

CONSTITUTION

1. Title and Status

Scottish Student Sport, hereafter to be referred to as "SSS", is an unincorporated association¹ that serves colleges and universities in Scotland and their staff, students and communities.

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 pays the relevant fee as determined at the Annual General Meeting (AGM)
- 3.2 There will be three categories of membership available
 - 3.2.1 Full Membership will be at Institutional level and open to all Institutions of Tertiary Education in Scotland. 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

¹ An unincorporated association has no separate legal existence – legally it is a collection of individuals. This means that individual elected members may be personally responsible for the organisations obligations and debts. Please see <https://scvo.org.uk/setting-up-a-charity/decide-on-structure/voluntary-or-unincorporated-association> for further information about unincorporated associations.

There will be no annual subscription payable for Honorary Life Membership. Nominations for Honorary Life Membership must be approved by a two-thirds majority of those present and eligible to vote at a General Meeting

Voting privileges are extended only to Full members

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 may 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. Operational Structure

The decision making structure for SSS will be made up of the following committees:

- The SSS Executive Council
- The SSS Management Group
- The SSS Competitions Committee
- The SSS Development Committee

The above will in turn lead and coordinate, in conjunction with the SSS staff, the appropriate delivery and networking structure within SSS.

This will comprise a number of discrete parts – to include sports groups, project teams, special interest groups and regional committees (Highlands and Islands, Grampian, Tayside and Fife, South East, and West).

The business of the organisation may from time to time be supported by specific groups to add expertise and capacity to its work. These may include, but not be limited to: Human Resources and Audit and Risk.

Project teams and special interest groups will provide a platform for discussion and knowledge transfer on specific areas of business. They will also perform a consultative and advisory function to SSS on relevant policy matters as appropriate.

All parts of the structure will be supported as appropriate by the SSS staff and office systems.

5. Governance

The following committees will form the decision making structure within SSS:

5.1 Executive Council

The Executive Council shall be the most senior decision making committee within SSS and shall have responsibility for strategic direction, resources, budgeting, advocacy and planning.

The Executive Council will ensure appropriate accountability for SSS staff and volunteers and will provide a platform for formal interaction of SSS' funding partners

Membership to comprise of:

- 5.1.1 A Chair independent of all other committees
- 5.1.2 The Chairs of the Competitions and Development Committees, who shall be recognised as the Vice Chairs of SSS
- 5.1.3 Up to three senior staff from within member institutions²
- 5.1.4 Up to three students from within member institutions³

Non-Voting: sportscotland (x1); British Universities and Colleges Sport (BUCS) (x1); Scottish Funding Council (x1); SSS Chief Operating Officer

Other individuals, including SSS staff, volunteers and partners may be asked to attend Executive Council as required by the business of the day.

- 5.1.5 In the event of a tie, the Chair shall be entitled to a casting vote
- 5.1.6 A quorum for the Executive Council will be 5 voting Members
- 5.1.7 The Executive Council shall meet at agreed intervals and not fewer than three times per year

5.2 Management Group

The Management Group shall, under direction from the Executive Council, assume delegated responsibility for business oversight, monitoring of finance, operational plan progress and policy development.

The Management Group will prepare proposals and reports for consideration by the Executive Council as appropriate.

Membership to comprise of:

- 5.2.1 The SSS Chair
- 5.2.2 The Chairs of the Competitions and Development Committees
- 5.2.3 The Chair of the Elected Students Forum

Non-Voting: SSS Chief Operating Officer (C.O.O.), SSS Business Manager

Other individuals, including SSS staff, volunteers and partners may be asked to attend Management Group as required by the business of the day.

- 5.2.4 In the event of a tie, the Chair shall be entitled to a casting vote
- 5.2.5 A quorum for the Management Group will be 3 voting Members
- 5.2.6 The Management Group shall meet at agreed intervals and not fewer than six times per year.

² Senior Staff refers to Assistant Director level or higher within University departments and the equivalent level within College structures

³ Student representatives will typically come from elected sabbatical positions in member Student Associations or Sports/ Athletic Unions

5.3 Business Support Groups

Identified business support groups will be convened in order to provide focused and expert support to the Executive Council and Management Group. Members of these groups shall be identified ex officio or appointed by the SSS Management Group.

An HR Oversight Group will:

- 5.3.1 Comprise the Chair of SSS, the Director of Sport and Exercise (or equivalent) of the host institution, and the SSS C.O.O.
- 5.3.2 Meet twice per year to review arrangements, and beyond that, on a project/ task basis as required
- 5.3.3 Oversee all aspects of HR to ensure the best possible working environment and professional development opportunities for SSS staff
- 5.3.4 Additional support may be requested from a member of the host institution HR department, as deemed appropriate by the core members of the group

An Audit & Risk Group will:

- 5.3.5 Comprise an appointed Chair⁴, one senior advisor⁵, one SSS funding partner representative, one student member, the SSS C.O.O. and SSS Business Manager. Volunteer members of the group are to be appointed by the SSS Management Group.
- 5.3.6 Meet twice per year to review arrangements, and beyond that, on a project/ task basis as required
- 5.3.7 Oversee all aspects of business compliance within SSS, to include risk management, insurance, financial procedures, legal adherence and other matters relating to organisational fitness for purpose

5.4 Competitions Committee

The Competitions Committee shall oversee delivery of all regional and national student sport competitions, including sanctioning of sports and events, coordination of event calendars, appointment of key volunteers and management of rules, regulations and finances.

