that are not recognised by BUCS or by a UK Sport or sportscotland approved Governing Body the Executive, at its discretion, may choose to approve an application. In any given year the Executive Committee can admit no more than three clubs that fail to meet the criteria to become a Full member Club yet are deemed valuable to Sports Union operations into this band.

### 10.3 Conditions of 'Associate Member Club' Status of E.U.S.U.

A proposed Club will be considered for Associate Member Status if it fulfils the following:

10.3.1 It has a list comprising a minimum of 20 matriculated student members who are committed to being active paid members of the Club

10.3.2 It has an approved Club constitution

10.3.3 It has an activity plan for the year, including proposed expenditure, training plans and competition structures, where appropriate.

10.3.4 A Sports Union Club (Full or Associate member) does not already exist for that sport.

- 10.3.5 Completed a New Club application form and submitted it at least one week before the final Executive Committee Meeting before the A.G.M.
- 10.4. There is no limit to the number of years that a Club may operate in the Associate category, though Clubs are encouraged to be Associate Members for as few years as possible.
- 10.5. If the Executive Committee believes that there is no demand for a club which does not meet all the criteria set out in 12.3, they reserve the right to reject the application.
- 10.5. All E.U.S.U. Clubs must complete the following:
  - 10.5.1. Complete the annual club survey
  - 10.5.2. Inform the Sports Union Office of any competitions entered under the University name.
  - 10.5.3. Submit an accurate list of contact details for Club officials
  - 10.5.4. Submit accurate copies of any minutes from Club general meetings.
  - 10.5.5. Have at least one member trained in Child Protection and at least one member trained in First Aid.
- 10.6. A Full Member Club will be entitled to the following:
  - 10.6.1. Everything entitled to an Associate Member Club, as laid out in Law 11.7.
  - 10.6.2. A Club Grant as per approval of the Finance Committee.
  - 10.6.3. May apply to all Sports Union funds including but not limited to The Equipment Replacement Scheme, the Widening Participation Fund, and EDex Fund.
- 10.7. An Associate Member Club will be entitled to the following:
  - 10.7.1 Use of the name "Edinburgh University \_\_\_\_\_ Club"
  - 10.7.2 Access to support from E.U.S.U. Staff in terms of future Club development
  - 10.7.3 Publicity from the Sports Union
  - 10.7.4 Recognised Member Club constitutions, histories, competition structures and other arrangements will be kept up to date by the Sports Union Executive Committee.
  - 10.7.5 Access to a pigeonhole and use of the Sports Union Office as a mail handler
  - 10.7.6 Use of an area during the Sports Fair, space permitting.
  - 10.7.7 Will be eligible to apply to the Representation Fund for Club members who fulfil the criteria for the Fund.
  - 10.7.8 Will be eligible to apply to the Coaching and Officiating Fund for the purpose of improving the quality of coaching available at the Club.
  - 10.7.9 Will be eligible for University training and storage facilities should they be available and not desired by any of the Full Member Clubs.
  - 10.7.10 Associate Member Clubs will not qualify for annual Club Grants or other Sports Union funds, except those laid out in Law 11.7.
- 10.8. Committees of Member Clubs

- 10.8.1. Only matriculated student Club members may vote on Club Committees. Clubs may invite non-students to sit on committee as non-voting members.
- 10.8.2. If a voting Committee position is unfilled at a Club A.G.M. then with the approval of the Sports Union Executive Committee then Section 11.8.1 may be overridden for that year only, as long as matriculated student members of E.U.S.U. hold the balance of power.
- 10.8.3 Any measure by Clubs to restrict the eligibility for members of Club Committees shall result in disciplinary action by the Sports Union Executive Committee.
- 10.8.4 There shall be a minimum of 3 members (defined under Section 3.1(1)) on a Club Committee. The Compulsory positions on a Club Committee to be filled are President (or Club Captain), Secretary, & Treasurer.

