

SALFORD SNOW CONSTITUTION

University of Salford Students' Union – 2018/19

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1. Group Name

- The student group, activity or sport, shall be called University of Salford Snowsports Club (Salford Snow); an organisation within the Students' Union.

2. Aims and Objectives

- The aims and objectives of the group shall be:
 - i. Increase participation in the sports of Skiing and snowboarding.
 - ii. Provide a safe and friendly social environment.
 - iii. Provide members with the chance to either learn or develop their snow sports skills through trips to the local Chill Factore indoor ski slope.
 - iv. Provide members with the opportunity to join and compete at regional and national level in snow sports events (both BUCS and third party) on behalf of a competitive team, representing the University of Salford.
 - v. Provide members with the opportunity to partake in weekly social events, as a chance to engage with other students and enhance their student experience.
 - vi. Provide an annual holiday at a fair and reasonable price, open to any student within or without the club.

3. Membership

- Membership of the group is open to all University of Salford students, members of Alumni, and staff.
 - Staff must not make up more than 10% of the group.
 - Current students at the University of Salford must make up at least 80% of the membership. No more than 20% of the membership can be made up of staff, alumni, members of the public, students from other institutions, or any other form of non-current University of Salford student.
 - Should the group exceed this quota, they will no longer be eligible for funding opportunities from the Union.
- Students' Union sabbatical officers are considered honorary members of the group, however retain no voting rights and cannot stand on committees.
- All groups will have a membership fee, of which part will go to the Union to assist with running costs. The minimum sum of which is decided by the Activity/Sport Student Executive.
- A minimum membership of ten paid members is required to be deemed functional By the Students' Union. Any group which does not attain this can be dissolved by the Activity/Sport Executive in accordance with the by-laws.

4. Rights of Members

- All paid members of the group may take advantage of all the activities and privileges arranged for the group. Only paid members may conduct business on behalf of the group, vote for or hold official positions.
- Non-members may be admitted to the meetings and functions of the group at the discretion of the committee but they shall not enjoy the privileges of full members.
- All paid student members are eligible to stand.

5. The Committee

- The committee shall be made up of at least four member's fulfilling the following roles:
 - i. PRESIDENT/CHAIRPERSON
 1. Chair all the meetings of the group and its Committee
 2. To represent the group in an official capacity.
 3. Deal with all official correspondence.
 4. Compile the agenda of all Committee and AGM meetings and to officially call such meetings.
 5. Report all major Committee decisions to the members.
 6. Liaise with the chosen holiday partner company throughout the year.
 - ii. TREASURER
 1. Deputise for the president in case of their absence in conjunction with the secretary.
 2. Assist the President in general decision making and responsibilities.
 3. Organise and care for the financial affairs of the society.
 4. Record and account for all financial transactions of the group.
 5. Prepare an annual statement of accounts.
 6. Prepare, in co-operation with the Committee, an annual estimate of expenditure for the following session.
 7. Collect payments for trips and Chill Factore sessions.
 8. Take minutes of all AGMs and Committee meetings.
 - iii. SECRETARY
 1. Deputise for the president in case of their absence in conjunction with the treasurer.
 2. Assist the President in general decision making and responsibilities.
 3. Plan all trips in conjunction with the committee.
 4. Organise transport to all trip locations and where necessary organise accommodation.
 5. Make travel arrangements for weekly trips to Chill Factore.

6. Responsible for trips involving competitions.
7. Coordinate with the Treasurer to ensure the costs of the trip is correctly allocated.
8. Coordinate with Chill Factore and maintain a good relationship with them.

iv. RACE CAPTAIN

1. Organise team trials and, based upon the performance of the racers, pick a team to represent the society.
2. Responsible for trips involving competitions liaising alongside the secretary.
3. Ensure that team sheets for BUCS/BUDS competitions are completed.
4. Establish a training regime for slalom and freestyle.

v. BRAND MANAGER

1. Manage the image of the society through clothing, promotional material (fliers, posters etc.) and to a limited extent digital marketing.
2. Be responsible for sourcing and selling all club merchandise.
3. Be responsible for the merchandise, kit and equipment not going missing and be held responsible to the Union if such an event occurs.
4. Liaise with potential sponsors to negotiate terms of sponsorship.

vi. SOCIAL AND WELLBEING SECRETARY

1. Be the principal organiser in arranging social events.
2. Responsible for costing and arranging to collect payment from members for social events where applicable.
3. Tend to and watch out for the welfare of members during any social events.

