

# SCOTTISH STUDENT SPORT

## CONSTITUTION

### 1. Title

Scottish Student Sport, hereafter to be referred to as "SSS" was established in 2011.

### 2. Aims & Objects

To foster and promote sport and physical activity in the Tertiary Education (TE) sector in Scotland:

- 2.1 To be the consultative body for the TE sector and to develop advocacy and support for the local delivery and development of sport and physical activity
- 2.2 To develop the TE sector's contribution to broad educational and social objectives and to help embed physical activity programmes as an integral part of university and college life
- 2.3 To develop reliable, efficient and effective competitive structures for student sport, from novice to performance level
- 2.4 To develop partnerships for increased effectiveness in lobbying and promoting the TE sector
- 2.5 To support the delivery of national strategies in the areas of health, physical activity and sport
- 2.6 To add value to the existing work of the TE sector in developing models of best practice for professional staff and volunteers
- 2.7 To develop appropriate and fully inclusive membership structures and categories for everyone involved in TE sport and physical activity

These aims and objects shall be pursued without regard to discrimination and independent of any political party or religious body

### 3. Membership

- 3.1 SSS Membership will be open to any person or institution that meets the membership criteria and completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting
- 3.2 There will be three categories of membership available
  - 3.2.1 Full Membership will be Institutional membership and open to all Institutions of Tertiary Education in Scotland; to include any sport related Department staff and students within the Institution  
Each Institution will have one nominated Institutional Representative for voting purposes
  - 3.2.2 Associate Membership will be open to any individual or organisation interested in the development of sport and physical activity within the TE sector in Scotland on payment of the relevant fee
  - 3.2.3 Honorary Life Membership may be conferred upon any individual deemed to have given exceptional service to sport and/or physical activity in the Tertiary Education sector or in spheres related to the objects of SSS.  
Existing Honorary Life Members of SUS will automatically become Honorary Life Members of SSS  
There will be no annual subscription payable for Honorary Life Membership.  
Associate and Honorary Life Members shall have the privileges of Full Members except for submitting motions or voting at general meetings.  
Nominations for Honorary Life Membership must be approved by a two- thirds majority of those present and eligible to vote at a General Meeting
- 3.3 Termination of Membership

Any member may resign at any time by giving notice in writing to the Chief Operating Officer
- 3.4 Membership may be terminated by a two-thirds majority decision of the Executive Council. For activities deemed to be prejudicial to the objects of the organisation, membership shall be forfeited
- 3.5 The membership and financial year will be from 1 August to 31 July
- 3.6 Subscriptions will be payable by 30 September each year. Membership benefits will be suspended for members who have not paid their subscription by this date, until such payment has been made
- 3.7 Decisions relating to eligibility for membership will be made by the Executive Council

#### **4. Structure**

The decision making structure for SSS will be made up of the Executive Council, supported by three Standing Committees, namely:

- Competitions Committee
- Physical Activity Committee
- Professional Development Committee

In addition, there will be a Marketing and Communications sub-group and several special interest groups that will meet as required. These will include: Directors of Sport, Athletic Union Presidents and College Sport representatives

Special Interest Groups will provide a platform for discussion and the sharing of good practice on specific areas of business. They will also perform a consultative and advisory function to SSS on relevant policy matters as appropriate.

#### **5. Officers**

The Officers of SSS will be the Chair and three Vice-Chairs

##### **5.1 Executive Council**

Membership to comprise of:

A Chair independent of all other committees; chosen from full-time members of staff within the institutions

The Chairs of the Competitions, Physical Activity and Professional Development Committees, who will be recognised as the Vice-Chairs of SSS

Four senior members of staff<sup>1</sup> from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

Four sports related student representatives from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University<sup>2</sup>

Non-Voting: Finance Consultant; sportscotland (x1); British Universities and Colleges Sport (BUCS) (x1); Chief Operating Officer and an observer from the Scottish Universities Collaboration in Sport and Exercise Science (SUCSES)

Support to be provided by the relevant SSS staff members (non-voting)

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<sup>1</sup> Senior Staff refers to Assistant Director level or higher within University departments and the equivalent level within College structures

<sup>2</sup> University representative/s should be drawn from the membership of the AU Presidents Special Interest Group

## 5.2. Competitions Committee

Membership to comprise of:

An elected Chair

Four members of staff from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

Four student representatives from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

One SSS Sports Development Coordinator

One invited representative from BUCS (non-voting)

Support to be provided by the relevant SSS staff member/s (non-voting)

## 5.3. Physical Activity Committee

Membership to comprise of:

An elected Chair

Four members of staff from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

Three student representatives from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

Support to be provided by the relevant SSS staff member/s (non-voting)

## 5.4. Professional Development Committee

Membership to comprise of:

An elected Chair

Four members of staff from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

(to include a chair for the Marketing and Communications sub-group)

Three student representatives from the institutions, to comprise:

- At least one representative from a College
- At least one representative from a University

Support to be provided by the relevant SSS staff member/s (non-voting)