10.9. Guidelines for Club A.G.Ms or Special G.Ms

- 10.9.1. Only category 3.1 (1) matriculated students are permitted to vote, nominate and second candidates at Club A.G.Ms or S.G.Ms unless given express written consent by the Sports Union President.
- 10.9.2. The minimum number for a quorate A.G.M. or S.G.M. shall be one third of the Club members or 30 people (whichever is the minimum). No positions may be elected if the A.G.M. is inquorate.
- 10.10. Club Behaviour and Responsibility.
  - 10.10.1. All Clubs shall abide to the Sports Union's Child Protection Policy.
  - 10.10.2. All Clubs shall abide to the Sports Union's Equity and Diversity Policy. Any Club found to be contravening this rule will be reported to the Sports Union's Executive Committee. They may further face disciplinary action and/or be reported to the University Court.
  - 10.10.3. All Clubs shall abide by the Sports Union's Fines and Incentives and Administrative policies.
  - 10.10.4. All Clubs shall abide to the anti-doping policies in vigour with their National Governing Body.
  - 10.10.5. All Clubs shall abide to the Sports Union's Code of Conduct and shall uphold the University's reputation. No Club shall pressurise any Club Member into antisocial behaviour or any act against the person's will.
  - 10.10.6. All Club Constitutions shall include a section stating the Club's relationship with the Sports Union and its jurisdiction.

11. HEALTH AND SAFETY

It shall be the responsibility of the most senior member of staff each academic year to update and amend when necessary, the Sports Union's Safety Policy and submit it to the Executive Committee for their approval. The Safety Policy should also be sent for approval to the Director of Sport & Exercise.

12. ALTERATIONS TO THE CONSTITUTION AND LAWS.

- 12.1 Motions to amend the Laws and Constitution including repealing an existing law or enacting a new law shall be competent only at Special General or Annual General Meetings and shall be carried only if supported by 2/3rds of the members present.
- 12.2 Alterations and amendments to the Bye Laws shall be subject to the approval of a quorate General Committee meeting, and shall be carried only if supported by 2/3rds of the members present. These changes, once approved, shall be advertised by the General Committee. However, any such changes are subject to ratification by the next Annual General Meeting by a 2/3rds majority of the members present.

- 12.3 The Constitution of Member Clubs may be altered by a 2/3rds majority of the members at an Annual or Special General Meeting of the Club concerned, such alterations being immediately reported to the General Committee for ratification at the next Annual General Meeting of the Sports Union.
- 12.4 Any alterations or amendments to the Constitution and Laws must be reported to the University Court and shall not take effect until the University Court has approved the change.

B. BYE LAWS

1. ANNUAL BUDGET

1.1 The Annual Budget for the Sports Union shall be compiled before the start of the academic year by those mentioned in A.5.7 (1).

1.2 The Annual Budget shall include allowances for

(a) Management including

Insurance  
Subscriptions  
Postage, telephone etc.  
Miscellaneous  
Continued Professional Development of Staff

(b) Office including

Salaries  
  
Honoraria

(c) Club Allocated Grant Budgets (see Bye Law 2)

(d) BUCS Fund (see Bye Law 3)

(e) Representation Fund (see Bye Law 4)

(f) Reserve Fund (see Bye Law 5)

(g) Safety Fund (see Bye Law 6)

(h) Equipment Fund (see Bye Law 7)

(i) Coaching and Officiating Fund (see Bye Law 8)

2. CLUB ALLOCATED GRANT BUDGETS

2.1 Each Club will be required to submit a provisional budget for the following year. The Club will then be advised of their grant allocations for the next financial year in September. By the end of October the Club shall prepare a detailed budget including the expenditure of the grant. The detailed budget shall be submitted to the first Finance Committee in October for approval, any appeals to go to the Finance Committee in the first instance, then to the Executive Committee, if necessary.

2.2. Annual Club Grant for the following academic session will be recommended by the (outgoing) Honorary Treasurer, (outgoing) President, and the most senior member of staff.

2.2.1 These recommendations shall be agreed, with adjustments made where necessary, by the following group: Honorary Treasurer (chair); Honorary Treasurer (elect); President; , President (elect); Honorary Secretary; Senior Treasurer; and the Director of Sport & Exercise (or his/her representative) and any relevant staff.

2.3 The following items will be allowed by the Finance Committee according to a schedule set out in the second semester:

(1) All travelling expenses other than travel within Edinburgh or any other City boundary which will not normally be paid by the Sports Union. Preference should be given to the cheapest and most reasonable option

- (2) Accommodation expenses only for SSS and BUCS Championships. Other expenses incurred on account of Representation will be considered by the Finance Committee.

2.4 Cost in respect of the repair and annual replacement of equipment will be allowed in the allocated grants. All major orders of equipment must be placed through the Office, using an official E.U.S.U. order form, and signed by the Club Treasurer and one other Committee member.

