

28. AFFILIATED SPORTS CLUBS AND SOCIETIES

- (a) A sport Club or Society shall be affiliated to the Union when the Athletic Union Council or Societies Council approves its Constitution and application for affiliation, which shall be supported by a full set of accounts, which shall be ratified by the Student Council.
- (b) The Constitution of an affiliated sports Club or Society shall contain the following provisions:
- (i) Its ordinary membership must be drawn solely from persons who are Ordinary members of the Union and shall not be less than twenty in number.
 - (ii) It must be controlled solely by ordinary members of the Union.
 - (iii) It must have a Chair, Secretary and a Treasurer.
 - (iv) The Union shall not be liable for any debts or liabilities which it incurs.
 - (v) Any amendments to its Constitution may only take effect after the approval of the Athletic Union Executive or Societies Executive subject to ratification at Student Council.
 - (vi) A student who has opted out of the Union may be permitted to join a club or society but may be required to pay a higher levy based on the subsidy given to the club or society from union funds. These students will not be permitted to hold office in the club or society.
 - (vii) Every sports club must have within its constitution a safety code, as agreed by the Board of Directors of Cardiff Union Services Limited.
- (c) Any affiliated sports club or Society may enjoy the privilege of using the name of the Union in its official title.
- (d) Secretaries shall keep Minute Books of the proceedings of their meetings which shall be available for inspection by the Societies, Postgraduate & International Officer or Athletic Union President where appropriate. They shall arrange their Minute Books in the following order:
- (i) Names of all Officers and Committee members of the Sports Club or Society together with the register of their attendance at Committee Meetings.
 - (ii) An inventory of such property as may be in their possession for the purpose of conducting their sports club or society.
 - (iii) Minutes of their General Meetings, Committee Meetings, etc.
- (e) Secretaries shall be held personally responsible for all property in their possession for the purpose of conducting their clubs and societies. They shall keep an up to date inventory of all such articles. Such inventories shall be available for examination by the Societies, Postgraduate & International Officer in the case of societies and the Clubs Officer in the case of sports clubs.
- (f) Treasurers of sports clubs or societies shall, when required, send to the Athletic Union President, Societies, Postgraduate & International Officer and Union Secretary detailed estimates of expenditure for the following session.
- (g) Treasurers of sports Clubs and Societies shall be required to keep up-to-date accounts and these shall be available for inspection by the Athletic Union President, Societies, Postgraduate & International Officer and Union Secretary at any time.

- (h) The Athletic Union President, Societies, Postgraduate & International Officer and Collegiate Executive Officers, at their discretion, may withhold from societies or clubs the benefits of being an affiliated society or club subject to the right of appeal as detailed within the constitution.
- (i) The Union accepts no responsibility for any debts left by such sports clubs or societies.
- (j) That on the disbanding or inactivity of a club or society for more than one year, funds from that club or society are returned to central union funds.