*This is a sample constitution for you to use for your Club.*

*Text in Black should not be changed, text in Grey indicates where you need to enter information*

*You can add additional text to this document but it must not contradict any existing text*

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# **Cardiff University Athletic Union xxxxx Club Constitution**

To interpret this constitution it must be considered in total and in relation to the constitution of Cardiff University Students’ Union.

**[1]TITLE**

The Club shall be known as the Cardiff University Athletic Union xxxxx Club.

[2]AIMS AND OBJECTIVES

The aims and objectives shall be:

[2.1] (Insert first objective)

[2.2] (Insert second objective)

[2.3] (Insert third objective)

(Insert additional objectives here as required)

**[3]AFFILIATION**

[3.1]The xxxxx Club will be affiliated to Cardiff University Students’ Union.

**[4]STUDENTS’ UNION**

[4.1]The xxxxx Club shall form part of Cardiff University Students’ Union, and as such, will adhere to all the rules of the University, the Students’ Union Constitution, the Students’ Union Social Policy and Activities Laws, and rules laid down herein.

[4.2]Changes to these rules will be made in accordance with the Students’ Union constitution procedures for amending the Students’ Union constitution.

[4.3]Representatives from the xxxxx Club shall attend the following meetings:

1. Athletic Union Council
2. Cardiff University Students’ Union AMM
3. Any other meeting called within the Students’ Union constitution that requires the attendance of Club representatives i.e. an EGM

The number of representatives required shall be outlined in the Athletic Union Tier criteria.

[4.4]The Athletic Union Staff Team reserve the right to veto any activities of the xxxxx Club should they feel it contravenes any Students’ Union policy, or places any undue risk on the individuals involved.

**[5]MEMBERSHIP**

[5.1]May consist of any ordinary member of the Students’ Union wishing to participate in and further the aims and objectives of the xxxxx Club.

[5.2]At the discretion of the xxxxx Club committee, members of staff, alumni and associate members of the Students’ Union may join the Club.

[5.3] The xxxxx Club shall maintain an active membership of not less than 20 ordinary members (registered students) of the Students’ Union.

[5.4]The membership fee shall be determined by the Committee and approved by the Athletic Union Staff Team annually.

[5.5] All participants in Club activity must be registered members of the xxxxx Club and of the Athletic Union.

[5.6] Members’ details will be held by the Students’ Union in line with the Data Protection Act.

[5.7]Student members are entitled to:

Join and participate in any activity organised by the xxxxx Club*,* subject to funding, skill, experience and availability and have speaking rights.

Attend, address and vote at any general meeting of the xxxxx Club*.*

Attend any committee meeting of the xxxxx Club and, at the discretion of the committee, be granted speaking rights.

Hold a position on the committee of the xxxxx Club.

[5.8] Non-student members are entitled to:

Join and participate in any activity organised by the xxxxx Club*,* subject to funding, skill, experience and availability and have speaking rights.

Attend and address any general meeting of the xxxxx Club.

Attend any committee meeting of the xxxxx Club and, at the discretion of the committee, be granted speaking rights.

[5.9] The xxxxx Club will operate on a basis of inclusion, therefore, no member will be discriminated against in line with the Equal Opportunities Policy.

**[6]THE COMMITTEE**

[6.1]The committee is responsible for the day to day running of the xxxxx Club in accordance with the aims and objectives in [2].

[6.2]The committee shall collectively, along with their own job roles, be responsible for upholding the Cardiff University Students’ Union policies and procedures.

[6.3]New committee members will be announced at the xxxxx Club’s Annual General Meeting, following an election.

[6.4]Committee nominations must be open to every Club member and all members must have the opportunity to vote in the committee election.

[6.5]Committee positions must be resided by members who are current students at Cardiff University.

[6.6]The xxxxx Club committee shall have a minimum of three roles, a **President**, **Secretary** and **Treasurer** at any one time.

[6.7]The duties of each of the Committee members shall be as follows:

**President:** Acting as the principal officer, spokesperson for the Club and key contact with Cardiff University Students’ Union, the President leads and co-ordinates the Club, committee and members. They shall be responsible for the planning, organising and chairing of committee meetings and for protecting the interests of the Club in accordance with its aims and objectives.

