

SPORTS UNION CONSTITUTION AND BYE-LAWS

LAST UPDATED: MARCH 2023

CONSTITUTION AND BYE-LAWS
March 2023

CONTENTS

A. CONSTITUTION

1. Title
2. Aims
3. Membership
4. Administration
5. Meetings
6. Election of Office Bearers and Committees
7. Duties of Office Bearers
8. Staff
9. Member Clubs
10. Alterations to the Constitution and Bye-Laws
11. EUSU - Policy Regarding Laigh Year Presidency

B. BYE-LAWS

1. Finance
2. Sponsorship
3. Clubs
4. Sports Union Policies
5. Reporting and Investigation Procedures
6. Warnings and Cards
7. Blues, Half Blues and Colours
8. Sports Union Awards

A. EUSU CONSTITUTION

1. TITLE

- 1.1 This organisation shall be called the Edinburgh University Sports Union (the Sports Union or EUSU).
- 1.2 Unless otherwise stated, all references to “student” throughout shall mean “University of Edinburgh” student.

2. AIMS

The aims of EUSU shall be -

- 2.1 To maintain high performance in the British Universities and Colleges Sport (BUCS) league table.
- 2.2 To increase and widen participation across the University of Edinburgh student body, and break down potential barriers to students enjoying and partaking in physical activity. This includes our focus on equity across all sporting activity. We will work to ensure that no one is discriminated against for any reason, including but not limited to, gender, gender reassignment, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status or pregnancy.
- 2.3 To improve the awareness amongst University of Edinburgh students of the positive impact that physical activity has on physical and mental health through workshops, guest speakers and recreational sport.
- 2.4 To expand our Intramural Sport programme to include a wider variety of sports and reach more students and staff at the University.
- 2.5 To administer, coordinate and control the income and expenditure of the Sports Union.
- 2.6 To encourage club, coaching and officiating development within the student body through the structured and staff supported Coaching & Volunteering Academy.

3. MEMBERSHIP

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

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

- 3.2 When representing the University in BUCS Competitions, club members are required to follow the BUCS rules and regulations on eligibility.

For all other fixtures and competitions, 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 Intramural sport. The membership fee will be £8.50 for Student Membership and £17 for Non-UoE 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 membership fees to the Club and EUSU. In any disputes of Club membership the Executive Committee shall have the final say.
- 3.5 Each Sports Club is permitted to register Non-UoE Student members as defined in Law 3.1.2, up to 20% of the Club or Team's total Student membership, subject to any conditions decided 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 EUSU in connection with any legal proceedings raised by or against EUSU: 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 EUSU (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 (Inclusion), the Vice President (Intramural Sport), the Intramural Sport Coordinator, the Media Officer, the Wellbeing Officer, the Partnerships & Alumni Officer, and the Inclusion Officer, all elected at the A.G.M. Only those members may vote. The Director of Sport & Exercise (or their nominee), the Senior Treasurer, the Sports Programme Manager 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 Inclusion Committee shall be chaired by the Vice-President Inclusion, and will consist of student representatives for the following demographics / groups: international; ethnic minorities; LGBT+; Postgraduate; widening access; students with disability; women in sport. This will provide a collective voice to drive forward our unwavering commitment to inclusion within sport at Edinburgh.
- 4.5 The Finance Committee shall consist of the President, the Honorary Treasurer (Chairperson), the Honorary Secretary, the Partnerships & Alumni Officer and eight ordinary members, who shall be elected by the Executive Committee before the start of the first academic semester (see 6.3.4). Nominees will be elected by the Executive through an application-based procedure. The Senior Treasurer shall be in attendance, but shall have no voting rights.
- 4.6 The Blues and Colours Committee shall consist of the President (Chairperson), the Honorary Secretary, the Vice President (Inclusion), the Vice President (Intramural Sport), the most senior member of staff (or their nominee), the Director of Sport & Exercise (or their nominee), three graduates and three 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. The ordinary members must be matriculated students, members of the Sports Union and not from the same club as each other.
- 4.7 The Intramural Sport committee shall consist of the Vice President of Intramural Sport (Chairperson), the Intramural Sport Coordinator, the Sports Coordinator for Intramural Sport and Intramural Sport Officers. Membership shall be made up of one person from each Intramural Sport.

