



UNIVERSITY OF BRISTOL  
STUDENTS' UNION

The Richmond Building  
105 Queens Road, Clifton, Bristol BS8 1LN  
Tel (0117) 331 8600  
[www.ubu.org.uk](http://www.ubu.org.uk)

### **University of Bristol Riding Club Constitution**

#### **[1] Name**

[1.1] The name of the club shall be The University of Bristol Riding Club. The club may also be known as UBRC (abbreviation of name).

[1.2] The University of Bristol Riding Club will be affiliated to the University of Bristol Students Union.

#### **[2] Aims and Objectives**

The aims and objectives shall be (to be specified in full):

[2.1] Provide opportunities for both those with horses and without to get involved in the sport in a variety of ways whilst at university

[2.2] Compete and succeed in BUCS competitions

[2.3] Ensure integration of all members of the club through social events and friendly competition

[2.4] Provide opportunities for all members to gain recognition of their advancement in their riding, whether through competition or through BHS stages/other examinations

Gain more recognition from the university through media about the successes of the club.

Maintain financial position of club by gaining more sponsorship and find other methods of income.

The Club/Society shall abide by the Unions Equal Opportunities, Safe Space and Harassment Policies, along with the Code of Conduct for Student Groups, and any other policies laid down by the Unions Boards of Trustees.

#### **[3] Affiliation**

[3.1] The Club shall form a part of the University of Bristol Students' Union, and as such, shall adhere to all guidelines and policies approved by its members at The University of Bristol Students Union Annual Members Meetings.

#### **[4] Membership**

[4.1] Full membership is open to all full members of the Union by application to the Club/Society, via the online membership system.

[4.2] Associate membership of any Club is open to all other persons. These persons must be Associate members of the Union, which can be purchased through the Union website.

[4.3] No less than two-thirds of the Club members shall be full members of the Union.

[4.4] The Club shall keep a list of all members, differentiating between full and associate members.

[4.6] There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the committee, being no less than the minimum rate set by the Sport & Health Executive Committee (£5). This shall be paid by each member, via the University of Bristol Students Union website, according to current policy. Members will not be permitted to take part in any Club activity until their subscription has been paid with the exception of the first two weeks of term.

#### **[5] Privileges of Membership**

[5.1] Only full members may sit on the committee.

[5.2] All categories of membership shall have equal rights of voting, attending meetings etc.

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[5.3] All members will have access to any discounts that the club is entitled to at training centres and through sponsors.

#### **[6] The Committee**

[6.1] There shall be a committee of the Club which shall be the executive decision making body, responsible for the day to day running of the Club, in accordance with the aims and objectives outlined above.

[6.2] The committee shall, collectively, along with their own job roles, be responsible for upholding the University of Bristol Students Union policies and procedures, as laid out in the Byelaws.

[6.3] Committee members shall be elected at the Clubs Annual General Meeting (AGM), and hold office for one year.

[6.4] The Club committee shall have a minimum of three roles, a Club Captain ('President'), Treasurer and Secretary, at any one time.

[6.5] The Club Captain ('President') and Treasurer shall be full members of the Union, with the Treasurer not being in their final year of study if the Club still operates an external bank account.

[6.6] Quoracy for committee meetings shall be set at 50% of the post filled positions, plus one.

[6.7] All committee meetings must be minuted by the secretary (or other committee member if they are unavailable) and the minutes circulated to the committee before the next committee meeting.

[6.8] Duties of the committee positions include:

(i) Club Captain ('President') – Acting as the principal officer, spokesperson for the Club, and key contact with the University of Bristol Students Union. The Club Captain leads and co-ordinate the Club, Committee and members. They shall be responsible for the planning, organising, and chairing of committee meetings, and for protecting the interests of the Club in accordance with its aims and objectives.

(ii) Vice President – The Vice President's prime function is to administer the running of the Club, keeping accurate records and to communicate with the committee and Club members. They shall be responsible for securing sponsorship for the Club and running the Club's social media pages.

(iii) Treasurer – The Treasurer oversees and monitors the financial affairs of the Club, ensuring that the University of Bristol Students Union Financial Guidelines are adhered to.

(iv) Lesson Secretary (x2) – Responsible for organising groups for members of all levels within the club and ensuring that lessons run smoothly throughout the year.

(v) Team Captains (x2) – Responsible for team selection, training and BUCS fixtures throughout the year.

(vi) Social Secretary – Planning socials which appeal to, and integrate, all club members.

(vii) Events Secretary – Organising trips, outings (such as hacks) and friendly competitions.

#### **[7] Financial**

[7.1] All financial arrangements must be administered in accordance with the guidelines set out by the University of Bristol Students Union, as laid out in the 'How to set up and run a Sports Club or Society' handbook.

[7.2] The accounts of the Club shall be audited once a year by an external auditor, arranged by the University of Bristol Students Union Finance Department.

[7.3] A member of the Student Activities Team and Finance Team shall jointly be empowered to

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issue financial instructions on behalf of the Club if:

- (i) The Club fold with outstanding financial affairs, or
- (ii) change of mandate forms are not completed, and the previous Committee are out of contact, or
- (iii) financial irregularities are found.

[7.4] Under no circumstances will Club funds be distributed amongst members.

[7.5] Officers of the Club are not entitled to receive any payment from the Club, other than genuine out of pocket expenses.

[7.6] Social events may not be funded by the budget allocated by Bristol SU.

[7.7] The Club may not enter into any contract or other legally binding arrangement without the permission of Bristol SU.

[7.8] In the event that the Club is no longer able to carry out its activities, and thus folds, all assets and debts will revert back to the University of Bristol Students Union.

#### **[8] General Meetings**

[8.1] General meetings, to which all members are invited, shall be held as and when necessary.

[8.2] There shall be an Annual General Meeting (AGM) held that must include the election of the new committee for the following year.

[8.3] At least two weeks notice of the AGM shall be given by the Secretary to all members, and to the University of Bristol Students Union. An agenda must be sent out with at least 7 days notice.

[8.4] Quorum of such meetings shall be set at twice the committee size plus one.

[8.5] An Extraordinary General Meeting (EGM) may be called by 5% of the membership of the Club by application to the Club Secretary/Captain. An EGM shall be called as specified on the application, but at least 7 days notice shall be given.

#### **[9] Elections**

[9.1] Elections shall be held at the Annual General Meeting (AGM), or online, to elect officers of the committee for the following session. Officers can only be removed from their posts by an EGM or AGM. Nominations must be received 7 days in advance.

[9.2] If committee positions are left unfilled after the AGM then the committee shall have the power to approve club members onto the committee to fill the vacant posts. Club members must be made aware of new Committee members approved by the Committee.

[9.3] Voting shall be by single transferable vote or first past the post and shall be conducted by a show of hands if the position is uncontested, having asked the candidate to leave the AGM room. If the position is contested then ballot papers shall be issued to those voting, and the ballot papers counted by a committee member. At the discretion of the Committee, or at the request of any Club member, a secret ballot can be carried out.

[9.4] As soon as possible after the AGM, the Club Captain ('President') or Vice President must submit a sheet of contact details for the new committee to a member of the Student Activities Team.

#### **[10] Constitutional Amendments**

[10.1] Constitutional amendments can be passed at any General Meeting by two thirds of those

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present. Amendments will then require ratification by the Sport & Health Executive Committee.

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