## 5.5. Co-Option

All SSS Committees will have the power to co-opt members (in a non-voting capacity) as appropriate

## **6. Election of Officers**

- 6.1 All Officers shall be elected at the Annual General Meeting from the Full Members and by the institutional nominated representatives
- 6.2 All Officers are elected for a period of two years, and may only be re-elected to the same office, consecutively, for one further term of two years
- 6.3 All other members of committees to serve a period of one year on a one year renewable basis

## **7. Executive Council**

- 7.1 The affairs of SSS shall be managed by an Executive Council elected from, and by, the Full Members

A representative from sportscotland (non-voting) will be invited to attend meetings of the Executive Council as an observer

A representative from SUCSES (non-voting) will be invited to attend meetings of the Executive Council as an observer

A representative from BUCS (non-voting) will be invited to sit on the Executive Council

An independent financial advisor (non-voting) will be invited to sit on the Executive Council

The Executive Council shall meet at agreed intervals and not fewer than four times per year

A quorum for the Executive Council will be 6 Members

- 7.2 The duties of the Executive Council will be:
  - 7.2.1 To set Strategic Policy, Annual Planning and Lobbying, Advocacy and Promotion
  - 7.2.2 To manage the affairs of SSS on behalf of the Members
  - 7.2.3 To keep accurate accounts of the finances of SSSTo make decisions; in the event of a tie, the Chair shall be entitled to a casting vote
- 7.3 An HR Oversight Group will:
  - 7.3.1 Comprise the Chair of SSS (as elected at the AGM), the Director of Sport and Exercise (or equivalent) of the host institution and one senior member of staff from the membership, appointed from the Executive Council
  - 7.3.2 Meet once per year to review arrangements, and beyond that, on a project/task basis as required
  - 7.3.3 Oversee all aspects of HR to ensure the best possible working environment for SSS staff. From time to time, the HR Oversight group may co-opt additional personnel from Executive or elsewhere, including the host institution's HR Department

## **8. Competitions Committee**

- 8.1 The areas of responsibility for the Competitions Committee will include the Student Sports Programmes, Sports Development and Scottish National Governing Body liaison
- 8.2 The Competitions Committee shall meet at agreed intervals, not fewer than twice and not more than six times per year
- 8.3 A quorum for the Competitions Committee will be 5 Members

## **9. Physical Activity Committee**

- 9.1 The areas of responsibility for the Physical Activity Committee will include the development of participation in sport and physical activity, exercise and health, access and equality, and research
- 9.2 The Physical Activity Committee shall meet at agreed intervals and not fewer than twice and not more than six times per year
- 9.3 A quorum for the Physical Activity Committee will be 4 Members

## **10. Professional Development Committee**

- 10.1 The areas of responsibility for the Professional Development Committee will include Professional Networking, the development of Professional Standards, Volunteer and Staff Development
- 10.2 A nominated individual will be designated chair of the Marketing and Communications sub-group. This group will have a remit to support all committees as required and can draw its membership from the wider SSS community
- 10.4 The Professional Development Committee shall meet at agreed intervals, not fewer than twice and not more than six times per year
- 10.5 A quorum for the Professional Development Committee will be 4 Members

## **11. Relationships with British Organisations**

- 11.1 SSS shall be recognised by British Universities and Colleges Sport (BUCS)
- 11.2 SSS shall deliver services on behalf of BUCS to relevant members in Scotland
- 11.3 These services shall be detailed in a formal partnership agreement between the two organisations
- 11.4 BUCS shall invite SSS representation onto its committees and working groups as appropriate
- 11.5 Such representatives will come exclusively from BUCS member institutions or the SSS staff
- 11.6 SSS shall be recognised by British Colleges Sport (BCS) as a playing region
- 11.7 BCS shall invite SSS representation onto its committees and working groups as appropriate
- 11.8 Such representatives will come exclusively from BCS member institutions or the SSS staff

## **12. Administrative Procedures**

- 12.1 Meetings of: - The Executive Council, Competitions Committee, Physical Activity Committee and Professional Development Committee will be recorded formally and be available within 10 working days and made public within 15 working days
- 12.2 These documents will record the key discussion, actions and implementation time scales
- 12.3 All officers and committee members must comply with the SSS Conflict of Interest Code of Conduct policy

## **13. Staff**

### **13.1. Chief Operating Officer**

The Chief Operating Officer (COO) will lead and manage the operational and strategic business of SSS, including strategic and financial planning, corporate governance and the management of membership and partnership relations

The COO will be responsible for all other staff employed by SSS

## **14. General Meetings**

- 14.1 The Annual General Meeting shall normally be held in June  
  
28 days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their recorded address and posting the notice publicly where appropriate  
  
Members must advise the Chief Operating Officer in writing of any business to be moved at the Annual General Meeting at least 14 days before such meeting  
  