- 4.8 The Awards Committee shall consist of the President (Chairperson), the Vice President (Inclusion), the Vice President (Intramural Sport), the Honorary Treasurer, the Honorary Secretary, the most senior member of staff (or their nominee), the Director of Sport & Exercise (or their nominee). Apart from the list of award winners, no minutes of the Committee meetings shall be taken. This committee will meet to recommend winners of the SU Ball Awards and the trophy Blues and Colours Awards, but not the Blues or Colours themselves.
- 4.9 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 and the University of Edinburgh. The composition of these Committees shall be in accordance with the individual Club's Constitutions. The Executive Committee must approve proposals for changes in a member Club's Constitution.
- 4.10 All members must follow the University's Code of Conduct, and will be disciplined in accordance with University policy. When necessary, the President may convene a Disciplinary Committee, who will follow the disciplinary procedures laid out in the bye-laws. When no such references can be made to University or EUSU policy, members of EUSU will be subject to the complaints procedure and sanctions laid out by Edinburgh University Students Association.
5. MEETINGS
- 5.1 The Annual General meeting shall be held in March or 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. Notice of the meeting shall be circulated to Club officials by the Sports Union at least three weeks before the date of the meeting. The President shall be Chairperson, failing that the Executive Committee shall nominate a Chairperson. Each EUSU 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 Union at least two weeks 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 Union at least one week before the A.G.M.
- 5.3 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 Union at least one week before the meeting. The constitution and procedure of the meeting shall be as for an A.G.M.
- 5.4 The General Committee shall meet at least three times in each semester. It shall transact the ordinary business of the Sports Union and receive reports for approval 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 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 Honorary Secretary will receive a fine as per the Incentives & Fines Policy.
- 5.5 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 no less than three times a semester. The quorum shall be seven. The Chairperson shall have both a deliberative and a casting vote.
- 5.6 The President, Honorary Treasurer, Senior Treasurer, 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.

- 5.7 The Finance Committee shall normally meet fortnightly during semesters, or as deemed necessary. The quorum shall be seven. 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 President, the Senior Treasurer and the Honorary Treasurer (if available) shall take pertinent financial decisions.
6. ELECTION OF OFFICE BEARERS AND COMMITTEES
- 6.1 There shall be up to one Honorary President and up to fifteen Honorary Vice Presidents who shall be appointed annually by the Executive Committee at its last meeting. These office bearers shall be eligible for re-election.
- 6.2 The retiring Executive Committee shall recommend 3 Senior Advisors to the incoming President each year, for the purpose of sitting on the Executive Committee.
- 6.3 The Senior Treasurer shall be appointed and their remit determined by the Executive Committee.
- 6.4 There shall be a group known as Friends of EUSU who shall be available to the Executive Committee for advice on an ad-hoc basis. The Executive Committee shall update this group on Sports Union developments at least once a semester. The Executive Committee may at any time invite alumni, former staff, and others who have made, or have potential to make, a significant contribution to the Sports Union to join Friends of EUSU. The Honorary President, Honorary Vice Presidents, Senior Advisors and Senior Treasurer will become members of Friends of EUSU on appointment if not already members. Members will be reviewed and re-invited annually by the Executive Committee at its last meeting.
- 6.5 Candidates for election as Office Bearers of the Sports Union must be matriculated students and members of the Sports Union at the time of election and during their term of office.
- 6.6 Candidates for the position of President must have completed at least one of the following:
1. Have served one year on the Sports Union Executive Committee;
 2. Two years as Club President or equivalent;
 3. One year as Club President or equivalent and one year in one of the following roles:
 - Club Vice President or equivalent
 - Club Secretary
 - Club Treasurer
 - Member on SU Finance Committee
 - EUSU CVA Intern
- 6.7 Candidates for the position of Honorary Treasurer must have served at least one year as a Club Treasurer, a Club President or have sat on the Finance Committee for one year.
- 6.8 Candidates for other positions may be subject to requirements laid out in the Executive Committee job descriptions, which shall be approved by the Executive Committee prior to each election cycle.
- 6.9 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 sit on each of the Finance or Executive Committees. 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 disentitlement would result in no candidates running.
- 6.10 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 most senior member of staff shall act as the Returning Officer for all proceedings of the election period.

