

## CONSTITUTION FOR CLUBS 20\_\_\_\_ - \_\_\_\_

### 1. **NAME**

The name of this club shall be known as \_\_\_\_\_

### 2. **PURPOSE**

The purpose of \_\_\_\_\_ is to provide the opportunity for all members to train at least once a week in an inclusive environment. To play in the competitive leagues under the BUCS regulations, or enter competitions that will suit the needs of our members. There will also be an opportunity for members to gather socially to enhance the University experience.

### 3. **MEMBERSHIP**

\_\_\_\_\_ does not discriminate on the basis of gender/race/sexual orientation/disability or any other protected characteristic in accordance with the Equality and Diversity Policy.

- Membership shall be open to anyone who is interested in taking part at any level.
- Membership is based on being either a player/dancer/cheerleader or a social member.
- Members must abide by the rules covered in the code of conduct.
- Members that compete must regularly attend training if members can't they need to contact their Captain or Committee member. If there is regular nonattendance from members they will not be considered for selection. For players who already have an external commitment on nights that training is, there will be leeway given if those members made that known during the season.
- All Members must have an online membership to be a member of the club.
- All full members as laid out in the Constitution of Bucks Students Union under section 12 and 13 shall be entitled to join, take part in activities and hold office in the club. Opted -out, Associate and life members of Bucks Students' Union shall not be entitled to hold office in the club.

#### 3.1 **COMMITTEE MEETINGS**

Notice and submission of business will be run in accordance with Article 4 of this constitution.

#### 3.2 **AMENDMENTS**

All proposed changes to the constitution need to be agreed with the Student Activities team before any amendments are put forward. Amendments may be made to the constitution at the AGM or an Ordinary General Meeting of the club. Such meetings must be advertised for at least five working days. A simple majority vote is enough to amend the constitution provided at least 40% of the club's members are present.

#### 3.3 **REMOVAL OF COMMITTEE MEMBERS**

The removal of a committee member can happen in two ways; it can be decided by a two thirds majority at a General meeting of the Club. Five signatures are needed to call a General meeting and 50% of the voting members must attend for the meeting to be quorate. A committee member can also be removed as a consequence of a disciplinary procedure.



**4. EXECUTIVE/COMMITTEE BOARD MEMBERS/OFFICERS**

The committee shall consist of a minimum of a Chair, Treasurer, Welfare Liaison, Captain and Secretary of which each officer must be elected and or appointed by its members. A non-essential committee position can be eliminated by a vote that takes place at a General meeting before Christmas, if that position is deemed not needed anymore. For the vote to pass there must be a two thirds majority where 50% of the voting members must attend for the meeting to be a quorate.

4.1 Any member of \_\_\_\_\_ can run or be appointed as a member of committee.

4.2 The Welfare Liaison can't be the Social Secretary, and the Captain and Welfare Liaison are the only positions that can hold two different roles.

4.3 If for any reason an officer can't fulfil their duties, they may step down by sending an e-mail to the Activities Co-ordinator (Competitive Sport) or be subject to being removed by the process outlined above. A by-election will then be held to fill the vacant position.

4.4 The committee will meet at least once a month during the academic year to discuss socials and events, fundraising, training aims, officer duties and/or any other issues affecting the group etc.

**4.5 COMMITTEE AND OFFICERS**

The following posts shall be elected in accordance with our election laws. Once elected please state post, name and course as laid out below

<b>POST</b>	<b>NAME</b>	<b>COURSE</b>
CHAIRPERSON:	_____	_____
TREASURER:	_____	_____
SECRETARY:	_____	_____
SOCIAL SECRETARY:	_____	_____
CAPTAIN:	_____	_____
CO-CAPTAIN:	_____	_____
WELFARE LIASON:	_____	_____

4.5.1 **The Chair shall:**

- Attend any and all meetings and /or events unless otherwise stated
- Attend and preside over all committee and general club meetings
- Work with the Student Activities Office to ensure that ????? is adhering to any and all University and Union policies and procedures.
- Attend each AU Council meeting (or send a representative in their absence)

4.5.2 **The Treasurer shall:**

- Attend any and all meetings and /or events unless otherwise stated
- Manage the group's budget and keep track of all group expenses
- Submit any financial requests to the Student Activities Manager once it has been approved by the committee
- Complete a financial report at the end of each month and report this back at the clubs AGM.

4.5.3 **The Secretary shall:**

- Attend any and all meetings and /or events unless otherwise stated
- Take minutes of all organised meetings
- Ensure registers are taken at all sessions and upload them to google docs.
- Distribute messages to the committee and its members when required
- Keep an active and up to date contacts list of all its members in line with GDPR
- Publicise meetings and events
- Act as chair and attend all meetings as the groups representative in the absence of the chair.

4.5.4 **The Social Secretary shall:**

- Attend any and all meetings and /or events unless otherwise stated.
- Be responsible for organising social events for the team.
- Be responsible for promoting the social side of the club within the University.
- Be responsible for organising and running fundraising events for the club.

4.5.5 **The Captain shall:**

- Attend any and all meetings and /or events unless otherwise stated.
- Be responsible for the competition teams
- Work with the secretary to ensure registers are taken at all sessions and upload them to Google docs
- Be the first point of contact for team issues.
- Abide by the responsibilities in the Bucks SU opportunity profile.

4.5.6 **The Co-Captain shall:**

- Attend any and all meetings and /or events unless otherwise stated.
- Follow the same responsibilities as the Captain and step in as captain when the captain is not available.

4.5.7 **The Welfare Liaison shall:**

- Attend any and all meetings and/or events unless otherwise stated.
- Attend Welfare Training.
- Talk to members about their welfare concerns.
- Signpost to relevant services.
- Display information about welfare support.
- Help the committee plan socials that consider all members of the club/society.

5. **DISSOLUTION**

If the club fails to function as a club over the course of three years, the money that is sitting in their fundraising account will be prioritised to support the clubs within the Athletic Union otherwise it will go to the Students Union.