#### A Definition of Club Equipment

1. Club equipment is to be defined as those items of equipment necessary for the performance of a sport. This would include all items generally recognised as relevant to the particular sporting activity but would normally exclude any means of transportation employed to arrive at the location or an event or training session.
  2. Under normal circumstances, Clubs (or, where appropriate the Sports Union itself) are only authorised to expend funds on items relevant to constitute equipment directly relevant to their sport.
  3. If a Club is in doubt as to whether or not an item they wish to purchase would fall under the above definition, it should consult the Edinburgh University Sports Union Executive Committee, through the E.U.S.U. President.
  4. The Sports Union Executive Committee shall, in all instances, be responsible for the interpretation and application of this definition. It is E.U.S.U. policy not to insure or otherwise be involved in financial transactions relating to items falling out with the above definition.
  5. Each case put to the Executive Committee will be considered separately and the conditions (if any) attached to the decision made will apply to each separate case.
  6. The Executive Committee shall maintain a written record of all such cases put to it giving the fullest details of the case, and reasons for the decision reached.
  7. Some Clubs will be asked to fill in Equipment Replacement Forms and Equipment Growth Plans. The Replacement Forms will aid planning for the replacement of Club Equipment. Growth Plans will be used to factor Growth and Equipment need.
  8. All Club Equipment must be listed on Club Inventory submitted annually to the Sports Coordinator.
- 2.5
1. Administration expenses covering Club affiliation fees, hiring fees, entry fees, officials' fees and coaching fees etc. will be allowed.
  2. Individual affiliation will not normally be paid for by the Sports Union. Club secretarial and Committee costs will not be paid for by the Sports Union.
  3. Club Coaches may be hired only if they are approved at the start of each academic year, by the Most Senior Member of Staff, and they have signed a service agreement.

2.6 The cost of tours will not be met by the Sports Union.

### 3. BUCS FUND

3.1 In the annual budget a sum will be set aside for the BUCS Reserve Fund

- 3.2 From this Fund, Member Clubs shall be entitled to claim for expenses which will be incurred by that Club in fulfilling any fixture in a competition where the following conditions apply:

In accordance with the Constitution teams and individuals will receive funding according to available funds for the following: -

- 1) Team Championship and Trophy and Individual Championships reached through qualification; will receive 100% for transport.
- 2) Teams in Premier Leagues will get transport fully funded.

- 3.3 The cost of one Coach's attendance will be funded.

#### 4. REPRESENTATION FUND

- 4.1 In the annual budget a sum will be set aside for the Representation Fund.

- 4.2 Member Clubs shall make written application to the Finance Committee prior to the representative event for expenses which will be incurred by their members whilst representing Scottish Universities, Scottish Students, British Universities, British Students and National teams recognised by the relevant sport's National Governing Body.

- 4.3 Forms must be submitted before the event has taken place. All applications will be considered by the committee. Successful applications will be funded in accordance with the following Tiered system:

Tier 1 – Selected to represent nationally at 'World Class' event, up to 30% of the personal contribution; and up to 40% of travel, accommodation and entry fees.

Tier 2 – Selected to represent the university: limited to a maximum of £100 per competition, up to 30% of the personal contribution and up to 40% of travel, accommodation and entry fees. (To include SSS rep team, EUSA games).

All students are eligible for a maximum award of £500 per year (either tier).

#### 5. RESERVE AND SAFETY FUND

- 5.1. In the annual budget an amount of money will be paid into a Reserve Fund for unforeseen expenditure not included in allocated grants.

- 5.2. Clubs requiring such items or equipment or expenditure must make written application to the Finance Committee for a grant prior to incurring the expenditure

- 5.3. In the annual Budget an amount of money will be paid into a Safety Fund for support with safety equipment and training.

#### 6. EQUIPMENT FUND

- 6.1 In the annual budget an amount of money will be set side for an Equipment Fund.

- 6.2 Full Member Clubs shall make a written application to the Finance Committee who shall consider any applications received

- 6.3 Clubs must have submitted an approved Equipment Replacement Plan and Equipment Growth Plan before any application to the Equipment Fund will be considered by the Finance Committee.