- 6.11 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.
- 6.12 Election of the President shall take place by University wide online voting during the week 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. Nominations will close fourteen days prior to the Annual General Meeting.
- 6.13 Elections of the remaining Executive Committee shall take place by online voting during the week preceding and day of the Annual General Meeting. Only Sports Union members who are matriculated students will be eligible to vote online. The results are to be announced at the Annual General Meeting. Candidates shall be elected by a single transferable vote system following the correct University online protocol. Nominations will close fourteen days prior to the Annual General Meeting.
- 6.14 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 one week before the A.G.M.
- 6.15 Presidential candidates will attend Presidential hustings prior to the A.G.M.
- 6.16 The Office Bearers of the Sports Union Executive Committee shall take office on the 1st of July 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 Blues & Colours shall take office upon election and remain in office until the 30th of June.
- 6.17 The General Committee shall have the power to fill any vacancies arising during the year in any Committee. The electoral procedure shall be through an online vote.

7. DUTIES OF OFFICE BEARERS

- 7.1. Unless otherwise stated in this constitution, the role of all other EUSU Officer Bearers is to be decided at the discretion of the sitting Executive Committee.
- 7.2. 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. STAFF

- 8.1. 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.
- 8.2. Staff of the Sports Union are employed by the University and must adhere to the University's employment rules and regulations.
- 8.3. 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 & Exercise. The Committee shall meet as required to discuss all staff developments.

9. MEMBER CLUBS

- 9.1. There are to be two forms of Club Membership to EUSU. 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 9.2 and 9.3.

- 9.1.1 Decisions on the addition of new Associate Member Clubs and 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.

9.2 Conditions of 'Full Member Club' Status of EUSU

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:

- 9.2.1. Its proposed Constitution has been approved by the Executive Committee and subsequently ratified by the General and then at the A.G.M.
- 9.2.2. It has survived for two consecutive Sports Union financial years as an Associate Member Club (see 9.3).
- 9.2.3. It has a minimum membership of twenty-five matriculated students all year.
- 9.2.4. Completed a Club Status application form and submitted it at least one week before the final Executive Committee Meeting before the A.G.M.
- 9.2.5. The applicant satisfies all requirements of Associate Membership (see 9.3).
- 9.2.6. The Club's proposed sport or physical activity is recognised as such by BUCS, **sportscotland**, or UK Sport.
- 9.2.7. 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.

9.3 Conditions of 'Associate Member Club' Status of EUSU.

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

- 9.3.1 It has a list comprising a minimum of twenty-five matriculated student members who are committed to being active paid members of the Club for the next academic year.
- 9.3.2 It has an approved Club constitution.
- 9.3.3 It has an activity plan for the year, including proposed expenditure, training plans and competition structures, where appropriate.
- 9.3.4 A Sports Union Club (Full or Associate member) does not already exist for that sport.
- 9.3.5 Completed a New Club application form and submitted it at least one week before the final Executive Committee Meeting before the A.G.M.
- 9.4. There is no limit to the number of years that a Club may operate with Associate Club status, though Clubs are encouraged to be Associate Members for as few years as possible. Any club that has been an associate member club for more than two years, or has been demoted from a full member club, must have an active club development plan in consultation with the Sports Union.
- 9.4.1. If the Executive Committee believes that there is no demand for a club which meets all the criteria set out in 9.3, they reserve the right to reject the application.
- 9.5. All EUSU Clubs must abide by the policies and laws laid out by the Sports Union.

