



The University of St Andrews  
Windsurfing Club

Club Constitution

## **I. Title**

- A. "The University of St Andrews Windsurf Club" and its constituent members are hereafter referred to as 'the club'.

## **II. General Purpose of the Club**

- A. The club will hold training sessions during the academic year. These training sessions will accommodate Windsurf members of all abilities. These sessions will provide club members with equal opportunity to participate in club activities and in the organisation of the club.
- B. The club will encourage breadth of participation, as well as height of achievement. The club will promote the sport among both the University and town wherever possible.
- C. The club and its committee will adhere to all Athletic Union guidelines, as found in the current Athletic Union Constitution, produced by the incumbent Athletic Union. The Club Committee and all club members agree to adhere to the current Athletic Union Safety Policy.
- D. To provide a secure place for experienced windsurfers to store their own equipment in St Andrews.
- E. To maintain a community of student windsurfers, who support each other in the pursuit of the sport, and accompany one another when sailing on the sea, particularly in strong winds, so as to keep a basic level of safety cover.

## **III. Membership**

- A. The club shall be open to all matriculated students of the University, upon their payment of the membership fee. This fee is to be agreed on by the Club Committee at the beginning of each academic session. The club reserves the right to refuse membership to, or terminate the existing membership of, any individual according to the jurisdiction of the Club Committee.
- B. Each member must individually sign the club's 'Windsurf Member Form' which requests their contact details, next of kin details, and existing medical conditions. The form is not optional and must be obtained in order to be partake in windsurfing sessions. In addition, signing this form requires members to agree and adhere to the 'University of St. Andrews Windsurf Club Safety Policy' in order to participate in the club's activities and to be granted full membership.
- C. Ordinary club members (non-voting, non-committee club members) may express their relevant ideas, comments, and suggestions privately to the Club by email.

## **IV. Annual General Meeting (AGM)**

- A. The AGM of the club will be held every year in Candlemas semester before the assigned date, set by the Athletic Union. At the AGM the new committee will be elected. At least two

weeks notice will be given to all club members prior to the AGM.

- B. All current student members have the right to apply for any position on offer. It is a prerogative that all candidates provide a speech at the AGM explaining their suitability for the position they are standing for.
- C. A student who is currently on a Year Abroad or a Semester Abroad may run for a Committee position, provided that the student was a paid member for the semester prior to their departure. They should nominate a current member to speak on their behalf at the AGM, and contact the President at the earliest possible time.
- D. The secretary is to prepare ballot papers, which must include a vote of abstinence and a vote or R.O.N (Re-open nominations) for each position.
- E. Procedure for the AGM is as follows:
  - (i) Presentation of Presidents report.
  - (ii) Receive and confirm the minutes of the previous AGM.
  - (iii) Presentation of the club's financial accounts for the year.
  - (iv) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
  - (v) Election of officers to the management committee, in accordance with the following:
    - i. The vote will be carried out in confidence.
    - ii. Ballot papers will be counted twice before the Captain and secretary.
    - iii. Results shall be sent out to all members during the week following the AGM.
  - (vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson
- F. The President may call an Extraordinary General Meeting (EGM), when necessary to fill committee position. A quorum of one third of total club membership (of current members, registered with the Athletic Union) is necessary at both the AGM and EGM. At both of these meetings, the current Secretary must record minutes and attendance.
  - (i) In the event that a quorum cannot be reached, the President chairing the AGM or EGM has the power to declare a quorum based on the number of members present at the meeting.

## **V. Elections, Re-elections, Resignations and Dismissals**

- A. Election procedures in this document are found in the section allocated to the AGM.
- B. Any Committee member who wishes to resign must speak to the President upon the circumstances behind their resignation and submit their resignation in writing to the secretary at least 3 weeks in advance. If the Committee member does not comply with this, they will be dismissed and subject to a fine determined by the Committee, which may not surpass the membership fee for the year.

