

## SSS Constitution & Implementation Plan

SUS Executive is asked to:

1. Confirm constitution that will be presented to AGM
2. Offer thoughts on the implementation plan

<b>Background</b>	Following discussion with our key partners and subsequent debate within our recent Executive Council a small working group was set up to draft possible amendments to our constitution which would facilitate the incorporation of colleges fully into our structure.
<b>Consultation</b>	The draft constitution has been sent round Directors and Presidents for comment and the Executive Officer has not received any detailed feedback.
<b>Main Changes</b>	The main amendments include, but are not limited to: <ul style="list-style-type: none"><li>• one vote per institution</li><li>• equal voting rights for colleges and universities</li><li>• changes to the make-up of all committees including Executive Council</li></ul>
<b>Implementation Plan</b>	<p>With some dependence on the outcome of the AGM, we will likely need to address a number of business areas in order to implement the new structure effectively. These may include:</p> <ul style="list-style-type: none"><li>• Committee and staff work plans</li><li>• Handover arrangements</li><li>• Branding</li><li>• Website and communications</li><li>• Kit and merchandise</li><li>• Partner Agency liaison</li></ul> <p>There are a number of parallels to the first six operating months of SUS in 2005 and it may be best to consider these changes in a phased approach between June and December 2011.</p> <p>It is realistic and desirable to move towards a hard launch of SSS at the Christmas Seminar</p>

# SCOTTISH STUDENT SPORT

## CONSTITUTION

### 1. Title

Scottish Student Sport, hereafter to be referred to as "SSS" was established in 2011 from an amalgamation of the former Scottish Universities Sport (SUS) and Scottish Colleges Sport.

SSS shall be recognised as a Regional Executive of British Universities & Colleges Sports (BUCS) and British Colleges and by sportscotland.

### 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 embedding physical activity programmes as an integral part of university life.
- 2.3 To develop reliable, efficient and effective competitive structures for student sport, from novice to elite
- 2.4 To develop partnerships for increased effectiveness in lobbying and promoting the TE sector.
- 2.5 To support the delivery of the national development plan and its contribution to national strategies.
- 2.6 To add value to the existing work of the TE sector in developing models of best practice for professional staff and volunteers in support of this development.
- 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 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.

## 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

Four senior members of staff from the institutions, including two from Colleges

Four student representatives including two from the Colleges

Non-Voting: Finance Consultant; sportscotland (x1); BUCS (x1); Chief Operating Officer and an observer from SUCSES

The Chairs of the three Standing Committees will become the Vice-Chairs of SSS

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

## 5.2. Competitions Committee

Membership (to include the elected Chair) to comprise of:

Student representatives (x4 at least one from the Colleges), Member of institutional staff (x4), Sports Development Coordinator (x1) and an invited representative from British Universities & Colleges Sport (x1) (non voting).

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

## 5.3. Physical Activity Committee

Membership (to include the elected chair) to comprise of:

Student representatives (x2) and Member of institutional staff (x4)

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

## 5.4. Professional Development Committee

Membership (to include the elected chair) to comprise of:

Member of institutional staff (to include a chair for the Marketing and Communications sub-group) (x4); student representatives (x3)

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

## 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. Officers must then stand down from office for one year, after which time they may seek election in another post.

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 the Scottish Universities Collaboration in Sport and Exercise Science (SUCSES) (non-voting) will be invited to attend meetings of the Executive Council as an observer.

A representative from British Universities & Colleges Sport (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 less 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 SSS.

7.2.4 To co-opt additional members to the Council as necessary.

Co-opted members shall not be entitled to a vote on the Council.

To make decisions; in the event of an equal vote, 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 University of Edinburgh's Director of Sport and Exercise (as a representative of the host institution) and one senior member of staff from the institutions, 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 University of Edinburgh's HR Department,

## **8. Competitions Committee**

8.1 The areas of responsibility for the Competitions Committee will include the Student Sports Programmes, Sports Development, Coaching and Scottish National Governing Body liaison

8.2 The Competitions Committee shall meet at agreed intervals and not less than four 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 less than four 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 Development 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 and not less than four times per year
- 10.5 A quorum for the Professional Development Committee will be 5 Members

## **11. Administrative Procedures**

- 11.1 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
- 11.2 These documents will record the key discussion, actions and implementation time scales
- 11.3 All officers and committee members must comply with the SSS Conflict of Interest Code of Conduct policy

## **12. Staff**

### **12.1. 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

## **13. General Meetings**

- 13.1 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

13.2 The business of the Annual General Meeting shall be to:

13.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting

13.2.2 Receive a statement of accounts to date

13.2.3 Receive the Annual Report from the Chair of the Executive Council and from the Chairs of the three Standing Committees

13.2.4 Discuss any matters arising including any constitutional changes

13.2.5 Elect the Auditors

13.2.6 Elect the SSS Chair

13.2.7 Elect the Chairs of the Standing Committees

13.2.8 Elect other Standing Committee members

13.2.9 Elect other Executive Committee members

13.2.10 Elect members to any relevant external organisations

13.2.11 Review and set subscription rates and agree them for the forthcoming year

13.2.12 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

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

13.2.14 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

13.3 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

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

13.5 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

13.6 A quorum for a General Meeting will be 15 Full Member Institutions and at least 3 Officers from the Chair and Vice Chairs

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

13.7.1. 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

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

13.8 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

#### **14. Amendments to the Constitutions**

14.1 Any proposed amendments to the SSS Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal

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

14.3 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

#### **15. Dissolution**

15.1 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

15.2 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

15.3 After discharging all debts and liabilities of SSS, the remaining assets shall not be paid or distributed amongst the Full Members but shall be given or transferred to some other organisation having objects similar to those of SSS

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)