



# SCOTTISH UNIVERSITIES SPORT

## CONSTITUTION

### 1. Title

Scottish Universities Sport, hereafter to be referred to as "SUS" was established in 2005 from an amalgamation of the former Scottish Universities Physical Education Association (SUPEA) and Scottish Universities Sports Federation (SUSF).

SUS shall be affiliated to British Universities & Colleges Sports (BUCS).

### 2. Aims & Objects

To foster and promote sport and physical activity in the Higher Education (HE) sector in Scotland (in no particular order):

- 2.1 To be the consultative body for the HE sector and to develop advocacy and support for the local delivery and development of sport and physical activity.
- 2.2 To develop the HE 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 HE 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 HE 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 HE sport and physical activity.
- 2.8 To develop open partnerships with the FE sector and encourage take up of associate membership package.

These aims and objects shall be pursued without regard to age, colour, disability, ethnic origin, gender, marital status, nationality, parental status or family commitments, race, sexual orientation or identity, religious or political beliefs or affiliation, HIV/AIDS status and trade union activity. SUS shall be independent of any political party or religious body.



### **3. Membership**

- 3.1 SUS 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 of SUS.
- 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 Higher Education in Scotland; to include any sport related Department staff and students within the Institution.  
Each Institution will have two nominated Institutional Representatives 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 HE/FE sector in Scotland on payment of the relevant fee.
- 3.2.3 Honorary Life Membership of SUS may be conferred upon any individual deemed to have given exceptional service to sport and/or physical activity in a Scottish University or in spheres related to the objects of SUS.  
Existing Honorary Life Members of SUPEA and SUSF will automatically become Honorary Life Members of SUS.  
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
- An Associate or Honorary member may resign at any time by giving notice in writing to the SUS Executive Officer.
- A Full member may resign at any time by giving notice in writing to the SUS Executive Officer providing it is signed by the two nominated representatives.
- 3.4 Membership may be terminated by a two-thirds majority decision of the SUS Executive Committee. 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 within 30 days of membership being granted.
- 3.7 Decisions relating to eligibility for membership will be made by the SUS Executive Council.

### **4. Structure**

The structure for SUS will be made up of the SUS Executive Council, supported by three core development committees, namely:

- SUS Competitions Committee



- SUS Physical Activity Committee
- SUS Professional Development Committee

In addition, there will be a marketing and communications sub-group and several special interest groups. These may include: Directors, Athletic Union Presidents, Administrators, Operations, Performance Sport and Sports Development Coordinators / Officers to support the SUS structure.

## 5. Officers

The Officers of SUS will be the Chair and three Vice Chairs.

### 5.1 SUS Executive Council

Membership to comprise of:

A Chair independent of all other committees, SUS Competitions' Committee (chair+1, of which at least one must be a current AU President (or equivalent)); SUS Physical Activity Committee (chair+1); SUS Professional Development Committee (chair+1); Directors and/or Assistants Directors (x2); AU Presidents (x2);

Non-Voting: Finance Consultant; sportscotland (x1); BUCS (x1); SUS Sports Manager; SUS Executive Officer; an observer from SUCSES; and an observer from Colleges

The Chairs of the three core development committees will become the Vice Chairs of SUS.

Support to be provided by an appointed SUS Executive Officer and/or Sports Manager (employees of the organisation will not have voting rights).

### 5.2 SUS Competitions Committee

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

Athletic Union Presidents (x4), Departments (x4), Sports Development Coordinator (x1) and an invited representative from British Universities & Colleges Sport (x1) (non voting).

Support to be provided by an appointed SUS Sports Manager.

### 5.3 SUS Physical Activity Committee

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

Athletic Union Presidents (x2) and Department (x4).

Support to be provided by an appointed SUS Executive Officer.

### 5.4 SUS Professional Development Committee

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



Department (to include a chair for the marketing and communications sub-group) (x4);  
Athletic Union Presidents (x3).

Support to be provided by an appointed SUS Executive Officer.

## 6. Election of SUS Officers

- 6.1 All SUS Officers shall be elected at the SUS 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, but may be re-elected to the same office or another office for one further term of two years following completion of their initial term of office.
- 6.3 All other members of committees to serve a period of one year on a one year renewable basis.

## 7. SUS Executive Council

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

A representative of **sportscotland** (non-voting) will be invited to sit on the SUS Executive Council.

