

## ***Athletics Association Constitution***

### **1. The Athletic Association**

- 1.1 There shall be an Athletic Association (AA) of the University of Bradford Union.
- 1.2 The Athletic Association shall be known as the University of Bradford Union Athletic Association.
- 1.3 Membership shall be one and the same as the University of Bradford Union, upon payment of the AA fee.
- 1.4 The supreme governing and constitutional body shall be Union Council.

### **2. Officers of the Athletic Association**

These officers shall comprise the Athletic Association Executive

- 2.1 President
- 2.2 Vice President
- 2.3 Communications Officer
- 2.4 Intermural Competitions Officer
- 2.5 Social Secretary
- 2.7 Web Officer

### **3. Functions and duties of the Athletic Association**

- 3.1 The support of all University of Bradford Union sports clubs with a commitment to providing safe sport at both representative and recreational levels.
- 3.2 The publication and distribution of the Athletic Association Handbook and Health and Safety policies.
- 3.3 The supervision of and arrangements for the Athletic Association Fair.
- 3.4 The coordination of and supervision of membership to all Athletic Association clubs, and the provision of membership cards.
- 3.5 The arrangement of internal competitions.
- 3.6 To elect two members to Union Council.

### **4. Powers and duties of the Executive**

The Executive shall be responsible for the administration of the affairs of the Athletic Association. This shall involve the coordination of the duties and functions of the Athletic Association detailed in Article Three.

- 4.1 The duties and role of the President
  - a) Has representative and financial responsibility for all Athletic Association Clubs
  - b) Shall represent the views of all Athletic Association Clubs on the various bodies and committees on the University of Bradford Union and the University of Bradford.
  - c) Shall represent the interests of the AA on any relevant national sporting bodies and be the principle representative to the British Universities Sports Association (BUSA)
  - d) Has responsibility for the running of the Athletic Association Office
  - e) Shall attend all meetings of the Athletic Association Council and Executive, unless apologies are sent.
  - f) To organise the annual Varsity match against Huddersfield University
  - g) To inform all AA officers of their roles and duties in relations to the AA.

- h) If an AA officer position is not filled to do the role which has not been filled
- l) To coordinate the inter-departmental sports leagues.

#### 4.2 The duties and role of the Vice President

- a) Should be familiar with the general organisation and running of the Athletic Association office.
- b) Shall perform the duties of the Athletic Association President in his/her absence
- c) Shall Chair all meetings of the Athletic Association Executive and Council
- d) Shall organise the Athletic Association Colours awards: the advertisement of the colours forms, the colours committee meeting, informing applicants of the decision and organisation of the awards evening
- e) To attend all meetings of the University of Bradford Union Council, when possible, with or in the absence of the two AA Councillors.
- f) Shall liase with the Athletic Association administrator
- g) If an AA officer position is not filled to assume the role which has not been filled.

#### 4.3 The duties and role of the Communications Officer

- a) Shall organise all meetings of the Athletic Association Council and Executive in publishing the agenda and minutes.
- b) Shall act as returning officer for all Athletic Association elections.
- c) Shall be responsible for organising Athletic Association events in campus and local media.
- d) To liase with the web officer.

#### 4.4 The duties and role of the Intermural Competitions Officer

- a) To coordinate the running of a welcome week sports competition.
- b) To coordinate the running of the weekend Intermural sports competition.

#### 4.5 The duties and role of the Social Secretary

- a) To organise social events for the whole of the Athletic Association.
- b) To liase with the President and Vice President with organising the Colours Dinner.

#### **4.7 The duties and role of the Web Officer**

- a) To ensure the sport part of the union website is kept up to date.
- b) To help clubs create and develop their sites
- c) To liase with the President and the administrator over the development of the sport part of the union website.
- d) To liase with the Communications officer

### **5.1 Athletic Association Council**

#### **5.1 The Role**

Athletic Association Council shall

- a) Provide a forum for communication between recognised clubs and the Athletic Association Executive
- b) Form such sub committees as may be necessary for the conduct of its affairs and shall cooperate with any other University of Bradford Union, University of Bradford and non University committees as it sees fit
- c) It may dismiss any ordinary member of a sub committee by simple majority

## **5.2 Responsibility**

Athletic Association Council shall be responsible for

- a) The approval of the decisions of the Athletic Association Executive.
- b) Representing the interest of their club in a manner consistent with the general good of the Athletic Association and the University of Bradford Union.
- c) Election of the Athletic Association Executive, with the exception of the President.
- d) Election of the AA Union Council Representatives

## **5.4 Membership**

- a) Athletic Association Council shall consist of 2 representatives of each recognised club and the officers of the Athletic Association Executive.
- b) Others may attend at the request of an officer or member with speaking rights decided on a majority vote.

