



TERMS OF REFERENCE

Athletic Union Committee

The purpose of the Athletic Union Committee meetings will be to: -

1. Propose, develop and implement the strategic direction of the Athletic Union Committee under the strategic plan of the Students' Union.
2. Scrutinise the performance of VPUD and Sports Officer.

The Athletic Union Committee: -

3. Will consist of
 - 3.1. All Presidents of Sports Clubs
 - 3.2. If president is unavailable then one other committee member may attend on their behalf.
4. Will hold a minimum of six meetings throughout the academic year with dates to be agreed at the start of the year.
5. Will meet monthly throughout the year, no less than seven working days before each Student Council meeting.
6. Is accountable to Student Council.

Annual Business

7. Review pitch and court allocations for clubs using on-campus facilities for fixtures and competitions.
8. Review the Athletic Union Committee Terms of Reference
9. Review Bye-Law 9.2 Sports Clubs
10. Review the Tiered Funding Structure
11. Review the Athletic Union Budget
12. An Athletic Union Chair shall be elected at the last meeting of each academic year to chair each meeting for the next academic year.
13. An Athletic Union Vice-Chair shall be elected at the last meeting of each academic year to chair meetings in the AU Chair's absence or when AU Chair steps down during committee for any reason.
14. Elect committees for the four Athletic Union sub-committees:
 - 14.1. Sport Development (six elected members)
15. Sport Development Committee to provide a written report suggesting recommendations for the Athletic Union, based on findings from the Sport Development Tour.
16. Elect the AU Councillors based on the appropriate number of AU councillors required at council each year.



Regular Business

17. Introduction

- 18.1 Apologies for non-attendance
- 18.2 Apologies are accepted or rejected by the AU Chair.
- 18.3 The AU Chair can open the floor to vote on the non-attendance but this is not a final decision.
- 18.4 After the vote, it is the AU Chairs final decision on what appropriate action they take, refer to point 36 onwards.

18. VPUD to verbally notify the Athletic Union Committee of any relevant operational matters.

19. Reports to be given by the VPUD and Sports Officer on their actions since the previous meeting including progress updates on Officer Mandates.

20. Scrutinise the AU reports submitted by the VPUD and Sports Officer.

21. Verbal reports to be given by the Sport Development Committee, Au Councillors from previous AU Council.

22. Discussion Points raised in advance of the meeting to be reviewed and deliberated by the Athletic Union Committee.

23. AU to discuss ideas and good practice on cost saving measures.

24. AU to vote on policy and bye-law changes proposed to the committee.

25. AU to vote on ratification of new clubs proposed to the committee.

26. AU to vote on de-ratification of clubs proposed to the committee.

27. Any other Business

28. Date of Next Meeting to be communicated by the Athletic Union Chair.

Members of the Athletic Union Committee will: -

29. Prepare for each meeting fully, ensuring that appropriate data on marketing, engagement, trends etc. is available for discussion.

Notes

30. Minutes will be taken by an external minute taker, if no budget available minutes should be taken by an appropriate member of staff.

31. Minutes will be distributed no later than 5 working days following the meeting.

32. Agendas will be distributed to the Athletic Union Committee no less than 72 hours before an Athletic Union meeting.

33. Attendance should be a minimum of 50% of all ratified clubs.

34. All decisions require a majority vote in favour.

35. Clubs that fail to attend the AU Committee Meeting without valid reason will receive a written warning written by the AU Chair.

37.1 AU chair decides whether this goes down as a non-attendance for the Tiered Funding.

36. Clubs that fail to attend a second meeting in an academic year will have their activities and funding suspended until the next AU Committee Meeting.

37. Clubs that do not attend three AU Committee Meetings in an academic year, without valid reasons, will be de-ratified and suspended for 12 months.



38. Any full member of UNSU may attend any meeting of the AU Committee; such members will not have voting rights or speaking rights, though the Committee may invite them to speak. All AU members have speaking rights. Each club is given one vote.