A representative from the Scottish FE sector (non-voting) will be invited to attend meetings of the SUS Executive Council as an observer.

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

A representative from British Universities & Colleges Sport (non-voting) will be invited to sit on the SUS Executive Council.

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

The areas of responsibility for the Executive Council will include setting Strategic Policy, Annual Planning and Lobbying, Advocacy and Promotion, Management and Finance.

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: The SUS Chair; a Director; a President and a representative from each of the 3 SUS committees.

- 7.2 The duties of the SUS Executive Council will be:



- 7.2.1 To manage the affairs of SUS on behalf of the Members.
- 7.2.2 To keep accurate accounts of the finances of SUS. These will be available for inspection by any member and will be audited within two months of the end of the financial year and approved by the membership at an Emergency General Meeting within a further two months.  
SUS shall maintain a bank current account and the following Officers shall be authorised to sign SUS cheques: two, from the Executive Council.  
Note: The employee of the organisation whose remit includes finance can be authorised by the Executive committee to be a signatory.  
Note: It is envisaged that the SUS Executive officer will assume responsibility for the day to day financial management and secretarial functions of SUS. In the event that the post holder is unavailable to attend meetings or where the position lies vacant, the Executive Council will be entitled to nominate one or more individuals to assume the financial and/or secretarial roles on an interim basis.
- 7.2.3 To co-opt additional members to the Committee as the Committee feels is necessary.  
  
Co-opted members shall not be entitled to a vote on the Committee.
- 7.2.4 To make decisions on the basis of a simple majority vote.  
  
In the case 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 SUS (as elected at the AGM), the University of Edinburgh's Director of Sport and Exercise (as a representative of the host institution and line manager of SUS staff) and one Director/Assistant Director appointee from the Executive Council (to harness their professional management skills, knowledge and experience).
- 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 SUS staff. This will include any deviations (forced or voluntary or interpretative) to University of Edinburgh terms and conditions of service, advising on arrangements for appointing new staff and helping troubleshoot/arbitrate on any staff related problems. 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) to provide additional skills, experience and perspectives as required.

## **8. SUS Competitions Committee**

- 8.1 The areas of responsibility for the SUS Competitions Committee will include the Inter-University Sports Programmes, Bursaries and Scholarships, 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 Positions of these Committees will be voted at the AGM by a simple majority vote and they will be voted by Full members of SUS.
- 8.4 In the case of an equal vote, the Chair shall not be entitled to a casting vote.
- 8.5 A quorum for the Competitions Committee will be 6 Members: The Comps Chair; two Department Members; two President Members and the Sports Development Coordinator.

### **9. SUS Physical Activity Committee**

- 9.1 The areas of responsibility for the SUS 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 Activity Committee shall meet at agreed intervals and not less than four times per year.
- 9.3 Positions of these Committee's will be voted at the AGM by a simple majority vote and they will be voted by Full members of SUS.
- 9.4 In the case of an equal vote, the Chair shall be entitled to a casting vote.
- 9.5 A quorum for the Physical Activity Committee will be 4 Members: The PAC Chair; two Department Members; and one President.

### **10. SUS Professional Development Committee**

- 10.1 The areas of responsibility for the SUS Professional Development Committee will include Professional Networking, the development of Professional Standards, Volunteer Development and Staff Development.
- 10.2 Specialist Interest Groups will be established by the SUS Professional Development Committee as appropriate for discussion and sharing of best practice specific as the occasion arises.
- 10.3 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 SUS community.
- 10.4 The Professional Development Committee shall meet at agreed intervals and not less than four times per year.
- 10.5 Positions of these Committee's will be voted at the AGM by a simple majority vote and they will be voted by Full members of SUS.
- 10.6 In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- 10.7 A quorum for the Professional Development Committee will be 5 Members: The PDC Chair; two Department Members; and two Presidents.



## **11. Special Interest Groups**

- 11.1 Additionally, there will be several special interest groups. These may include: Directors (minimum of two meetings per year); Athletic Union Presidents (minimum of three meetings per year); Administrators (minimum of one meeting per year); Operations (minimum of one meeting per year); Performance Sport (minimum of one meeting per year); and Sports Development Coordinators / Officers (minimum of one meeting per year); to support the SUS structure.
- 11.2 Appointments would be invited from the membership and these groups would meet on a regular basis and ensure representation on the Council and Committees, while ensuring that key issues were debated timeously and effectively.