The Chief Operating Officer shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting
- 14.2 The business of the Annual General Meeting shall be to:
  - 14.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
  - 14.2.2 Receive and endorse a statement of accounts to date
  - 14.2.3 Receive and endorse the Annual Report from the Chair of the Executive Council and from the Chairs of the three Standing Committees
  - 14.2.4 Review and confirm any matters arising including any constitutional changes
  - 14.2.5 Elect the Auditors
  - 14.2.6 Elect the SSS Chair
  - 14.2.7 Elect the Chairs of the Standing Committees
  - 14.2.8 Elect other Standing Committee members
  - 14.2.9 Elect other Executive Committee members
  - 14.2.10 Elect members to any relevant external organisations
  - 14.2.11 Review and set subscription rates and agree them for the forthcoming year

14.2.12 Transact such other business received in writing by the Chief Operating Officer from Members 14 days prior to the meeting and included on the agenda

14.2.13 The Honorary President or Honorary Patron shall be appointed at the AGM

14.2.14 Honorary Life Vice-Presidents shall be elected at an AGM. Nominations of deserving candidates shall be submitted to the Chief Operating Officer

Note: Nominations for the above shall be made in writing at least 14 days before the date of the AGM, and included within the agenda. Should no written nominations be received, names may be taken from the floor of the Annual General Meeting

14.3 Nomination of candidates for election of Officers shall be made in writing to the Chief Operating Officer no later than 24 hours in advance of the Annual General Meeting, with all elected positions being voted on at the AGM

Nominations can only be made by Full Members and must be seconded by another Full Member

14.4 At all General Meetings the minutes will be taken by the Chief Operating Officer or, in their absence, by a Vice Chair

14.5 Decisions made at a General Meeting shall be by a simple majority of votes from those nominated Institutional Representatives of full Members attending the meeting. In the event of an equal vote, the Chairperson shall be entitled to a casting vote

14.6 A quorum for a General Meeting will be 15 Full Member Institutions and at least 2 Officers from the Chair and Vice Chairs

14.7 Each Full Member (Institution) shall be entitled to one vote at General Meetings

14.7.1. Institutional representatives will be nominated in advance of the meeting to the Chief Operating Officer and authorised by a student and staff representative from the institution

14.7.2 Proxy voting will be permitted according to the operating procedures approved by the Executive Council

14.8 Extraordinary General Meetings may be convened by the Executive Council or on receipt by the Chief Operating Officer of a request, in writing, from 10 named representatives who are members of SSS

At least 14 days' notice of the meeting shall be given

## **15. Amendments to the Constitution**

15.1 Any proposed amendments to the SSS Constitution may only be considered at an Annual or Extraordinary General Meeting that has been convened with the required written notice. Proposed constitutional changes must be circulated at least 14 days in advance of the meeting.

15.2 Any alteration or amendment must be proposed by a Full Member Institution and seconded by another Full Member of an institution separate to that of the proposer

15.3 Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting, assuming that a quorum has been achieved

## **16. Dissolution**

- 16.1 If, at any General Meeting a resolution be passed calling for the dissolution of SSS, the Chief Operating Officer shall immediately convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution
- 16.2 If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Executive Council shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of SSS and discharge all debts and liabilities

Amended Wednesday 15 June 2011

Signed: \_\_\_\_\_ Filippo Antoniazzi (SUS Chair)

# SSS Articles

## HR Matters

SSS staff members will be employed through the University of Edinburgh, in accordance with their general conditions of service. Line management of the SSS Chief Operating Officer will be undertaken by the SSS Chair, in consultation with the HR Oversight Group. All other SSS staff will be line-managed by the Chief Operating Officer.

## Equity

Scottish Student Sport believes that equity is a broader concept than equality. It is not just about equal numbers, but is concerned more with fairness, justice, inclusion and respect for diversity.

Scottish Student Sport is absolutely committed to promoting and achieving equity, and to ensuring that unfair discrimination is eliminated. A copy of the SSS Equity policy can be found on our website: [www.susport.org.uk](http://www.susport.org.uk)

## Anti-Doping

Doping is fundamentally contrary to the spirit of sport, which is the intrinsic celebration of the human body, spirit and mind.

SSS is committed to doping-free sport and endeavours that all programmes operated under the banner of Scottish Student Sport shall be fully compliant with the World Anti-Doping Code. This will ensure that all anti-doping measures are transparent, open to scrutiny and publicly accountable. Any contravention of the World Anti-Doping Code during a SSS event will be referred first to the SSS Competitions Committee, and then passed to the National Governing Body/Association of Sport concerned for action. All investigations, due process and sanctions that follow will be in full accordance with, and due regard to, the constitutional and legislative governance of the relevant National Governing Body. SSS will defer to this.

## Child Protection

At Scottish Student Sport, we believe that Child Protection is everyone's responsibility. Every child or young person should have the opportunity to take part in sport at all levels in the knowledge that he or she will be safe, secure and respected. Above all, taking part in sport should be enjoyable and fun.

As a result of these revised guidelines, we have developed our own child protection policy and procedures. These guidelines apply to all children and young people under the age of 18 years. A copy of the SSS Child Protection policy can be found on our website: [www.susport.org.uk](http://www.susport.org.uk)