- C. The dismissal of a Committee member can be proposed by any single Committee member or any 3 club members. In this circumstance, a vote of confidence is to take place according to the following guidelines:
- (i) All the current members are to be informed on the matter at least 2 weeks prior to the date set for the vote.
  - (ii) The vote will be carried out in...
  - (iii) The member called upon for dismissal may, if desired, present their case to members prior to voting in order to defend themselves.
  - (iv) Both the President and the Vice-President will count the votes for and against at least twice.
  - (v) The member to be dismissed reserves the right to be present at the counting.
  - (vi) The percentage voting for and against will remain entirely confidential.
  - (vii) If the member is dismissed, an replacement will be sought after – the election of which must comply with procedure outlined in the section allocated to the AGM. Until such person is elected, the Vice-President will assume the role in question as outlined in the section allocated to Vice-President.
  - (viii) Dismissal from office terminates membership to the club for an undetermined length of time.
  - (ix) The Committee reserves all rights to refuse future membership to the dismissed member.
  - (x) Fines for dismissals owing to misconduct are only applicable to Committee members.

## **VI. Club Organisation**

- A. The club shall be run by a committee of officials elected at an Annual General Meeting (as described above). All outgoing committee members are responsible for teaching their successor how to perform their duties, including a period of work- sharing following the club AGM, prior to the Athletic Union 'Changeover Meeting'.
- B. The following offices must be filled for the club to be operational: President, Vice President, Captain, Treasurer, Secretary, Social Secretary, Safety Officer. Other committee members shall be elected as necessary at the AGM or an EGM. The outgoing Club Committee must agree on these positions. The duties of these extraneous committee members will be delegated from those of other committee members, or be laid down, at the AGM or an EGM.
- C. Amendments to the structure of the committee may be suggested by any Club Committee member; they may be made at any time during the academic year. The final structure must be agreed upon by a two-thirds majority vote of the current voting Club Committee. An EGM shall be called to fill any newly created committee positions, as necessary.
- D. Any Club Committee members absent from committee meetings shall have their vote counted as "abstained." The absent member shall have two weeks to change their vote, if they do not respond or do not wish to change their vote, his or her decision shall remain as "abstained".

## **VII. Descriptions of Committee Member Responsibilities**

### **A. The President**

1. Is responsible for the club and its officers.
2. Maintains the general organisation of the club and supervises and supports the other committee members.
3. Promotes the long-term development and interests of the club, including overseeing the competitive and recreational development of the team and recruiting new members.
4. Liaises with the committees of other water sports, supporting them as required, also seeks help as appropriate to pursue optimum co-operation and interaction between the clubs.
5. Attends and participates in Athletic Union meetings as appropriate, and sits on Athletic Union sub-committees as required, for the benefit of the club, as well as that of the Athletic Union and the University. If for extraordinary reasons the President is unable to attend, a substitute shall be appointed (normally the Vice-President).
6. Chairs, organises and sets an agenda for the year, committee meetings and the AGM. Establishes subcommittees when necessary, organises EGMs for electing new committee members when necessary and maintains order and serves as a mediator in committee discussions when necessary.
7. May decide to hold an open committee meeting during the year to allow general club members to experience committee meeting proceedings. Members at these meetings may voice their opinion during an open floor period at the end of the meeting.
8. Serves as the representative of the club to other University clubs and assists Social Secretary with organising social and publicity events as needed to promote the club within the town and University.
9. Ensures the long-term financial stability of the club, jointly with the Treasurer, through club fundraising, including, but not limited to, sponsorship.
10. Makes the final decision on all matters disputed by the Club Committee and all extraneous subcommittees.

### **B. The Vice-President**

1. Helps the President in their duties as outlined under the section allocated to President. Namely, to maintain the general organisation of the club and promote the long-term development and interests of the club.
2. They will act as the immediate substitute for the President when extraordinary reasons prevent the President from attending meeting or carrying out tasks.
3. If a situation arises whereupon the Captain resigns from office, is dismissed, or is unable to perform their duties due to illness or other extraordinary reasons, the Vice-Captain will immediately be appointed as the Captain. The position of Vice-Captain is

then to be filled as soon as reasonably possible.

