**ENSA Societies & Sports**

**Standard Constitution**

**Summary**

This document, taken in conjunction with the Annual Development plan submitted by each Sports Club/Society, will form the governing documents of the Sports Club/Society named on the Annual Development Plan.

1. **Affiliation**
   1. By submitting an Annual Development Plan, the Club/Society agrees to abide by the clauses set out in this document, as well as in the ENSA Constitution and relevant ENSA Policies and Procedures.
   2. The club/society shall be affiliated to ENSA, and thereby gain access to their services and support provided, upon ENSA’s approval of the Annual Development.
2. **Aims & Objectives**
   1. The club/society shall by run solely for the benefits of the members, without seeking personal gain, and managed in a fair and transparent manner, complying all relevant legislation, including Scottish charity law.
   2. The aims and objectives of the club/society shall be listed in the Annual Development Plan.
3. **Membership**
   1. Membership of the club/society shall be open to anyone interested in participating, coaching or volunteering, without discrimination and regardless ofsex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
   2. The membership shall usually consist of the following categories:
      1. A Full Year ENU Student membership
      2. A Term 1 Only ENU Student membership
      3. A Term 2 Only ENU Student membership
      4. A Recreational (Non-Competitive) membership
      5. An Associate/Non-ENU Student membership
   3. Additional membership types may be created following approval by ENSA.
   4. Each club/society must have a minimum of 10 Edinburgh Napier University student members, including the committee, to run each year. These members must be registered as members with the ENSA by the end of September or within one month of inception,if the club/society is to remain affiliated.
   5. All members will be subject to the regulations of this constitution, the ENSA Constitution and all relevant ENSA Policies and Procedures. Joining the club/society will be deemed as acceptance of these regulations and codes of practice, as adopted by the club/society.
   6. Members in each category will pay membership fees, as determined at the Annual General Meeting.
   7. Student members shall not be eligible to take part in the business of the Club/society, vote at general meetings or be eligible for selection of any Club/society team, unless the applicable membership fee has been paid prior to taking part, voting or selection.
   8. Associate/Non-ENU Student members may not hold committee positions with the club/society or put themselves forward for election to these posts.
   9. Associate/Non-ENU Student members are not permitted to vote in Club/Society Committee Member elections.
   10. Edinburgh Napier University Students’ Association are student led organisations and the club/societies must reflect this by ensuing that the number of Associate members does not exceed 30% of the total membership.
4. **Equity for members**
   1. The Club/society shall be committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of equity:

*Equity is about fairness, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of organisations and groups to ensure they become equally accessible to all students.*

* 1. The Club/society shall respect the rights, dignity and worth of every person and will treat everyone equally within the context of their sport or society, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
  2. The Club/society shall consistently, and at all times, create an environment free from threat of intimidation, harassment and abuse.
  3. All club/society members shall have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
  4. The Club/society will deal with any breach of ENSA’s Sport & Society Code of Conduct, including discriminatory behaviour, seriously and in accordance with ENSA’s Disciplinary Policy and Procedures.

1. **Committee**
   1. The affairs of the Club/society shall be conducted by a Core Committee, consisting of a:
      1. President
      2. Treasurer
      3. Secretary
      4. Wellbeing officer
   2. Additionally, the Club/society may also appoint additional Sub-Committee positions, as listed in their Annual Development Plan.
   3. All Committee members shall be elected at the Annual General Meeting, according to ENSA’s Policy and Procedures. Incumbent Committee Members shall be eligible for re-election.
   4. All Committee Members must also be ‘paid-up’ members of the Club/society, having paid the appropriate membership fee for their term of office.
   5. The term of office shall be for one year, running from 1st July until 30th June.
   6. If the post of any Committee Member should fall vacant prior to the succeeding Annual General Meeting, the Committee shall call an Emergency General Meeting for all members, in line with ENSA’s Sports & Society AGM & EGM Policy, to fill the vacancy for the remaining term of office.
   7. If the post of any Committee Member should fall vacant after to the Annual General Meeting, but prior to the beginning of the next term of office, the newly elected Committee Member may begin their term of office early.
   8. The Committee will be responsible for adopting any new policy, codes of practice and rules that affect the organisation of the club/society, as set out by ENSA or relevant UK legislation.
   9. The Committee will have powers to call upon any ‘advisers’ to the Committee as necessary to fulfil its business. Advisers shall not have any powers to vote on Committee business.
   10. Committee meetings shall be convened by the Secretary of the Club/society and be held no less than 4 times per year.
   11. Only the posts listed in the Annual Development Plan will have the right to vote at committee meetings.
   12. The minimum number of attendees required for business to be agreed at Committee meetings shall be 50%+1 of the registered Committee members
2. **Finances & Inventory**
   1. As a club/society constituted under ENSA, the club/society shall not be considered as a separate entity.
      1. All Club/Society funds and assets ultimately belong to ENSA.
      2. ENSA retains all legal responsibility and liability for all Sports Club/Society funds and assets.
      3. All financial activity shall be conducted in line with the ENSA Societies & Sports Finance Policy
   2. The club/society treasurer will be responsible for the finances of the club/society.
   3. The financial year of the club/society will run from *1st July* and end on *30th June.*
   4. All expenditure must be approved by ENSA in advance of any spend.
   5. All club/society monies will be banked in the ENSA account and held in the name of the club/society.
   6. A statement of annual accounts will be presented by the treasurer at the Annual General Meeting and a copy sent to ENSA.
   7. All members of the Club/society shall be jointly and severally responsible for the financial liabilities of the Club/society.
3. **Annual General Meetings and Extraordinary General Meetings**
   1. General Meetings are the means whereby all members of the Club/society exercise their democratic rights in conducting the Club/society’s affairs.
   2. All General Meetings must be conducted in accordance with the ENSA Societies & Sports AGM & EGM Policy.
4. **Health & Safety**
   1. Ensuring the health and safety of members must be the top priority for any club/society. All activities shall be undertaken in line with the ENSA Societies & Sports Health & Safety Policy, including submitting risk assessments and undertaking skill-based assessments.
   2. The club/society shall not undertake any activity which could create an environment of fear, humiliation and peer pressure, or where excessive alcohol consumption or any form of ‘hazing’ is encouraged, in line with the ENSA Societies & Sports Initiation Policy.
5. **Disciplinary Action & Appeals**
   1. To ensure impartiality and fairness, disciplinary action against member, including Committee Members, shall be conducted solely by ENSA, and not the Club/society themselves, in accordance with the ENSA Societies & Sports Disciplinary Policy.
   2. All complaints regarding member/Committee Member conduct should be raised, , by completing the ENSA Complaint Form.
6. **Dissolution**
   1. A resolution to dissolve the club/society can only be passed at an AGM or EGM through a majority vote of the membership. The club/society may also be dissolved by ENSA due to breach of policy or the Societies & Sports Code of Conduct.
   2. In the event of dissolution, all debts shall be cleared using club/society funds or through sale of club/society assets. Any funds and/or assets of the club/society that remain, will be held for 2 years by ENSA to allow the club/society to reform under a new Committee, after which all assets will be disposed of and all funds allocated to the ENSA Societies & Sports Development Fund.