



Sheffield Hallam University

Team Hallam Club Constitution

**1. Name**

 The full name of the Club shall be Sheffield Hallam University [insert name of club here] Club. (Hereinafter will be referred to as the Club)

1.1 The Club will be known as: [insert any alternative names or acronyms here]

**2. Purpose**

2.1 The purpose of the Club is:

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**3. Affiliations**

3.1 The Club shall be affiliated to [insert name of National Governing Body here] which is the National Governing Body of [insert name of sport here] in the United Kingdom/England (delete as appropriate).

**4. Accountability**

4.1 Legally and financially, the Club is part of Sheffield Hallam University and is subject to the University's [Articles of Government](https://www.shu.ac.uk/about-us/governance-and-strategy/governance/articles-of-government). Therefore, by delegation, the Club is responsible to Team Hallam, the University department responsible for the delivery of student sport at Sheffield Hallam University.

**5.**  **Equity**

5.1 The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

5.2The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

5.3The Club is committed to everyone having the right to enjoy club activities in an environment free from threat of intimidation, harassment and abuse.

5.4 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

5.5 The Club will deal with any incidence of discriminatory behaviour seriously; complaints should be submitted to the Sports Manager as soon as is practically possible following an incident. Incidents will be investigated in accordance with Sheffield Hallam University's disciplinary procedures.

**6. Membership**

6.1 Standard membership of the Club shall run within 1st August to 31st July each academic year. Students enrolling in months other than September *may* be eligible to purchase pro-rata memberships at the discretion of the Sports Operations Manager.

6.2 Standard membership of the Club is only open to enrolled students of Sheffield Hallam University, providing they fulfil the requirements of enrolment and adhere to the Sheffield Hallam University [Student Regulations](https://www.shu.ac.uk/Study-here/Terms-and-Conditions-and-Student-Regulations).

6.3 As a condition of membership, all members must purchase the relevant membership for the Club online via the Club's webpage at [teamhallam.org](http://www.teamhallam.org/), no later than the third Tuesday in October. For individuals joining the Club part way through the season, the grace period before membership is payable must be no longer than one calendar month from an individual's first involvement in Club activities.

6.4 Associate membership of The Club will only be granted in exceptional circumstances. Requests for Associate membership status for an individual must be made in writing to the Sports Manager. Applications will be considered and subsequently approved or rejected by a majority decision of the Team Hallam Operations Group.

6.5 Ordinarily, only Standard members of the Club are eligible to a stand for election to the Club Committee. In exceptional circumstances, Associate members may be eligible to stand for election to a non-core committee position on grounds of health and safety. Such requests must be made in writing to the Sports Manager for consideration and subsequent approval or rejection by a majority decision of the Team Hallam Operations Group.

6.6 Only Standard members of the Club are eligible to vote in Club elections.

**7. The Committee**

7.1 The operation of the Club shall be managed by a Committee consisting of at least six members, that must include the following roles;

 a) Chairperson

 b) Secretary

 c) Treasurer

 d) Equipment Officer

 e) Safety & Training Officer

 f) Equality & Diversity Officer

7.2 The Club Committee members detailed in 6.1 must be full-time or part-time students at Sheffield Hallam University studying at least 60 credits in the academic year.

7.3 The Club Committee shall be solely elected through Sheffield Hallam University's designated procedure.

7.4 Club Committee members shall serve in office for a period of 12 months from the 1st June.

7.5 The decision of the Committee shall be final except when such a decision is overruled by a majority vote of full members at an Extraordinary General Meeting (EGM).

7.6 The quorum shall be a number equivalent to 50% plus one of the elected members of the committee.

7.7 The Committee share a collective responsibility to ensure that the responsibilities for each individual Committee role are covered. If a Committee member is unable or unwilling to fulfil part of their role, as stated in section 7 of this constitution, then the remainder of the Committee should take on that responsibility.

7.8 The Committee are responsible for keeping in regular contact with the Club Development Officer and relevant Team Hallam staff and attending scheduled meetings and events as requested. Any Club that consistently fails to attend scheduled meetings or meet the requirements of its constitution may be subject to disciplinary procedures and in the event of further misconduct dissolved as per the Sheffield Hallam University [Articles of Government](https://www.shu.ac.uk/about-us/governance-and-strategy/governance/articles-of-government).

**8. Meetings**

8.1 An Annual General Meeting (AGM) shall be held before the Club handover meeting with Team Hallam staff. At least seven days' notice must be given to all members of an AGM. Election of the following year's committee may take place subject to the approval of the Sports Club Programme Leader.

8.2 The Club committee will hold regular face-to-face meetings throughout the season (minimum of 2 per semester).

8.3 An Extraordinary General Meeting (EGM) of the Club may be called by a majority decision of the Committee or by a request from not less than 25% of the total Club membership.

8.4 At all meetings, notes should be taken by the Club Secretary or other nominated individual as an accurate record of discussions, actions and voting. These notes should be made available to Team Hallam staff and Club members on request.

**9. Duties of the Committee Members**

* 1. **Chairperson**

The duties of the Chairperson shall be as follows:

8.1.1 To convene and to Chair such meetings of the Club as deemed necessary.

8.1.2 To be responsible for ensuring the aims and objectives of the Club are adhered to.

8.1.3 To ensure that the activities of the Club abide by the policies and procedures of the University.

8.1.4 To represent the Club internally to the University, and at other events and occasions.

8.1.5 To conduct its affairs in accordance with the financial regulations of the University.

8.1.6 Ensure that the Club Committee includes the officers named in 6.1.

8.1.7 Appointing appropriate activity/trip leaders in conjunction with the Club's Safety & Training Officer and Team Hallam staff.

