

## STANDING ORDERS GOVERNING THE ATHLETIC UNION

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

### 2. Recognition

A club may apply for recognition by Union Council provided:

- a) it has at least fifteen Full Members of the Union who have paid their subscription fee unless the club is based at the Scarborough Campus, in which case only ten (10) members are required to have paid their subscription fee.
- b) its club constitution, membership list and information sheet have been lodged with the Vice-President Sport, the Sports Co-ordinator or the Scarborough Sports Officer with a copy filed in the Athletic Union Office.
- c) specimen signatures of the President, Secretary, Treasurer and one other nominated club committee member have been logged with the Vice-President Sport and/or the Sports Coordinator. NB: A HUU bank account cannot be opened by a club until it is ratified by Union Council.

### 3. Club Constitutions

An Athletic Union Club's Constitution must not conflict with the Constitution of Hull University Union or bring its charitable aims into question. The Constitution having been ratified by Union Council shall only be amended by a majority of two-thirds of those present and eligible to vote at a duly convened general meeting of the Club, provided that the proposed amendment is published on the full agenda. Such amendments should be notified to the Vice-President Sport and shall not be valid until again ratified by Union Council.

### 4. Club Membership

Full Membership Full membership of any Athletic Union Club shall be open to all Full Members of the Union on payment of the relevant club's annual subscription.

Associate Membership Associate membership of the Athletic Union Club shall only be open to Associate Members of HUU as defined in the Bye Laws.

Membership Lists Membership lists are to be held in the Athletic Union Office and can be produced by the Sports Co-ordinator on request by a member of the relevant Club's Committee.

Committee The Club must establish a committee of at least five full members who shall be elected by the Annual General Meeting, which shall be convened in Week 6 or Week 7 of Semester 2. A casual vacancy may be filled by co-option or by election at a general meeting. To elect a Committee, a Club must hold an Annual General Meeting, where all of the Club's members are invited to attend.

Officers The Club's membership shall appoint a President, Secretary and Treasurer (the latter two posts can be held by one person). Persons holding these specific posts must be Full Members of the Union.

## 5. General Meetings

Calling a General Meeting A general meeting of a Club shall be called by the President, the Committee, or at the written request of the voting membership. A general meeting can also be called by the Vice-President Sport at the request of a simple majority of the Athletic Union Executive Committee and in the later case, shall be chaired by the Vice-President Sport or by their nominee.

Notice of Meetings The notice for an Annual General Meeting must be seven clear days. Such notice shall be posted on the Athletic Union notice board and given in writing to all voting members by the President or Secretary.

Voting rights and quorum Only Full Members of the Club shall have voting rights. The quorum for any general meeting shall be 20% of the voting membership of the club.

## 6. Financial Arrangements

Financial Controls The Club President, Secretary and Treasurer are to control the funds of the Club in accordance with Standing Orders governing Financial Procedures.

Accounts Printouts of a Club's account balances and transactions can be obtained from the Athletic Union Office.

## 7. Clerical Arrangements

Members of Clubs may make use of the facilities including printing, mailing, faxing, photocopying and telephones; charges will be made for each facility.

AA/VW/SZ

September 2011

Passed at Union Council: 12/12/11