The committee may receive reports and updates as appropriate from: regional committees; project groups relating to competitions; recognised SSS sports groups.

Membership to comprise of:

- 5.4.1 An elected Chair
- 5.4.2 Two staff from within member institutions
- 5.4.3 Two students from within member institutions⁶
- 5.4.4 One SSS Sports Chair
- 5.4.5 One invited representative from BUCS (non-voting)

⁴ Chair to be appointed by Management Group and subject to rolling review every two years

⁵ Senior advisors may include Life members, past SSS Committee Chairs and other volunteers as recognised by SSS Executive Council

⁶ Student representatives will typically come from elected sabbatical positions in member Student Associations or Sports/ Athletic Unions

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

- 5.4.6 In the event of a tie, the Chair shall be entitled to a casting vote
- 5.4.7 A quorum for the Competitions Committee will be 4 voting Members
- 5.4.8 The Competitions Committee shall meet at agreed intervals and not fewer than four times per year

5.5 Development Committee

The Development Committee shall oversee delivery of SSS' work in the areas of member engagement, volunteer support, partnerships, information sharing, and sports development.

The committee will receive reports and updates as appropriate from special interest groups and other project groups relating to development.

Membership to comprise of:

- 5.5.1 An elected Chair
- 5.5.2 A representative from each SSS Regional Committee
- 5.5.3 Two students from within member institutions⁷

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

- 5.5.4 In the event of a tie, the Chair shall be entitled to a casting vote
- 5.5.5 A quorum for the Development Committee will be 4 voting Members
- 5.5.6 The Development Committee shall meet at agreed intervals and not fewer than four times per year

5.6 Co-Option

All SSS Committees will have the power to co-opt members (in a non-voting capacity) as appropriate in order to engender equality, achieve the right balance of skills, and ensure fair representation for different parts of the membership (student/staff/volunteer, college/university). Co-options are to be approved by the Management Group.

6. Officers and terms of office

- 6.1 The Officers of SSS will be the Chairs of the Executive, Competitions, Development and Regional committees
- 6.2 All Officers shall be elected at the Annual General Meeting from the Full Members and by the institutional nominated representatives
- 6.3 All Officers will normally be elected for a period of three years, subject to annual review and may only be re-elected to the same office, consecutively, for a total period of six years
- 6.4 All other non-student members of committees to serve a period of two years, subject to annual review, and may only be re-elected to the same office, consecutively, for a total period of six years
- 6.5 All student members of committees to serve a period of one year on a rolling basis and may only be re-elected to the same office, consecutively, for a total period of six years

⁷ Student representatives will typically come from elected sabbatical positions in member Student Associations or Sports/ Athletic Unions

7. Administrative Procedures

- 7.1 Meetings of all elected committees will be recorded formally and be available within 10 working days and made public within 15 working days
- 7.2 These documents will record the key discussion, actions and implementation time scales
- 7.3 All officers and committee members must comply with relevant SSS Policies, including those relating to Equality and Conflicts of Interest
- 7.4 Progress reports of all SSS projects and operations will be made available to members and partners on a regular basis

8. General Meetings

- 8.1 The Annual General Meeting (AGM) shall normally be held in June

28 days written notice shall be given to Members of the AGM by circulating notice to every member

Members must advise the C.O.O. in writing of any business to be moved at the AGM at least 14 days before such meeting

The C.O.O. shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting
- 8.2 The business of the AGM shall be to:
 - 8.2.1 Confirm the minutes of the previous AGM and any General Meetings held since that date
 - 8.2.2 Receive and endorse a statement of accounts to date
 - 8.2.3 Receive and endorse a provisional budget for the forthcoming year
 - 8.2.4 Review and set subscription rates for the forthcoming year
 - 8.2.5 Receive and endorse the Annual Report
 - 8.2.6 Review and confirm any matters arising including any constitutional changes
 - 8.2.7 Appoint the Auditors
 - 8.2.8 Appoint the Honorary President
 - 8.2.9 Elect Honorary Members
 - 8.2.10 Elect the SSS Chair
 - 8.2.11 Elect the Chairs of the Competitions, Development and Regional Committees
 - 8.2.12 Elect other Executive Committee members
 - 8.2.13 Elect other Competitions and Development Committee members
 - 8.2.14 Transact such other business as received in line with item 8.1

- 8.3 Nomination of candidates for election of Officers shall be made in writing to the SSS Office not less than 7 days before the 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

Nominations for Honorary positions shall be made in writing at least 14 days before the date of the AGM, and included within the agenda.

- 8.4 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

- 8.5 The quorum for a General Meeting shall be one third of full member institutions and at least two officers

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

8.6.1. Institutional representatives will be nominated in advance of the meeting to the SSS Office and authorised, where applicable, by a student and staff representative from the institution

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

- 8.7 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

9. Amendments to the Constitution

- 9.1 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

- 9.2 Any alteration or amendment must be proposed either by the SSS Executive Council, or proposed by a Full Member Institution and seconded by another Full Member of an institution separate to that of the proposer

- 9.3 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

10. Dissolution

- 10.1 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

- 10.2 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

Adopted: 15/06/2018

Signed:

Pete Burgon (SSS Chair)