4. If a Committee member is dismissed or unable to perform their duties for extraordinary reasons, the Vice-Captain will be a temporary substitute for member, and will undertake all responsibilities involved in their position until a new member is appointed to it.
5. Must keep an up-to-date inventory of all equipment owned by the Club and to update such a document whenever necessary. They will organise the annual check of equipment with the help from fellow members of the committee as required. Furthermore, the Vice-Captain has a duty to seek out new equipment for the club when and if necessary, with the approval of the President and majority of the Committee.

### **C. The Captain**

1. Pursues the best possible coaching for the club. They and the Instructors will be in charge of maintaining and implementing well-structured training sessions, the structure of which will be determined by Instructors and Committee.
2. Organises the sessions as required. Ensures that the necessary transportation to and from training sessions is organised prior to each training session and event details are outlined within an appropriate time frame to allow the maximum number of members to participate. However, he or she may delegate this responsibility to a consenting committee member when necessary (normally the President or Vice-President).
3. Ensures that the club maximises its opportunities for competition and is capable of participating at its highest possible level.
4. Encourages all club members to participate fully, ensuring that members are given fair opportunity for involvement and that grievances of members are heard and are handled appropriately.
5. Keeps the club in adherence of all appropriate guidelines as set out by national governing bodies, and seeks support and co-operation where necessary and desirable.
6. Works jointly with the Safety Officer and other members of the Club Committee to ensure the safety of club members at all practices and fixtures.
7. They are responsible for ensuring Instructors are made aware of any relevant information raised at Committee meetings and conversely, is responsible for highlighting Coaching issues at Committee meetings.

### **D. The Treasurer**

1. They are responsible for the collection and handling of all money regarding the club. The Treasurer shall handle collection of session-fees and memberships. In their absence, the Captain or Vice-Captain may take over such duties.
2. Keeps a detailed and accurate record of all financial transactions of the club and presents club accounts to the Club Committee and Athletic Union when requested. The Treasurer's accounts shall be lodged with the AU Treasurer for audit at the end of the academic year.

3. Gathers payment of membership fees and any fees/ payments owed by members to the club for competitions, equipment, transportation, or any other shared costs.
4. Identifies, records and pursues sources for funding, with approval from the Club Committee.
5. They are responsible for submitting an application to the AU if funding is required. All communication relating to club affairs should involve the trampoline account, for the reference of the President/Secretary and future Committees.
6. Keeps a record of the orders and payments of club members to ensure the financial stability of the club. They must keep an electronic record of accounts for all club transactions. They may also keep an accounts book. The accounts shall be kept according to the AU's guidelines on good bookkeeping.
7. Organises club fundraising.
8. Will assist the Club Committee if necessary in organising club events.

#### **E. The Secretary**

1. Keeps up-to-date records of the club membership list, including relevant health information, contact information and next-of-kin details (following Athletic Union regulations).
2. Maintains contact with club members by updating any club website or forum and publishing necessary material on said sites.
3. Informs the club's members of the AGM and all EGMs, with adequate notice and as directed by the President.
4. Informs the Club Committee of committee meetings.
5. Records and circulates minutes of all club meetings to the voting members of the Club Committee, especially the AGM and maintains a permanent record of all minutes.
6. Promptly submits an Athletic Union notice of Committee Changeover Form. They shall notify the AU secretary of the names of new Committee members within ten days of election.
7. Keeps a record of club paperwork (such as the Club Safety Policy, etc).
8. They are responsible for correspondence, both internally and externally.
9. Will assist the Club Committee if necessary in organising club events.

#### **F. The Social Secretary**

1. Organises and markets club social events, including, but not limited to AU social events.
2. Responsible for collecting necessary entry articles (e.g. wristbands) for non-club

organised events.