#### 7. COACHING AND OFFICIATING FUND

- 7.1 In the annual budget an amount of money will be set aside for

- 8.1.1. Coaching and Officiating Fund which will encompass –
  - 8.1.2. Club Coaches Fund
  - 8.1.3. Workshop Fund
  - 8.1.4. Qualifications Fund
  - 8.1.5. Officials Fund
- 7.2 The Coaching and Officiating Fund shall be used to improve the quality of coaching and officiating for Sports Union Clubs.
- 7.3 Clubs requiring funds for the purpose of improving coaching and officiating must make a written application to the Sports Programme Manager on the relevant form to be completed and returned to the Sports Union Office by the deadlines set.
8. GRANT VARIATIONS
- 8.1 Written applications for grant variations will be considered by the Finance Committee.
- 8.2 Grant expenditure which is not incurred represents a saving to the Sports Union and may be reallocated only upon acceptance of an application to the Finance Committee to do so.
9. TIME LIMIT ON CLAIMING SUCCESSFUL FUNDING
- 9.1 For any successful application to any Sports Union Fund there shall be a time limit on the Club claiming the funding from the Sports Union.
- 9.2 The time limit for claims from all Funds is three months following the date of the awarding meeting, the end of the financial year, or a date set by the Sports Union.
- 9.3 The Honorary Treasurer shall notify Club Treasurers of all successful applications within 48 hours of the awarding meeting.
- 9.4 Clubs requiring more time to claim their funding should make a written application to the Honorary Treasurer, prior to the time limit expiring, giving reasons for the delay to the claim. The Honorary Treasurer and the Finance Committee may then consider an extension of this time limit.
10. CLUB FINES
- 10.1 At the discretion of the President in consultation with the Executive Committee of the Sports Union, certain Administrative deadlines can become fineable deadlines.
- 10.2 All fines will be approved by the Honorary Secretary in consultation with the Executive Committee and Staff. Fines may be announced at a meeting of the General Committee.
- 10.3 Clubs will have the right to appeal in writing to the Executive Committee, as long as this reaches the Honorary Secretary within 14 days of the meeting which notification of the fine was given. The decision of the Executive Committee following an appeal shall be final.
- 10.4 The extent to which Clubs are to be fined shall be outlined in the separate E.U.S.U Incentives & Fines policy, which is to be stored online and available on request from The Sports Union Office.
- 10.5. Clubs who miss facility bookings will be fined according to the missed facility policy as agreed with Sport and Exercise.
- 11 THE EXPENSES OF REPRESENTATIVES OF THE SPORTS UNION
- 11.1. The travelling expenses for the office bearers and staff of the Sports Union will be paid in accordance with the Sports Union Expenses Policy.



- 11.2. Other legitimate expenses for the representatives of the Sports Union to other functions and meetings shall be paid by the Sports Union at the discretion of the relevant line managers.

## 12 THE USE OF SPORTS FACILITIES

- 12.1 The allocation of sports facilities (with the exception of those at King's Buildings and Pollock Halls) shall be the responsibility of the Director of Sport & Exercise. The allocation of facilities for organisations out with the University shall not prejudice the interests of E.U.S.U. members and the Director of Sport & Exercise shall notify the E.U.S.U. of such bookings which occur during semester time.
- 12.2 All bookings for the use of the sports facilities shall be made to Sport & Exercise at least eight days in advance, or as soon as possible, through the Sports Coordinator.
- 12.3 Cancellations of bookings shall be notified to the Sports Coordinator at least two working days prior to the booking, and failing to do so will result in a cost to the club.

## 13 SOCIAL FUNCTIONS

- 13.1 The Sports Union Ball and other appropriate functions shall be held annually.
- 13.2 Estimates for any social function shall be agreed with the Finance Committee before the function takes place, and accounts submitted to the Honorary and Senior Treasurer as soon as possible after it.
- 13.3 The Sports Union will not be liable for any loss or damage caused by any Club which wishes to run a fundraising function.

## 14. SPONSORSHIP

- 14.1 Any sponsorship obtained by a Club should be notified to the President, most senior member of staff or relevant Executive Officer prior to signing. Sponsorship must comply with the guidelines of the University of Edinburgh.
- 14.2 The President and the relevant Executive Officer must authorize all contracts prior to signing.

## 15. ADMINISTRATION

- 15.1 Each member Club shall submit to the President, Senior Treasurer, or relevant staff member every session:
- (a) Annual accounts, with such vouchers and explanations as may be required,
  - (b) Inventory of equipment held, stating condition and expected life of this equipment, as approved by Sports Coordinator.
  - (c) A safety policy, to be renewed and updated annually by the Club Committee or its designated Safety Officer, as approved by the Sports Coordinator, if relevant.
  - (e) Clubs must take all memberships through the SU membership system.
  - (f) Up to date submissions for Coaching Approvals.
  - (g) Must use EUSU kit supplier as the primary club kit supplier for all items the existing kit supplier is able to provide.
- 15.2 Clubs seen to be intentionally ignoring the conditions stated in 15.1 may be disciplined appropriately (see Bye-Law 16).