vii. SOCIAL SECRETARY

1. Be the principal organiser in arranging social events.
2. Responsible for costing and arranging to collect payment from members for social events where applicable.
3. Be responsible for promoting and coordinating members' attendance at major Union casual social and formal social events

- All members must adhere to the specific guidelines for their roles, and the activity or sport group handbook, respectively.
- The committee will be responsible for arranging a programme of activities compatible with the aims and objectives of this Constitution and incurring expenditure to this end only. All members of the committee are equal and any activity put on by the committee must be inclusive for all paid members.
- All committee members retail equal and independent voting rights.
- All committee members are considered volunteer elected officers, and as such should adhere to the Elected Officers Code of Conduct.

6. Annual General Meeting

- The Annual General Meeting of the group shall take place during Semester 2 of each year when all the general business will be transacted. At this meeting, a Committee shall be elected for the following academic year. Current officers' will report on the past year's development and finances. Notice of such a meeting will be given one week in advance, in accordance with the Annual General Meeting guidelines.
- Date, time, location of the AGM should be announced to USSU and the group's members at least 2 weeks prior to the meeting.

7. Election of Committee

- The group shall have a committee of elected paid members. These are to be elected in Semester 2 after the Annual General Meeting in accordance with the election by-laws and Annual General meeting guide.
- Elections are held for positions beginning on 1st June that year.
- Details of the date nominations open and close must be given to members at least 2 weeks before voting takes place. This should include guidance on how people can nominate themselves and what they should prepare.
- All positions are to be voted on by paid members of the group, either in person at the Annual General Meeting through a closed ballot or through the Union online voting system.
- Following the election, the departing committee must give a handover to the newly elected committee before leaving their post

8. Removal of Committee Members and By-Elections

- A committee member may be removed from office and a by-election held if:
 - i. They tender their resignation.
 - ii. They cease to be an ordinary member of the Union.
 - iii. A vote of no confidence is passed at an Extraordinary General Meeting to remove the member from office, in accordance with the Extraordinary General Meeting by-laws and guidelines.
 - iv. The Activity/Sport Executive remove them from position in accordance with the by-laws.

9. Extraordinary General Meeting

- Extraordinary general Meetings may be called at any time by the committee or by written request of 20% of the members. The exact nature of business to be transacted must be stated by the Secretary of the group. Not less than one working day's notice shall be given in official notices and such notice shall include the business to be considered, the time, the date and the place of the meeting.
- Meetings must take place in accordance to the Extraordinary General Meeting guidelines and by-laws.

10. Committee Meetings

- Committee meetings shall be called by the Chair and three member of the Committee. The Secretary is to inform each committee member of the date, time and venue of the meeting.
- The Students' Union Sabbatical officers may attend any meeting and speak, however shall not have the right to partake in any vote(s).

11. Quorum

- The quorum for the A.G.M & E.G.M. shall be 10% of the group's members. The quorum for Committee members shall be three, at least one of whom should be the Chairperson, Treasurer or Secretary.
- There shall be no quorum for other meetings or activities.

12. Affiliation

- The group is not to have an affiliation to any outside body without prior consent of the Union.

13. Finance

- The group shall have one finance account which is maintained with the Union. Any group found to have an external finance account will be subject to disciplinary procedures by the Student Executive, up to and including liquidation.

14. Constitutional Amendments

- The only amendment which can be made to the constitution are to the group name, and the aims and objectives.
- Any amendments must be carried out by a two-thirds majority of an Annual or Extraordinary General Meeting, and then ratified by the Activity/Sport Executive.

15. Committee Agreement

- By signing the below, the committee commits to adhering to the constitution and its by-laws. They commit to achieving their aims and objectives in the 2018/19 academic year, and meeting the minimum requirements to be considered a student group by the University of Salford Students' Union. (Make sure you add any additional committee members.)

Position	Name	Signature	Date
Chairperson	Josh Porter		06/06/18
Treasurer	Laurence Kelly		06/06/18
Secretary	Robert Hall		06/06/18
Brand Manager	Ben Wallace		06/06/18
Race Captain	Annabelle Wright		06/06/18
Social and Wellbeing Secretary	Tom Dando		06/06/18
Social Secretary	Will Velvick		06/06/18

Signed for and on behalf of the University of Salford Students' Union

Position	Name	Signature	Date
Club Sport Coordinator	Emily Wilkes		