**HUU ATHLETIC UNION CLUB CONSTITUTION FORM 2018-19**

Please fill out this form using block capitals. Any form that is illegible will not be processed.

**1.0 Club Name**

1.1 The official name of the Club is:

*“The Hull University Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club”*

1.2 The shortened name of the Club is:

*“The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club”*

1.3 Hereinafter referred to as **the Club**.

**2.0 Club Aim & Objectives**

2.1 The aim of the Club is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. The objectives of the Club are:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.0 Membership**

3.1 Full membership is open to any University of Hull student

3.2 Associate membership is open to:

* all staff of Hull University Union;
* all staff of the University of Hull;
* Anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws)
* Any Alumni members.

3.3 The Club’s annual membership fee, payable in full, is £ , payable to Hull University Union and via the Hull University Union web site (www.hullstudent.com)

* 1. The Club’s annual membership fee is payable in full no later than 4 weeks after the start of term, or if submitted during the year, no later than 2 weeks after the date the constitution is submitted
  2. Club membership shall run from August – June of the following year.
  3. All members must pay their annual insurance of £5, payable in full to Hull University Union and via the Hull University Union web site (www.hullstudent.com)

**4.0 Committee**

4.1 The committee shall consist of at least 5 full members, whose minimum requirements are:

1. **President. Responsible for:**

* attending AU Council;
* the Club overall; and
* Chairing meetings of the Club and its committee.
* Ensuring all income received by the Club is paid into the Club’s account.
* Ensuring that Hull University Union is not brought into disrepute by the actions of the Club.
* Ensuring the Club does not incur a financial deficit
* Ensuring **all** Club events comply with health and safety laws, rules and regulations and that risk assessments are filed and approved in advance of all events and activities

1. **Secretary. Responsible for:**

* the general administration of the Club;
* minute taking;
* communication with all members of the Club; and
* collecting up to date membership records from the HUU.

1. **Treasurer. Responsible for:**

* keeping records of all financial transactions;
* keeping the Club financially viable; and
* Submitting an annual equipment inventory form and adding additional equipment purchased throughout the year.
* ensuring all income received by the Club is paid into the Club’s account via HUU.
* Ensuring the Club does not incur a financial deficit

1. **Two other Executive positions. Responsible for:**

* Any other duties as deemed necessary by the Club for its running

4.2 The committee as a whole are responsible for:

* Promotion of the Club throughout the year to actively encourage membership;
* Ensuring health and safety is complied with and risk assessments completed for Club events;
* Preparing a written handover for their successors;
* Ensuring they attend all relevant training;
* Sending apologies in advance if the Club is not represented at AU Council;
* Ensuring that the activities of the Club reflect the aims and objectives of the Club and are for the benefit of all members.
* Complying with the *Data Protection Act 1998* and its eight principles;
* Upholding Hull University Union’s Policies and Procedures. Including, but not limited to:
  + HUU Equal Opportunities Policy
  + HUU Harassment and Bullying Policy
  + HUU Zero Tolerance Policy
  + HUU No Platform Policy
  + HUU External Speakers Policy

4.3 The Committee must be elected by the Club at an Annual General Meeting (AGM), which must be held in week 6 or week 7 of Semester 2 of the academic year.

4.4 If any vacancies occur in the Club’s committee during the academic year, they shall be democratically filled as soon as is convenient via an Extraordinary General Meeting (EGM).

4.5 Committee members may be removed from their position by a motion of no confidence by a two-thirds majority of Club members present at an EGM.

**5.0 AGMs, EGMs and meetings**

5.1 An EGM can be called by:

* The President of a Club
* A Club’s Committee
* The voting membership of a Club upon written request.
  1. The President or Secretary shall inform Hull University Union of the intention to hold an EGM.
  2. The quorum for an AGM or EGM is 20% of the voting membership

5.4 The time, date, place and minutes of an AGM or EGM must be made available to all Club members and HUU.

* 1. Notice of an AGM or EGM must be given seven clear days (excludes Saturdays, Sundays, Public Holidays, and University Vacation periods) in advance and be made in writing to all voting members.

5.6 Voting shall be by secret ballot, and in the case of an election the vote is by simple majority. Where there are 3 or more candidates, then if the candidate with the most votes does not have 50% or more of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out members will be asked to vote again. This will continue until the candidate has got 50% or more of the votes or there is only 2 candidates left.