**Secretary:** The Secretary’s prime function is to administrate the running of the Club, keep accurate records, keep accurate minutes of meetings and communicate with the committee and Club members.

**Treasurer:** The Treasurer oversees and monitors the financial affairs of the xxxxx Club, ensuring that Cardiff University Students’ Union Financial Guidelines are adhered to.

[6.8] Additional committee members shall include:

(Insert any additional committee positions and role descriptions here)

[6.9] A vote of ‘no confidence’ in a committee member must be submitted formally in writing by a Club member to the entire committee and the Athletic Union Staff Team. This is to be voted on in an Emergency General Meeting (EGM) called by the committee with at least two weeks’ notice. This motion must be passed by two thirds of those present. The decision of this vote is subject to appeal by the committee member through the Athletic Union Executive Committee.

[6.10]A change in committee roles must be passed at an EGM before nominations open.

[6.11]The committee shall have the power to appoint appropriate sub-committee.

**[7]COMMITTEE MEETINGS**

[7.1]Committee meetings shall be held regularly, as required.

[7.2]Quoracy for committee meetings is two thirds or three committee members, whichever is the greater.

##### [8]GENERAL MEETINGS

[8.1]General Meetings, to which all members are invited, shall be held as and when necessary.

[8.2]There shall be an Annual General Meeting (AGM) held that must include the announcement of the new committee for the following year.

[8.3]At least two weeks’ notice of a General Meeting shall be given by the Secretary to all members and Cardiff University Students’ Union.

[8.4]Constitutional amendments can be passed at any General Meeting by two thirds of those present or by more than half of the membership, whichever is the lesser. Amendments will then require ratification by the Athletic Union Team.

## [9]FINANCE

[9.1]The xxxxx Club’s finances must be administered in accordance with the guidelines set out by the Athletic Union and Cardiff University Students’ Union.

[9.2]In the event that the xxxxx Club is no longer able to carry out its activities, and thus folds, all assets and debts will revert back to Cardiff University Students’ Union.

[9.3]Under no circumstances will xxxxx Club funds be distributed amongst members.

[9.4]The Club may not enter into any contract or other legally binding arrangement without the permission of Cardiff University Students’ Union.

**[10]COMPLAINTS, DISCIPLINE AND APPEALS PROCEDURES**

### [10.1]Informal complaints against the xxxxx Club or any of its members shall require the xxxxx Club President to be notified in writing. The xxxxx Club committee shall consider the complaint and may uphold or dismiss the complaint and may be entitled to take suitable action.

[10.2]Complaints and reports of alleged misconduct shall be reported to the xxxxx Club President. The xxxxx Club committee shall consider the report and shall consider the following courses of action

Verbal or written reprimand and/or;

Suspension of any or all membership privileges and/or;

Termination of membership of the xxxxx Club and/or;

Referral of complaint to the Athletic Union Executive Committee and/or;

Referral of complaint to the Students’ Union Complaints or Discipline Procedures

[10.3]An appeal against the outcome of a complaint or report of alleged misconduct should be submitted to the Athletic Union Executive Committee and/or the Vice President Sports & Athletic Union President.

[10.4]The initial complaint or report of alleged misconduct should be forwarded to the Athletic Union Executive Committee and/or the Vice President Sports & Athletic Union President for consideration if:

The xxxxx Club Committee feel unable to consider the complaint without bias, or;

The complainant feels the complaint or report will not be considered without bias

In this case, an appeal against the outcome of a decision shall be sent to the Students’ Union President.

*Delete the appropriate section below*

*Either*

This constitution was passed at a Committee Meeting of the xxxxx Club on (insert date), pending ratification at General Meeting

*or*

This constitution was ratified at a General Meeting of the xxxxx Club on (insert date)

Signed: (President)

Date:

Signed: (Treasurer/Secretary)

Date:

Signed on behalf of the Guild of Athletic Union

Signed:

Date:

Typed names will be accepted as official verification.