8.1.8 Other duties as agreed with the Club Committee.

**8.2 Treasurer**

The duties of the Treasurer shall be as follows:

* + 1. To be responsible to the Club Members and the University for the financial affairs of the Club and for ensuring adequate safeguards and controls to protect the finances of the Club.
		2. To ensure along with the other members of the committee that an annual budget request is made with consideration to safety, maximising student participation levels, fairness and equity.

8.2.3 To present a financial report on the finances of the Club to the members at the AGM.

8.2.4 To complete the Club's annual budget request, to be returned to the Club Development Officer by the date requested.

8.2.5 Other duties as agreed with the Club Committee.

**8.3 Secretary**

The duties of the Secretary shall be as follows:

 8.3.1 To notify all members of all meetings of the Club.

 8.3.2 To take minutes at all meetings and to undertake any other secretarial duties as may be requested.

 8.3.3 To issue minutes/action points of meetings to the Club membership.

 8.3.4 To disseminate information from the Team Hallam Operations Group or Sheffield Hallam University to the Committee and members as appropriate.

 8.3.5 To make contact with the relevant governing body of the Club and be the main point of liaison with the appropriate NGB contact.

 8.3.6 To compile introductory material for new members in conjunction with the Club Committee.

* + 1. To maintain a Club logbook that contains details of members experience and qualifications and reports from the Clubs activities/trips.
		2. To ensure all club members register for the Club in the appropriate manner and purchase the appropriate membership.
		3. Other duties as agreed with the Club Committee.

**8.4 Equipment Officer**

The duties of the equipment officer shall be:

8.4.1 To be responsible for all equipment owned by the University belonging to the Club.

8.4.2 To ensure that an up-to-date and accurate inventory of the Club's equipment is submitted to the University upon request.

8.4.3 To inform Team Hallam staff of any damage, loss or theft of equipment and to arrange for any necessary insurance forms to be completed.

8.4.4 To be responsible for the appropriate storing and maintaining all equipment.

8.4.5 To maintain an equipment log book, to contain records of all safety checks undertaken, equipment failure or damage, and the whereabouts of all equipment.

8.4.6 To ensure that all equipment issued for an activity is suitable and fit for purpose.

8.4.7 To ensure that equipment is not loaned to members who are unskilled in its usage, unless they are adequately supervised by a competent member or instructor/coach.

8.4.8 To prevent the usage by anyone of unsafe equipment and organising the repair or replacement of equipment.

8.4.9 To dispose of equipment where necessary upon consultation with the appropriate Team Hallam staff. Any funds raised from such disposal are to be paid into official Club bank account.

8.4.10 To advise the committee on the purchase of new or replacement Club equipment

**8.5. Safety & Training Officer**

The duties of the Safety and Training Officer will be as follows:

8.5.1 To ensure the Welfare of all Club members within the boundaries of the Duty of Care.

8.5.2 To facilitate the integration of less experienced members within the Club, and promote access to relevant supervision, information, advice and training with the Equal Opportunities Officer

8.5.3 To ensure that club members understand all aspects of Club activity, paying particular attention to skill levels required, risks involved and equipment requirements.

8.5.4 To promote safe practice within the Club at all times.

8.5.5 To promote the benefits of further training to all Club members

* + 1. To be responsible for ensuring that there is a qualified first aider at each trip/activity/fixture. If no such person is available then the officer needs to inform a member of Team Hallam staff.

8.5.7 To liaise with the relevant Team Hallam staff over all matters concerning safety.

* 1. **Equality & Diversity Officer**

8.6.1 To actively monitor the Club's activities to ensure that they are inclusive to all members regardless of age, gender, sexual orientation, faith, race or disability.

8.6.2 To ensure all Club members are not discriminated against on any grounds detailed in 8.6.1

8.6.3 To ensure that the club has a clear and transparent selection policy for team selection or entry to competitions and events.

8.6.4 To liaise with the Team Hallam staff if any equal opportunities issues arise.

8.6.5 To be the main point of contact for Club members to speak confidentially about equality and diversity.

**10. Finance**

10.1 All Club income must be deposited in the approved Club Account. Any individual conducting alternative banking arrangements will be subject to a disciplinary investigation.

10.2 No member of the Club shall commit the University to any expenditure without prior approval of the appropriate Team Hallam member of staff.

10.3 No club shall agree a sponsorship contract without completing the Sponsorship Approval Application Form. Any arrangement must be approved by the Sports Manager. The Club is prohibited from agreeing sponsorship arrangements with pubs, bars or nightclubs on Wednesday evenings due to the agreement with Hallamnation

10.4 Any equipment donated to the Club shall, at all times, remain the property of Sheffield Hallam University. Such equipment must be declared to the Sports Manager and included on the Club equipment inventory.

**11. Stocks and Assets**

11.2 All stock and assets of the Club shall be the property of Sheffield Hallam University at all times and it is the responsibility of the Committee to ensure an accurate inventory list is kept and maintained.

**12. Winding up Procedure**

* 1. If the Club has less than 12 members at the end of semester one, the Club may be deemed 'disbanded' for the remainder of that academic year and would need to seek re-ratification for the following academic year.

12.2 Any Club voluntarily winding up shall notify the Sports Manager in writing.

12.3 The Team Hallam Management Board shall have the authority to disband any Club if its activities or conduct are deemed contrary to the Aims and Objectives of Sheffield Hallam University, contrary to the provisions of this constitution or its supporting schedules.

**Signed**

I declare I have read and understood the roles and responsibilities I am undertaking;

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| **Position** | **Print Name** | **Signed** | **Date** |
| Chairperson |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Equipment Officer |  |  |  |
| Safety & Training Officer |  |  |  |
| Equality & Diversity Officer |  |  |  |
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**Last Updated: Joel Kesterton, November 2017**