5.7 Full and associate members of the Club are entitled to attend, speak, and place items on the agenda at all Club meetings.

5.8 Full members of the Club are also entitled to stand and vote in Club committee elections (both EGM and AGM), and vote on all questions of policy within the Club.

**6.0 Finance**

6.1 All Club finances shall be paid through HUU, without exception, within one clear day of receiving the funds.

6.2 Club accounts will be created upon ratification. No funds will be accessible prior to ratification.

6.3 **No Club shall hold its own bank account or any external funds.**

6.4 Club members may not receive financial payment or profit as a result of the Club’s activities.

6.5 Clubs themselves are able to make a profit

6.6 Hull University Union has a legal obligation not to incur a financial deficit and the President and Treasurer have a personal responsibility

6.7 The club will be required to submit a budget to the Sports Officer for the year ahead, outlining expected income and expenditure.

6.8 The President/Chairperson and Secretary/Treasurer and other nominated authorised signatories shall ensure there is money available in the Club accounts before authorising payments. In the event of there being insufficient money in the account and it going overspent, the signatories may be held personally liable for the outstanding amount regardless of the figure.

6.9 All Club membership fees must be paid directly to Hull University Union by the member wishing to join the Club. No member of committee executive is authorised to take membership money on behalf of anyone else

6.10 All club fundraising for external charities must be approved by and be paid through RAG

**7.0 Restriction & Dissolution**

7.1 A Club will become restricted if they meet one of the criteria. A Club is dissolved if they meet one of the criteria for a period of 1 month:

* one or more committee members have not paid their membership fee 2 weeks after the start of Semester 1, or 2 weeks after the submission of the constitution
* Have not submitted a budget within 2 weeks after the start of Semester 1, or 2 weeks after the submission of the constitution
* HUU have received no correspondence from the Club committee in 1 month;
* All relevant committee members have not attended their basic training;
* the Club has not completed a general risk assessment;
* the Club has not held an AGM in week 6 or 7 of semester two;
* the Club fails to be represented at AU Council without apologies; or
* the Club fails to gain 15 members 4 weeks after the start of Semester 1 or if the Club is started during the academic year, 4 weeks after the date of submission
* the Club has not undertaken any Club activity with its members for more than 4 weeks
* HUU receives a complaint from a member of the Club that is upheld by the Vice President Sport
* Any of the Club’s Executive is found to not be fulfilling their duties as outlined above
* the Club does not pay funds into the Club’s accounts within one clear day of receiving the funds
* the Club incurs an unauthorised overspend (overdrawn) on either of its accounts
* the Club spends money on restricted items, or on items and services that are not in line with its aims and objectives
* the Club is found to have breeched any of HUU’s policies (see above 4.2 point 9)
* Any other reason defined by the Vice President Sport
  1. Following a Club becoming restricted the following procedure will come into effect:

1. The Club Executive will be contacted by HUU to notify them of the restriction and to arrange a progress meeting. The club membership will also be contacted to inform them of the restriction and the reason for it.
2. At the progress meeting an action and support plan will be developed with the aim of removing the restriction
3. After 1 month the Club will either be reactivated (if it successfully completes its action and support plan), have an extension granted to the restriction (extenuating circumstances), or will be dissolved (in which case all members will be contacted notifying them of this)
   1. In the case of dissolution the Club’s accounts will be zeroed and all money and assets will be claimed by Hull University Union for other clubs.
   2. If a Club is dissolved it cannot be restarted for a period of 3 months from the time of dissolution. If a club is dissolved twice within 6 months it cannot be restarted for a period of 6 months. What constitutes continuity between clubs is to be determined by the Vice President Sport.
   3. The dissolution of a Club can be appealed in writing to UEC up to 1 clear week after the notification of dissolution.

**8.0** **Recognition & Ratification**

8.1 A Club may apply for recognition by Hull University Union provided:

1. It has submitted and filled out this Constitution in **full** and lodged it with HUU
2. It has completed a General Risk Assessment
3. Following the submission of this Constitution in full, it attains at least 15 full members through Hull University Union or [www.hullstudent.com](http://www.hullstudent.com)

8.2 Following the club seeking recognition as per above, it will be brought before the Zone to be ratified. For it to be considered for ratification the Constitution of the club must not conflict with the Constitution of Hull University Union, or bring its charitable aims into question.