- 9.6. A Full Member Club will be entitled to the following
- 9.6.1. Everything entitled to an Associate Member Club, as laid out in Law 9.7.
 - 9.6.2. A Club Grant as per approval of the Executive Committee, and the Finance Committee.
 - 9.6.3. May apply to all Sports Union funds.
 - 9.6.4. It must maintain a minimum membership of twenty-five matriculated students
- 9.7. An Associate Member Club will be entitled to the following:
- 9.7.1. Use of the name "Edinburgh University_____Club"
 - 9.7.2. Access to support from EUSU Staff in terms of future Club development
 - 9.7.3. Publicity from the Sports Union.
 - 9.7.4. Recognised Member Club constitutions, histories, competition structures and other arrangements will be kept up to date by the Sports Union Executive Committee.
 - 9.7.5. Access to a pigeonhole and use of the Sports Union Office as a mail handler
 - 9.7.6. Will be eligible to apply to all Sports Union funds.
 - 9.7.7. Associate Member Clubs will not qualify for annual Club Grants.
- 9.8. If a Member Club, Associate or Full, fails to fulfil any of the criteria listed in Law 9, the Club will be referred to the Relegation Policy. The procedure outlined will be followed and a final decision made by the Executive Committee at the final Executive Committee meeting before the Sports Union AGM.
- 9.8.1. In the event of the disbanding of a Club, all Club Equipment, as detailed on the Club's most recent inventory, will then come under the ownership of the Sports Union. The Sports Union will take control of the Club's bank account.
- 9.9. Committees of Member Clubs
- 9.9.1. All paid members may vote on Club Committees. Clubs may invite non-UoE Student Members to sit on committee, however matriculated student members of EUSU must hold the balance of power.
 - 9.9.2. Any measure by Clubs to restrict the eligibility for members of Club Committees shall result in disciplinary action by the Executive Committee.
 - 9.9.3. There shall be a minimum of three Student 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, and Treasurer. These positions must be filled by Student Members of the Club.
- 9.10. Club A.G.Ms or Special G.Ms:
- 9.10.1. All Paid member of the club are permitted to vote, nominate and second candidates at Club A.G.Ms or S.G.Ms
 - 9.10.2. The minimum number for a quorate A.G.M. or S.G.M. shall be one third of the Club's paid members or thirty paid members (whichever is fewer). No positions may be elected if the A.G.M. is inquorate.

10. ALTERATIONS TO THE CONSTITUTION AND BYE-LAWS.

- 10.1 Motions to amend the 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 approved by two thirds of the student members present.
- 10.2 Alterations and amendments to the Bye-Laws shall be subject to the approval of the Executive Committee.
- 10.3 Any alterations or amendments to the Constitution must be reported to the University Court.
- 10.4 The Constitution of Member Clubs may be altered by a two-thirds majority of paid members at an Annual or Special General Meeting of the Club concerned. Such alterations are to be reported immediately to the Executive Committee.

11. EUSU – POLICY REGARDING LAIGH YEAR PRESIDENCY

- 11.1. 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.

B. BYE-LAWS

1. FINANCE

- 1.1.1. Details and information of all available funds shall be available on the EUSU Website.
- 1.1.2. The following funds shall be managed by the Finance Committee, and in their absence the Summer Finance Committee. All other funds and/or budgets will be reviewed by the Finance Committee on a quarterly basis.
 - i. Representation Fund
 - ii. Reserve Fund
 - iii. Equipment Fund
- 1.1.3. The following funds shall be managed by the relevant members of staff. Any appeals must be taken to the Finance Committee, and failing that the Executive Committee.
 - i. BUCS Fund
 - ii. Participation Fund(s)
 - iii. Coaching & Officiating Fund

1.2. Representation Fund

- 1.2.1. In the annual budget a sum will be set aside for the Representation Fund.
- 1.2.2. Member Clubs shall make written application to the Finance Committee once full costs are known for the event whilst representing Scottish Universities, Scottish Students, British Universities, British Students and National teams recognised by the relevant sport's National Governing Body. The students may be taking part as an athlete or official/umpire whilst representing their country at the event.
- 1.2.3. The deadline for applications will be 14 days after the event. All applications will be considered by the committee. The committee will apply the Representation Fund Tiered funding policy (available on the EUSU website) to determine the funding granted for successful applications.
- 1.2.4. The finance committee will review the suitability of the Representation Fund Tiered funding policy annually and are responsible for approving any amendments to the policy.
- 1.2.5. Student representing in sports for which no club exists under the Sports Union are eligible for funding, if they are a Student Member of the Sports Union.

1.3. Club Allocated Grant Budgets

- 1.3.1. Each Club will be required to submit a provisional budget for the following year before the 1st of June. Full Member Clubs will then be advised of their grant allocations for the next financial year in July. These must be signed off by the Finance Committee and the Executive Committee in September. Any appeals to go to the Finance Committee in the first instance, then to the Executive Committee, if necessary.
- 1.3.2. The (outgoing) Honorary Treasurer and (outgoing) President will recommend annual Club Grants for the following academic session. These recommendations shall be agreed, with adjustments made where necessary, by the Honorary Treasurer, President, Senior Treasurer and the most senior member of staff.

- 1.3.3. Should a club fail to submit a budget before the deadline, then they will not be eligible for a Club grant.

