

UCASS CONSTITUTION



1. Name

The name of this club shall be the *University of Canterbury Amateur Sports Society (UCASS)* and will be affiliated to the University of Canterbury Students Association (UCSA).

2. Purpose/aims/objectives

- Promote UCASS within the University of Canterbury campus and the wider community.
- Fulfil obligations set forth by UCSA and the University of Canterbury.
- Guide club decisions with UCSA and UC policy documents.
- Grow and foster student engagement and wellbeing on campus.
- Treat all members of the club and wider student population with fairness and equality.
- Encourage the student population to try various sports in a relaxed, supportive and inclusive environment.
- Utilise the power of sport and sporting involvement to assist in the mental, physical and social wellbeing of students at UC.
- To differentiate from other sporting clubs at UC by being a sports club that integrates a range of sports into one organisation and focuses on the amateur side of these sports.
- Exercise and serve our three core values of participation, connection and enjoyment in all the club's events and dealings.
- Provide opportunities for regular sport participation in the UC community for those who otherwise would not join a competitive sports club.
- Give members the opportunity to grow their skillsets in new domains.
- Grow international student engagement in the UC and wider Christchurch community through sport.
- Promote to and involve an audience of people as wide as possible, regardless of sporting ability, background or situation.
- Function as a modern and dynamic executive that aims to utilise the skills of each individual and emphasise cohesiveness to achieve results.
- Work collaboratively with UC Rec and Sport to provide sporting opportunities to a wide audience of students in the UC community.

3. Membership

3.1 Membership shall be open to all University of Canterbury students and the community, provided that majority of members are current students.

3.2 Membership of the club will be granted by payment of the annual membership. The amount that this entails will be decided by the current executive at the time of membership.

3.3 The Club president must be either a UC student or a UC Alumni.

3.4 All members are subject to the regulations contained in this constitution and by joining the club will be deemed to accept these and the UCSA regulations and codes of practice that the club has adopted.

3.5 Life Membership

3.5.1 Life Membership recognises an executive member who has made a significant contribution to the club's success and development in their term on the executive.

3.5.2 Life Membership provides the following benefits to the individual

- a. Free General Membership
- b. Event ticket prices equal to that of the current executive

3.5.2.1 Life Membership does not provide free access to merchandise or additional ticket benefits.

3.5.2.2 For UCASS collaboration events, Life Member ticket prices will be at the discretion of the current President and Treasurer.

3.5.2.3 Additional life membership benefits are at the discretion of the current President and Treasurer.

3.5.3 Life members will be brought forward by a club member at the AGM with justification of why they deserve a life membership.

3.5.3.1 The justification may include:

- a. Duration on the executive;
- b. Contribution to the club's development;
- c. Significant role in the club, including but not limited to President;
- d. Any other circumstances the member deems relevant.

3.5.3.2 Life Member proposals are limited to executive members who have served at least 2 terms on the executive or were founding members.

3.5.4 Life members are admitted to Membership as a Life Member through a majority vote at an AGM.

3.5.4.1 Members attending the AGM should have regard to the following considerations in appointing a life member:

- a. Duration on the executive;
- b. Contribution to the club's development;
- c. Significant role in the club, including but not limited to President;
- d. Any other circumstances the executive deems relevant.

3.5.4.2 The members at the AGM should have the best interests of the club in determining whether an executive member is worthy of life membership including consideration to:

- a. The scarcity of the membership
- b. The financial impact of the membership
- c. The significance the membership promotes
- d. Any other reservations the executive deems relevant

4. Officers of the Club

4.1 The officers of the club will be:

- Co-President (x2)
- Secretary
- Treasurer
- Events Coordinator (x2)
- Sponsorship Manager
- Webmaster
- Promotions Manager
- Creative Design
- Social Sport Officer (x2)

4.2 The officers combined will make up the management executive of the club.

4.3 All officers will serve for a one-year term but will be eligible for re-appointment.

4.4 There will be an interview process whereby all new applicants to the following year's executive will be interviewed by the current executive.

4.5 All positions will be elected by ex-officio based on these interviews, unless there is competition for a position that the current executive deems worthy to go to popular vote. In this instance, popular vote will take place at the AGM.

4.6 Officers shall be announced annually at the Annual General Meeting (AGM).

4.7 All attendees of the AGM withhold the right to object or support the decisions of the executive and will be asked those in favour and those objecting. These will be heard by the executive and acted upon if necessary.

4.8 In the stead of an AGM, all positions will be elected at an IGM following the same selection process outlined in 4.5 - 4.7.

5. Duties of the officers

5.1 Co-Presidents x2 — it shall be the duty of the President(s) to:

- Represent the club,
- Preside at meetings,
- Perform other duties as ordinarily pertain to this office.
- Support the club and those involved with it,
- Serve as chairperson.
 - Utilise the skills and abilities of all members of the executive to best serve UCASS and what the club stands for.