- 15.3 The bank account of the Sports Union, and any similar accounts of the Sports Union, shall be operated on the signature of the Senior Treasurer, President and most senior member of staff.
- 15.4 No Club may open a bank account in its own name without the approval of the Executive Committee. Doing so will result in an automatic Yellow Card as per Bye-Law 16.
- 15.5 Every Club must submit copies of the Minutes of their A.G.M. to the Office no more than two weeks after the meeting. These Minutes must include -
- (a) A report by the Club Treasurer, including an income/expenditure account for the year with details of any contingencies and loans.
  - (b) Evidence that Minutes of the Club's Committee meeting have been distributed and approved by the members of the Club at the A.G.M.
  - (c) a list of incoming Club office bearers
- 15.6 Club accounts must have at least two signatories of current committee members.
16. YELLOW CARD
- 16.1. Clubs that do not fulfil the criteria of EUSU Administration or Member Status as laid out in Law 4, 6 and Bye-Law 16 may be issued with a Green Card or a Yellow Card at the discretion of a majority vote of the Executive Committee.
- 16.2. Receipt of a Green Card will result in the behaviour of a Club being monitored by the Executive Committee until a time when the Executive believes the causal issue has been resolved. Failure to resolve the issue, within a timeline set by the Executive Committee, will result in an automatic Yellow Card. The Receipt of two Green Cards in an academic year will result in the issuing of a Yellow Card.
- 16.3. Receipt of a Yellow Card will result in a probation year, from the date of issue. During a probation year the Executive Committee may monitor and withhold any and all facets of Club activity as they deem fit.
- 16.4. The Executive Committee reserves the right to issue punishment or fine, upon receipt of a Yellow Card. A Club issued with a punishment or fine with a Yellow Card will have the right of appeal to the Executive Committee.
- 16.5. If a Club does not resolve the situation which caused them to receive a Yellow Card in their probation year they will be relegated in Club Status, as noted in Law 11. This shall be at the discretion of majority vote of the Executive Committee.
- 16.6. A Yellow Card will expire after the probation year if the Executive Committee deems the causal situation to have been resolved. The Sports Union Administrator will keep a record of Green Cards and Yellow Cards for the sake of continuity.
17. OFFICE RULES
- 17.1 Office: The Office is open from 8.30a.m to 4.30p.m., during weekdays when the University is in session.
- 17.2 Incoming Mail: Incoming mail will be opened by the Sports Union office unless marked 'personal' and distributed into the appropriate mail boxes.
- 17.3 Outgoing mail: Official correspondence shall be conducted on official Sports Union paper, and printed by the either an Executive member or a member of Sports Union staff. Relevant official mail shall be duplicated, a copy being filed appropriately.

17.4 Telephone: Students are entitled to use the telephone in the Sports Union Office for Sports Union business only.

17.5 Files:

17.5.1 All incoming and outgoing correspondence, minutes and agendas of all relevant meetings attended by a member of the Sports Union Executive and yearly accounts are placed on file.

17.5.2. All material on file is kept for a period of one year. After one year, all extraneous and unimportant material is removed from the file.

17.5.3. All files with the exception of confidential files may be consulted by any Full Member Club Committee Member. They are not to be allowed out of the Office. Anyone wishing to consult these files should apply to the President and the most senior member of staff.

18. KIT

18.1 All Club members are required to exclusively wear EUSU official kit supplier clothing whilst representing the University of Edinburgh at any event, tournament or fixture. Exceptions will be made to this if the EUSU official kit supplier does not provide playing kit for a Club's sport or if National or International Governing body regulations state otherwise. Exceptions will only stand with the permission of the Sports Union President and the most senior member of staff.

18.2 The official home playing kit colour is green.

18.3 The official away playing kit colour is red.

18.4 The Sports Union President must sign off any bespoke orders before they can be made.

18.5 All orders with other suppliers must be cleared by Sports Union President.

18.6 The holders of Blues may purchase Sports Union crested pins.

19. E.U.S.U. - POLICY REGARDING LAIGH YEAR PRESIDENCY

19.1. The President of the Sports Union shall be a Sabbatical Student as per the Laigh Year rules of the University Of Edinburgh Court. The President must abide by the rules and regulations laid down by the University Court in order to stand for election and fulfil their term of office. The University Of Edinburgh's Laigh Year policy can be obtained from the Sports Union office.