1.4. The expenses of representatives of the Sports Union

- 1.4.1. The travelling expenses for the office bearers and staff of the Sports Union will be paid in accordance with the Sports Union Expenses Policy.
- 1.4.2. 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.

2 SPONSORSHIP

- 2.1 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.

3 CLUBS

3.1 Club Administration

- 3.1.1 Each Club must have read Sports Union Guidelines and Policies by the start of September, or by the deadline set by the Sports Union.
- 3.1.2 Clubs must record all memberships through the Sports Union membership system.

3.2. Club Status and Relegation

- 3.2.1. In accordance with Section 9 of the Constitution, any clubs who submit an application which meet the requirements to be an associate member club, or to progress from an associate to a full member club will be invited to present their application to the Executive Committee. The Executive Committee reserve the right to reject the application. Any successful applications will be brought forward to the A.G.M.
- 3.2.2. If by the 1st of November, a club fails to meet the requirements as laid out in Law 9 of the Constitution, they will be notified by the Sports Union President.
- 3.2.3. If by the 1st of February, they will be invited to meet with the Executive Committee. Should a club fail to meet the criteria after this meeting, a final decision on the Club's status will be made by the Executive Committee.
- 3.2.4. A club cannot be relegated in status more than once in a financial year.

4. SPORTS UNION POLICIES

- 4.1 In addition to the Constitution and Bye-Laws, all EUSU members and member clubs must adhere to all EUSU policies.
- 4.2 All of these policies must be made available on the Sports Union website. These policies will be managed by relevant members of staff with oversight from the Executive Committee. Should a member or member club not adhere to any of the criteria laid out in the Constitution and Bye Laws, disciplinary action will be carried out by either the Disciplinary Committee or Executive Committee.

5. REPORTING AND INVESTIGATION PROCEDURES

5.1 Reporting Procedures

- 5..1.1. As outlined in the EUSU Code of Conduct, allegations of member, coach, participant or staff misconduct may be reported to any member of EUSU staff. This may be done verbally; to official staff email; or through the [Incident Report Form](#). An allegation received through any of the aforementioned routes will be referred to as the Report.
- 5..1.2. Members are encouraged to report any behaviour or situation which makes any Sports Union member, or the wider community feel uncomfortable. This may be relating to, but is certainly not limited to, Racism, including microaggressions; Ethnicity or national origin; Sexism; Disability; Sexual orientation; Religion or beliefs; Gender identification and reassignment; Pregnancy or maternity; Age; Marriage or civil partnership; Socio-economic background. Initiations or hazing activity is not tolerated as laid out in the Alcohol and Initiations Policy, and members and the general public are encouraged to report suspected incidents through our reporting procedures.
- 5..1.3. Reports will be treated confidentially by the Sports Union President, in conjunction with the Sports Programme Manager and Head of Sport. If possible, frontline resolution will be pursued. However, where appropriate, Reports will be escalated to the University of Edinburgh Student Conduct team.

5.2 Investigatory and Disciplinary Procedures

- 5.2.1 Following the receipt of a Report, and if appropriate and safe for all involved, the Sports Union President, in consultation with the Head of Sport and/or the Sports Programme Manager, may invite the Reporting Party and Respondent separately to meet informally to discuss the Report and agree on appropriate action to resolve the situation.
- 5.2.2 If the issue cannot be resolved locally, or this is deemed inappropriate by the staff member, it may be advised that the Reporting Party request an Investigation or escalate this via the [University Complaints Handling Procedure](#). Full details of the EUSU Investigatory procedure are outlined in the [EUSU Code of Conduct](#).
- 5.2.3 When initiating an investigation into an allegation of misconduct, the Sports Union President, in consultation with the Sports Programme Manager and Head of Sport, may consider precautionary suspension of the Respondent. Suspension may be carried out if: the allegation suggests that the Respondent may be a danger to others/themselves, the person is subject of a misconduct allegation, has had a criminal charge accusation or is the subject of a police investigation. Any Respondent suspended can make an in-person or written appeal of their suspension to the Sports Union President within five working days of suspension.
- 5.2.4 In the event of an Investigation, the Sports Union President, supported by the Head of Sport and Sports Programme Manager, may request evidence or to interview the Respondent, the Reporting Party or any other relevant person. As soon as practicable, striving to be within three working days of receipt of the Report, the Sports Union President will write to the Respondent to provide details of the alleged misconduct. Any individual attending an interview as part of an investigation has the right to be accompanied and/or represented by a member of the University community, including a staff or relevant health or wellbeing specialist.
- 5.2.5 If the Respondent admits responsibility or if the Sports Union President is satisfied that the allegations are well-founded, then disciplinary action may be taken.
- 5.2.6 If Disciplinary Action is deemed necessary, potential disciplinary penalties include, but are not limited to:
 - Education** - mandatory courses or workshops to be attended, written apology required.
 - Probation** - regular monitoring of behaviour (max. 3 months)
 - Reparation** - fines (with no upward limit), restoration of cost for damage caused.
 - Suspension** – temporary hold placed on membership and involvement in activity/privileges
 - Exclusion** – permanently terminate membership and involvement in EUSU activity