3. Promotes general awareness of the club.
4. Liaises with the Treasurer to locate and secure sponsor for the club, if available.
5. Works to establish communications with other Universities and develop inter-university events.
6. Manages and updates the club website with news, results, and event details.
7. Coordinates the publication and distribution of recruitment materials at the beginning of term.
8. Maintains a strong social media presence for the club.
9. Ensures multimedia documentation of club trips and training sessions.
10. Keeps in contact with Club Alumni and liaises with the AU regarding alumni events.
11. Expand and maintain a database of alumni contact details.

#### **G. Safety Officer**

1. They, along with the Captain, will review the Safety Policy at the end of every academic year, by the deadline set by the AU.
2. They have the duty to verify the suitability of the first aid kit during the first 2 weeks of the academic year. An inventory of the first aid kit is to be attached to the Safety Policy and it is the duty of the Safety Officer to replace any required items.
3. They will ensure that the first aid kit is on hand during all sessions and events.
4. They shall remind the Captain to submit accident report forms and trip registration forms to the AU.
5. They will organise the annual check of equipment, in conjunction with the Equipment Officer.
6. Preferably have some basic training in first aid procedures. If not, they should attend an AU first aid course as soon as possible.
7. Additional duties and prerogatives are indicated in the Safety Policy.

#### **H. Instructors**

1. All qualified instructors of any level are automatically a member of the Committee, as long as they have been a member of the club for at least 1 year. Instructors may also still be elected for other Committee positions.
2. Alongside the Captain, they will aid in maintaining and implementing well-structured sessions.



## **I. Non-Voting Committee Members**

1. May provide viewpoints on issues discussed at committee meetings.
2. Provide any additional support required by Club Committee members.
3. Do not hold official voting rights in Club Committee meetings, with the exception of the AGM and any EGMs.
4. Should encourage general participation and set an example for new members as well as novice athletes.

## **VIII. Finance**

- A. The club Treasurer will be responsible for the club finances, with regard to keeping record of all transactions, paying bills, gathering membership fees, and presenting club accounts to the Athletic Union when required. The President and Treasurer are responsible for deciding how to administer club funds with the agreement of the rest of the committee. The Treasurer is responsible for researching and pursuing all possible sources of funding. If not required immediately, fundraising information and research should be kept to allow future committees to prepare for financial difficulties. These sources of funding will include organisations within the University (such as the Rector's Fund, Development Board, and Allocations of Funds Committee), and corporate sponsorship. The club must be financially accountable and transparent to both club members and the Athletic Union at all times.

## **IX. Club Procedures**

- A. Hiring Cars from the AU:
  - (i) All hired cars must be thoroughly checked to make sure that they are in an acceptable condition prior to them being driven.
- B. Fuel Expenses:
  - (i) When driving a car hired through the AU, the Driver is entitled to reclaim all money spent on fuel upon production of a valid petrol receipt to the Treasurer.
  - (ii) When driving a car that has not been hired through the AU, the Driver is entitled to reclaim the money spent on fuel, the amount of which will be determined by the current Treasurer. A valid petrol receipt must be provided to the Treasurer in order to claim this money.
  - (iii) Drivers do not have to contribute towards petrol money; the club covers the cost.

## **X. Committee Meetings**

- A. Full Committee meetings shall take place at least twice a semester. The President will decide upon the dates for these meetings.
- B. The Secretary is to take minutes at all meetings with the exception of special meetings. The Secretary also has the responsibility of sending a reminder to all Committee members as least 7 days before the meeting.
- C. All Committee members must attend; if a Committee member is not able to attend, they must present an apology in writing to the Secretary at least 2 days before the meeting is to be held. Members are to come to the meeting prepared with a list of issues to be discussed concerning their particular duties and prerogatives.
- D. The President may, at any given time, call an Emergency General Meeting, which all members must attend. The Secretary is to inform all Committee members immediately. If unable to attend, a Committee member must give their apologies in writing to the Secretary.
- E. The President may, at any given time, call a Special Meeting. Such meetings are to be attended only by the Committee members required by the President. The Secretary is to inform the involved members immediately. If unable to attend, the members must arrange another meeting with the President if required.