## **12. Administrative Procedures**

- 12.1 Meetings of: - The Executive Council, Competitions Committee, Physical Activity Committee and Professional Development Committee will be recorded formally by the SUS Administration Assistant 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 Conflicts of interest should be included as a standing item on meeting agendas and a code of conduct document developed to run along side this.

## **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 SUS Executive Officer in writing of any business to be moved at the Annual General Meeting at least 14 days before such meeting.
- The SUS Executive Officer shall circulate or give notice of the agenda for the meeting to Members not less than 14 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 of the Executive Council from the Chair.
- 13.2.4 Receive the Annual Reports from the SUS Competition Committee, SUS Physical Activity Committee and the SUS Professional Development Committee.



- 13.2.5 Discuss any matters arising including any constitutional changes.
- 13.2.6 Elect the Auditors.
- 13.2.7 Elect Chair.
- 13.2.8 Elect the Chairs of the Standing Committees
- 13.2.9 Elect other Standing Committees members.
- 13.2.10 Elect other Executive Committee members
- 13.2.11 Elect member to any relevant external organisations.
- 13.2.12 Review and set subscription rates and agree them for the forthcoming year.
- 13.2.13 Transact such other business received in writing by the SUS Executive Officer from Members 14 days prior to the meeting and included on the agenda.
- 13.2.14 The Honorary President or Honorary Patron shall be appointed at the AGM.
- 13.2.15 Honorary Life Vice-Presidents shall be elected at an AGM. Nominations of deserving candidates shall be submitted to the Chairperson.

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 SUS Executive 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 Executive 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 8 Full Institution SUS Members where both nominated institutional representatives are represented and at least 3 Officers of SUS from the Chair and Vice Chairs.
- 13.7 Each Full Member (Institution) of SUS shall be entitled to two votes at General Meetings.
  - 13.7.1 These votes to be cast by 2 nominated institutional representatives, 1 from Sports Department or equivalent and 1 from elected student sports body or equivalent, where they exist.



- 13.7.2 Where there is only one body in the Full Member Institution (e.g. either a sports department equivalent or a student sports body equivalent) the nominated institutional representative will be entitled to cast two votes.
- 13.7.3 Institutional representatives will be sanctioned by the concerned institute Head of Department (for department staff or equivalent) and the AU/SU President (for student sporting body or equivalent).
- 13.7.4 Proxy voting will be permitted in exceptional circumstances 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 SUS Executive Officer of a request in writing from 10 named representatives who are members of SUS.

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

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

- 14.1 Any proposed amendments to the SUS 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 of SUS and seconded by another Full Member of a separate institution from 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 of SUS a resolution be passed calling for the dissolution of SUS, the SUS Executive Officer shall immediately convene an Extraordinary General Meeting of SUS 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 SUS and discharge all debts and liabilities of SUS.
- 15.3 After discharging all debts and liabilities of SUS, the remaining assets shall not be paid or distributed amongst the Full Members of SUS, but shall be given or transferred to some other organisation having objects similar to those of SUS.

Amended Wednesday 16<sup>th</sup> June 2010

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



## SUS Articles

### HR Matters

SUS staff members will be employed through the University of Edinburgh, in accordance with their general conditions of service (annual leave; sick pay; fixed term contracts; maternity/paternity leave; retirement; pension; allowances), alongside supporting policies on the likes of pay / grading / promotions and performance / discipline / grievance. Line management (including structured one2one meetings monthly, annual reviews and regular informal exchanges to support staff on personal and professional matters, including CPD opportunities and work programming) of SUS staff will fall to the University of Edinburgh's Director of Sport and Exercise, with additional guidance and support from the SUS HR Oversight Group (ref paragraph 7.3 of the SUS constitution).

Any programmes operating under the banner of Scottish Universities Sport where necessary will fall under the remit of the University of Edinburgh's HR policies and procedures.

### Equity

Scottish Universities 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 Universities Sport is absolutely committed to promoting and achieving equity, and to ensuring that unfair discrimination is eliminated. A copy of the SUS 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.

SUS is committed to doping-free sport and endeavours that all programmes operated under the banner of Scottish Universities 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 SUS event will be referred first to the SUS 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. SUS will defer to this.

### Child Protection

At Scottish Universities 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 SUS Child Protection policy can be found on our website: [www.susport.org.uk](http://www.susport.org.uk)