**9.0 Executive Committee Declaration**

9.1 By signing below I acknowledge that I have understood all the information contained above and take responsibility for my specific role within the aforementioned club.

9.2 By signing below I acknowledge that it is my responsibility to make myself aware of all relevant Standing Orders relating to my position and abide by them

9.3 By signing below I acknowledge that my contact details will be made available to the membership of Hull University Union, and I thus give my consent to this effect

9.4 Signed by the Club:

***Position***  ***Name*** ***Signature***

1. **President : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Secretary : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Treasurer :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Date:** D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_\_

**10.0 Presidents Declaration of Responsibility**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name), as President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club name) understand that I have duty of care towards all persons on an activity/trip/excursion organised for the above club.

I understand that I have a duty to ensure as far as reasonably possible that all activities are conducted with a due regard to safety and well-being of participants and members of the general public.

I agree to report any occurrence of an incident or near miss involving members, spectators or members of the general public to the relevant personnel in all instances by calling University Security (01482 465555)at the time of the incident and as soon as possible to Hull University Union directly where I will submit all details for an **Incident** or **Near Miss Report**

All members taking part on an activity/trip/excursion will be briefed by the trip leader and I ensure the trip leader will be registered with the HUU as a listed trip leader prior to departure. The briefing will include the aims of the trip, the administrative and emergency procedures and the individual responsibility of each person attending.

A thorough risk assessment has been completed, all HUU equipment has been accounted for and all individual club members are fully registered with the Hull University Union.

I understand the Hull University Union has an equal opportunities policy and a zero tolerance to harassment or discrimination and I will fulfill my obligation to carry out these policies and all other policies of the Hull University Union.

I am aware of my responsibility to ensure the Hull University Union is not brought into disrepute by actions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club name) and will abide by the disciplinary procedure of the HUU.

I understand that the Hull University Union has a legal obligation to not incur a financial deficit and that I am personally responsible to ensure \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club name) does not incur a deficit in order to meet the Hull University Union budget.

As President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club name), I understand the duty of care that I owe to my members and Hull University Union.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

**11.0 Financial Signatures**

**HUU Athletic Union**

**Financial Responsibility**

Upon signing this document, you accept;

Responsibility in respect of the Club’s and Union’s funds, which are restricted by the Charities Acts and Education Act (1994)

That the funds should be used not only within the law and within the rules and regulations of Hull University Union, but also wholly in accordance with the interest of the Club members

Any transgression of these guidelines will result in disciplinary action and you may be held liable for misused funds.

Before money can be withdrawn from your Primary account you must ensure that:

1. All expenditure is in the aims, objectives and rules of the Club as written in its Constitution
2. All expenditure is in the aims, objectives and the rules of Hull University Union as written in the Standing Orders, Articles of Association, Bye Laws and Policy as agreed by Union Council or General Meeting
3. You are abiding to the law
4. All receipts are presented and are correct
5. One signature from your Club, the Sports Co-ordinator and the VP Sport have signed a claim form

The Cash Office staff will verify the account balance as no deficit will be allowed without agreement from the Union Executive Committee

Before money can be withdrawn from your Secondary account the Cash Office staff will verify the account balance as no deficit will be allowed

**HUU Athletic Union – Authorised Signatories – Financial Year 2018/19**

This is an official document. When you sign it, you accept a responsibility in respect of the Club’s and the Union’s funds, which are restricted in use by the Charities Acts and Education Act (1994). You accept that the funds shall be used not only within the law and with the rules of HUU, but also wholly in accordance with the interests of Club members. Any transgression of these guidelines will result in disciplinary action and you may be held liable for issues funds. Before money can be withdrawn from your account, the Cash Office staff will verify the account balance as no deficit will be allowed.

Club name:

**President**

*Name:*

*Student Number:*

*E-mail:*

*Mobile:*

*Signature:*

**Nominated Member**

Name:

Student Number:

Email:

Mobile:

Signature:

**Treasurer**

*Name:*

*Student Number:*

*E-mail:*

*Mobile:*

*Signature:*

**Secretary**

*Name:*

*Student Number:*

*E-mail:*

*Mobile:*

*Signature:*

**FOR OFFICE USE ONLY**

Signed by Sports Coordinator:

To be approved for Ratification by the Zone when 15 paid members have been achieved within 2 weeks of activation, all relevant documents have been supplied and signed by the Club Executive.

**Sports Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VP Sport:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_