## **5.4 Meetings**

- a) There shall be at least 3 meetings in both the first and second semester to be organised by the Athletic Association President and Vice President.
- b) Extraordinary meetings may be held at the request of the Executive or a written request to the Vice President and Chair by 25% of recognised clubs.
- c) The Vice President and Communications Officer shall circulate notice of all meetings to members 7 days before the meeting.
- e) In the case of extraordinary meetings a minimum of 2 days notice is required.
- f) Standing orders for the meetings shall be the same as Union Council where applicable.

## **5.5 Voting**

- a) Each club and member of Executive shall have one vote in all polls.

## **5.8 Quorum**

- a) Half of all members of the Council plus one shall be present for business to be conducted.

## **5.9 Attendance**

- a) A fine or removal of privileges will be made if a member does not attend two AA councils in a row and does not send apologies to AA Council.
- b) Fines or removal of privileges will be given by the Executive

# **6. Elections**

## **6.1 Athletic Association Executive**

- a) All members of the Executive with the exception of the President shall be elected by week 10 of the second semester to the positions detailed in Article 2.
- b) They must be elected from among the student membership of the AA. Elections shall be administered in accordance with procedures laid down in the UBU constitution and standing orders.

#### **6.4 Union Council Representatives**

- a) Two Union Council representatives shall be elected annually at the start of the academic year.
- b) Elections shall be administered in accordance with procedures laid down in the UBU constitution and standing orders for Council.

#### **6.5 Athletic Association Council And Sub Committees thereof**

- c) All elections are by simple majority
- d) Any elected member may be dismissed by a two-thirds majority.

#### **6.6 The Athletic Association President**

- a) Shall be elected in the UBU executive elections as the UBU Student Activities Officer.

#### **6.5 Removal from Office**

- a) Any Officer of the Athletic Association, with the exception of the President, may be removed from office by a two-thirds majority of members present at a meeting of the Athletic Association Council voting in favour of a motion of no confidence, which shall be circulated to members of the Council 5 days prior to the meeting.
- b) The Athletic Association President may be removed from office by a vote of No Confidence as defined in the UBU Constitution.
- c) The Interdepartmental Football Coordinator may be removed by a vote of no confidence at a meeting of the team managers.

### **7. Creation Of A New Club**

A new sports club may affiliate to the Athletic Association provided that they have

- 7.1 Submitted a list of at least 20 UBU members who have paid the affiliation fee
- 7.2 Elected a committee of at least 3 members, of whom are students.
- 7.3 Completed a club constitution
- 7.4 Completed a budget application form
- 7.5 Presented their club to Athletic Association Executive for confirmation. Each executive member should be informed of the proposal 3 days prior to the meeting for a decision to be reached.

### **8. Removal From The Athletic Association**

- 8.1 A club may be removed from the Athletic Association if it does not follow all Articles detailed in this Constitution.
- 8.2 This will be subject to vote of ratification by Athletic Association Council.
- 8.3 Clubs will have the right of appeal to Union Council.

### **9. Finance**

- 9.1 The Finances of all clubs shall be subject to UBU Financial Regulations
- 9.2 Clubs shall also be given a UBU private account in addition to their budget account.
- 9.3 A budget request must be submitted by each club by week 8 of semester 2. These will be assessed by the President before being passed with recommendations to Finance Committee.

## **10. Colours And Awards**

10.1 All Athletic Association members are eligible for awards as detailed in the Athletic Association Colours And Awards Constitution.

## **11. Amendments**

11.2 This constitution may be amended by a two thirds majority of either a Quorate:

- d) Athletic Association Executive meeting, and then an
- e) Athletic Association Council meeting, and then a
- f) Union Council meeting.