- 5.2.7 Both the Reporting Party and the Respondent are encouraged to contact [The Advice Place](#), run by Edinburgh University Students' Association, for advice about the student discipline procedure, provided they are students of the University. Support for student welfare, of both the Reporting and Respondent parties, may be provided by the University Student Counselling service, Chaplaincy Listening Service and The Advice Place, provided they are students of the University.
- 5.2.8 Following the conclusion of an Investigation, the Respondent will have the right to appeal any decision within 10 working days, as outlined in the [EUSU Code of Conduct](#).
- 5.2.9 Following an Investigation, the Sports Union President holds the right to suspend individuals from the Sports Union and/or its member clubs.
- 5.2.10 Clubs may suspend a member on grounds of misconduct. The member(s) in question will have the right to appeal a club's decision to the Sports Union President. Clubs are encouraged to consult with the Sports Union President prior to any suspension decisions.
- 5.2.11 If a club is to suspend a member, they must inform the Sports Union President and/or the Head of Sport or Sports Programme Manager.

6. WARNINGS AND CARDS

- 6.1 Clubs that breach any regulation as laid out in the Constitution and Bye-Laws may be issued with a Green Card or a Yellow Card at the discretion of a majority vote of the Executive Committee.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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 9. This shall be at the discretion of majority vote of the Executive Committee.
- 6.6 A Yellow Card will expire after the probation year if the Executive Committee deems the situation to have been resolved. The Sports Union Administrator will keep a record of Green Cards and Yellow Cards for the sake of continuity.

7. BLUES, HALF BLUES AND COLOURS

- 7.1 Blues, Half Blues, Cameron Blue of the Year, Colours and the McTernan Colour of the Year shall be recommended by the Blues and Colours Committee. These awards shall be presented annually at the Blues and Colours Dinner.
- 7.2 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 shown excellent commitment to their Sports Club. Candidates will have been

expected to represent the nominating Club in at least 75% of first team fixtures or events (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).

7.3 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 and Colours Committee.

7.4 A Blue and Half Blue may not be re-awarded for the same sport.

7.5 In the instance that there is no club for an athlete's sport or that an athlete is part of the Performance Programme. The Committee may accept nominations for Blues made by the Sports Union Executive Committee or EUSU Staff for 'Sports Union Blues'. These nominees must

- (a) be a student member of the Sports Union,
- (b) have competed at a level deemed to be World Class,
- (c) have shown an outstanding commitment in representing the University.

7.6 Nominees for Colours must be nominated by their Club Committee, and must

- (a) be a member of the Sports Union,
- (b) or be an Executive Committee member, Intramural organiser, or dedicated volunteer as deemed by Exec / EUSU staff (please see 18.8).

7.7 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) Outstanding commitment to the club.
- (b) Service to the Club, in the form of responsible Club positions over a period of at least two 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.

7.8 Colours may not be re-awarded for the same sport.

7.9 The Committee may, in highly exceptional circumstances, accept nominations for Colours made by the Sports Union Executive Committee or EUSU Staff for nominees. 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 Honorary Colours for "Services to the 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. Intramural Sport, Publicity, Marketing, etc.), and will be awarded Colours for "Contribution to the Sports Union".

8. SPORTS UNION AWARDS

8.1 Aside from those listed in 7.1, nominations for all other awards shall be presented to the Awards Committee. The criteria and process for these awards is at the discretion of the Awards Committee, and must be made available to member clubs. These awards shall be presented annually at the Sports Union Ball or the Blues & Colours Awards Dinner, as deemed appropriate by the committee.

8.2 Proposals for any new or additional awards must be recommended to and approved by the Awards Committee.