## **XI. Instructing and Instructing Courses**

- A. Ideally, there will always be a qualified instructor present at every training session, with a preferred ratio of 1 qualified instructor for every 6 non-instructor qualified members during on-water training.
- B. Only members who have shown dedication and commitment to the club will be put forward to attend Coaching Courses. Potential Coaches must regularly attend training sessions. He/she will also be required to cover at least a third of the cost of the course, with the club and the AU covering the remainder. Any financial support from the club is to be determined by the President and the Treasurer. The suitability of a potential Instructor is to be determined by the committee.
- C. All instructors must coach within the levels appropriate to their instructor qualifications.
- D. A qualified instructor at any training session will be selected by the Captain and other Instructors. They have overall responsibility for the training session that takes place.
- E. All Coaches are automatically appointed to the Committee, provided they have been a member of the club for at least 1 academic year.

## **XII. Safety**

- A. All club members shall abide by the current club Safety Policy (available from the Athletic Union and the club's website), updated by the club President, Safety Officer, Treasurer, and Secretary annually or as necessary, and follow all safety regulations issued by the President and Safety Officer. All committee members will familiarise themselves with the Safety Policy.
  - (i) Any member considered to be endangering him or herself or other members will be asked to leave the club session immediately, and the committee will judge (when appropriate) if it is necessary to revoke membership from that member following contravention of the Safety Policy.
- B. All club members shall abide by the current University of St. Andrews Athletic Union Safety Policy (available from the Athletic Union).
- C. In the event of a trip taken by members of the club, the Safety Officer shall be responsible for issuing the club's 'Trip Waiver'. These documents shall be kept in confidence by the President and Safety Officer, and will be destroyed after the trip.

## **XIII. Constitutional Amendments**

- A. The Club Committee may amend the Constitution at any point; however, the relevant officials must then sign and date it to show their commitment to upholding the regulations, fulfilling the duties, and ensuring the successful running and development of the University of St. Andrews Windsurf Club
- B. Two-thirds of the voting Committee members must approve any amendments made to the Club Constitution. The amended constitution must then be submitted to the AU for final approval and official filing.

## **XIV. Emergency Club Operations**

- A. Should the club run into major and persistent operational problems, including the lack of adequate funds for a sustained period, or the lack a functional committee, the club will become the administrative responsibility of the University of St. Andrews Athletic Union. Under such circumstances remaining members must consult with the Athletic Union Governance, or its representative, to resolve the situation.

## XV. Dissolution of the Club

- A. Any resolution to dissolve the club may be passed at any General Meeting provided that:
- (i) The terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward
  - (ii) At least twenty-eight days of the proposed resolution shall be given in writing by the secretary to all members
  - (iii) Such a resolution shall receive the assent of two thirds of those present and entitled to vote.
  - (iv) Upon dissolution of the club, after all club liabilities have been cleared, all remaining financial and material assets shall be given or transferred to the University of St Andrews Athletic Union to be employed for the development of sport.

## XVI. Declarations

I agree to abide by and enforce the Windsurf Club's Constitution at all times the club functions under the auspices of the Athletic Union.

### Declared by (Committee Members):

President: *Jordon MacNeil* 22<sup>ND</sup> Apr' 17

Vice-President: *Jasper Geddes* 22<sup>ND</sup> Apr' 17

Captain: *James McLauchlan* 22<sup>ND</sup> Apr' 17

Treasurer: *Haakon Thor Brunstad* 22<sup>ND</sup> Apr' 17

Secretary: *Jasper Geddes* 22<sup>ND</sup> Apr' 17

Social Secretary: *N/A*

Safety Officer: *Jordon MacNeil* 22<sup>ND</sup> Apr' 17

Instructors: *Jordon MacNeil & Jasper Geddes* 22<sup>ND</sup> Apr' 17

Non-Voting Committee Members: *N/A*