N.B: During the selection process aforementioned in 4, the selection panel reserve the right to alter the nature of the presidential dynamic.

5.3 Secretary — it shall be the duty of the Secretary to:

- Record minutes of all meetings,
- Keep a file of club records,
- Maintain current roster of membership,
- Keep details updated with the UCSA.

5.4 Treasurer — it shall be the duty of the Treasurer to:

- Receive and process all funds,
- Keep an itemised account of all receipts and expenditures and make reports as directed.

5.5 Events Coordinator – it shall be the duty of the Events Coordinator(s) to:

- Champion the organising of events for members of the club
- Work closely with the UCSA to organise dates and venues for events
- Maintain health and safety standards and ensure necessary paperwork is completed

5.6 Sponsorship Manager – it shall be the duty of the Sponsorship Manager to:

- Collaborate with external parties to provide goods, finances and services for the club
- Seek out and contact sponsors
- Maintain relations with sponsors and ensure terms of agreement are met

5.7 Webmaster – it shall be the duty of the Webmaster to:

- Maintain consistent and relevant presence on social media platforms and other web-based services
- Work with creative design and promotions manager to produce material that serves as promotion of the club's brand and aims

5.8 Promotions Manager – it shall be the duty of the Promotions Manager to:

- Formulate and develop the brand/image of UCASS
- Project the necessary brand to the UC community and any stakeholders
- Work with creative design and webmaster to ensure channels of promotion are effective in meeting the minimum requirements of the annual marketing scheme.

5.9 Creative Design – it shall be the duty of the Creative Designer(s) to:

- Spearhead the design of visual marketing for the club
- Produce consistent and creative promotion that communicates UCASS' mission and brand

- Compile promotional material at the end of the year for future executives to access

5.10 Fresher Representatives – it shall be the duty of the Fresher Representatives to:

- Promote UCASS to first-year students, especially in halls of residence
- Support any promotional or logistical demands of the executive

5.11 Social Sport Officers - it shall be the duty of the Social Sport Officers to:

- Coordinate the organisation of social sport and develop this product within the UC Community
- Spearhead any communications and relations pertaining to UC Rec and Sport
- Maintain positive relations with UC Rec and Sport, ensuring that their mission is being supported by us and vice versa
- Champion the organisation of any social sport-related affairs, including external social sport activations, events and UCASS-affiliated sports teams

6. Meetings

6.1 Regular meetings shall be held *weekly* throughout the year.

6.1.1 Alternating on a weekly basis between subcommittee and full committee meetings at the discretion of the presidents and the secretary.

6.2. An estimated 6 events shall be organised throughout the year; open to all members.

7. Special general Meetings

7.1 Notice of Special General Meetings (SGM) will be given by the club Secretary with a minimum of 14 days' notice.

7.2 The quorum for SGMs will be 10 plus the number of executive members.

8. Annual General Meetings

8.1 Notice of Annual General Meetings (AGM) will be given by the club Secretary with a minimum of 14 days' notice.

8.2 The AGM will receive a report from all officers and a statement of accounts.

8.3 Nominations and elections of officers are to take place at the AGM.

8.4 All members have the right to vote at the AGM based on the exec's proposals.

8.5 The quorum for AGMs will be 20 plus the number of executive members.

9. Finance

9.1 The club will have a bank account held in the name of the club.

9.2 All club monies will be banked into the account held by the club.

9.3 The financial year of the club will end on: 31st of September

9.4 A statement of annual accounts will be presented by the Treasurer at the AGM and uploaded to the UCSA website.

10. Discipline and complainants

10.1 All complaints should be presented in writing to either the President or Secretary.

10.2 The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the UCSA Clubs or advocacy staff. The staff will only guide the club in matters of process.

10.3 The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.

10.4 Student to student complaints that are not club related, shall be passed to the University of Canterbury Student Development Team.

11. Dissolution

11.1 A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Or if the clubs has not had contact with UCSA for over 6 months, the UCSA executive can deem the club as dissolved.

11.2 In the event of dissolution, any assets of the club that remain will become the property of the UCSA with the aim of holding the resources for the next similar club. If another club is not created within a reasonable amount of time, the resources or funds will be reabsorbed into the UCSA grant pool.

12. Amendments to the Constitution

12.1 The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting (SGMs require a minimum of 14 days' notice to all members).


12.2 Propose amendments to the constitution are to be made in writing to the secretary 5 days before the annual general meeting.

12.3 The secretary will publicise the proposed alterations to the constitution 2 days prior to the annual general meeting.

13. University of Canterbury Amateur Sports Society hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: Patrick Bell


Position: Co-President

Signed: 

Date: 17/01/2021

Name: Caleb Fraser

Position: Co-President

Signed: 

Date: 17/01/2021