

Information on Sports and Societies

Student

Any student at the University of the West of Scotland is able to be part of a Sports Club or Society. All you have to do is pick the ones which you want to join and sign up.

Membership

Starting/ reforming a club or society

The best time for this is when term starts and especially when the Sports and Societies fair is on as this is when most students are available.

In order to be a ratified Club or Society, it must obtain 10 ordinary members of the association from amongst the students, either part of full-time at UWS.

Subscriptions

Discretion to each Club and Society

Sports and Societies Fair

At the beginning of every academic year, the Students Association holds an Sport and Societies Fair. Any Club or Society may apply for a stall as it is a great opportunity to collect the signatures needed and attract new members. Clubs and societies may form at any time, even after the fair and the procedures remain the same.

Affiliation of Clubs and Societies

1. have at least 10 paid-up members (please see Appendix 1)
2. have applied at least the minimum memberships fee as determined by the Board of Trustees – £20 per member to join the Sports Union – no fee applied for Societies -
3. have adopted the Constitution in the prescribed form stipulated in the SAUWS constitution (Please see Appendix 2)
4. have been accepted into affiliation by a vote of the ACS committee
5. have agreed to the conditions herein by the office bearers signing a declaration
6. maintain records of the membership and finances of the club or society and submit such to the ACS committee
7. attend all meetings i.e. ACS and general

Application for affiliation can be obtained through the sports president

The money side of things

All clubs are entitled to apply for a budget from the students association. A budget application form will be given if needed otherwise you can make your own. This should be handed in by the 30th April in order for funds to be made available from the start of the new financial year, also proposed ideas for fundraising. Fundraising is essential in order for Clubs and Societies to achieve their applied for budget total, as we are a small association the grant given to the ACS must be spent on the essentials and then if anything is left over it can become available for those Clubs and Societies who have worked in accordance to the Constitution and need extra funding.

Appendix 2

Club and Society Constitution

1. NAME

The club (which shall have minimum of ten members) shall be called:

2. OBJECTS

1. To promote _____ activities among the students of the University.
2. To represent through its office bearers, the members of the club and their interests to the Students Association and external organisations.
3. To make available to members such equipment as may be necessary for the club activities and to maintain such equipment in a state of good repair.

3. MEMBERSHIP

1. Any member of the Association shall be eligible for membership of the club.
2. Persons outwith the University may become members of the club on application and payment of the appropriate subscription. Such persons will become affiliated members of the Students' Association. Such membership of the Club and Students' Association being extended only to persons who do not qualify for other membership of the Students' Association and who have an interest in the objects of the Club.
3. All persons eligible for membership shall become members on payment of the annual club subscription.
4. Any person's membership of the club shall be terminated as a result of any one of the following:
 - a. A vote of termination at a General Meeting of the club. Such a vote requires two-thirds majority of those present and entitled to vote.
 - b. A vote of termination at a meeting of the GCCS Campus Committee. Such a vote requires two-thirds majority of those present and entitled to vote.
 - c. Failure to pay the annual subscription of the club when required to do so by the Treasurer.
 - d. A recommendation for termination passed by the Students' Association Disciplinary Board.

4. **COLOURS**

The colours of the club shall be the University colours.

5. **OFFICE BEARERS**

At the first General Meeting of the club and at such times as may be necessary throughout the year; members of the club shall elect from among themselves the following Office Bearers who must be Ordinary Members of the Association and whose terms of office shall be from that General Meeting until the first General Meeting of the next session: convener, treasurer and secretary.

These office bearers shall be responsible for:

1. Deciding and collecting an annual subscription appropriate to club facilities offered, subject to ratification by GCCS Campus Committee and UPSA Board of Trustees.
2. Preparation and submission of the club budget together with a list of paid-up members.
3. Preparation of an equipment inventory for submission with budgets to the GCCS Committee.
4. Keeping up to date records.
5. Discipline at any meeting or function held by the club.
6. Preparation of minutes of all General Meetings of the club, such minutes to be submitted to GCCS Secretary prior to the next meeting of the GCCS Campus Committee.
7. Pursuit of the 'Objects' of the club.

6. **FINANCE**

1. The club shall deposit any money raised by members in a bank account of the Students' Association. All payments from account shall be made by cheque signed by two of the Students' Association authorised signatories.
2. No purchases will be made or expenses incurred without the written authority of the GCCS Convener, the GCCS Treasurer, the President or any member of the GCCS Campus Committee given the authority by the GCCS Campus Council, on order forms available from the UPSA Office. Any deviation from this procedure may result in any individual being held solely responsible for the settlement of such accounts.
3. The club shall submit a budget to the GCCS Treasurer by 30th April each year. Once approved by the GCCS Campus Council, this budget will be binding and no supplement will be granted except in cases of extraordinary and unforeseen circumstances.
4. The Club Treasurer shall keep an up to date finance record of the club, being signed by the GCCS Treasurer and GCCS Convener at each

Campus Council Meeting to show that it is an accurate record of income and expenditure of the club.

5. All cheque requests must be accompanied by the appropriate proof of cost, i.e. quotation, receipt, invoice, etc.
 6. All financial matters of the club shall be conducted in terms of the Association's Financial Procedures Manual.
 7. No expense will be incurred by any member or office bearer of the Club unless it has been approved by the GCCS.
 8. No office bearer or member of the Club will be reimbursed out of the funds of the Club unless such expense has been approved by GCCS.
 9. No financial intrusions will be made by the Club other than those approved by GCCS.
7. **GENERAL**
1. Amendments to this Constitution may be made by a two-thirds majority of those present and entitled to vote at a General Meeting of the club, subject to ratification by the Campus SRC.
 2. This Constitution may in no matter contradict that of UPSA. The club and its members are at all times subject to that Constitution.
 3. The following shall be ex officio members of the club and shall be entitled at any time to receive a written account of its proceedings from the office bearers of the club: Campus President, GCCS Convener and GCCS Treasurer
 4. The Club's whole funds and property belong to the Students' Association and will be applied as the Board of Trustees sees fit in the event of the Club winding up.
 5. The first General Meeting of the club shall take place within the first two weeks of the first semester. A General Meeting is a meeting at which one half plus one of the club members are present and at which club business is formally discussed.
 6. The Association will not be responsible for any injury received by members participating in any club activity.