**Sports Association Sub-Group Constitution**

1) **Definition of terms**
   a) ‘Sports Association’ (SA) refers to the sub-group of The University of Bath Students’ Union (BUSU), its Executive Committee and its Officers, and all affiliated groups.
   b) ‘Executive Officer’ refers to the members of the SA elected to the positions outlined in Appendix I.
   c) ‘Club’ refers to a sports group affiliated to the SA whose purpose is outlined below.
   d) ‘Sports Association General Meeting’ is defined in Appendix II.
   e) ‘Sports Association Executive Committee’ is the sub-group executive committee comprising of the VP Sport and the Executive Officers (as defined in Appendix I). The role of the Executive Committee is defined in Appendix II.

2) **The Sports Association, Sports Clubs & Membership**
   a) Clubs are student activity groups whose purpose is to organise sports and related activities for the benefit of students.
   b) The Sports Association is a sub-group of BUSU comprising of the sports clubs affiliated to it.
   c) The membership of the SA consists of the VP Sport and all Members of BUSU who have paid the SA membership fee for the given year.
   d) A member of a Club must first be a member of the SA.
   e) Non-Members of BUSU may apply for associate membership of a Club (BUSU Bye-law 1). All associate memberships must be approved by BUSU.
   f) Associate membership does not entitle an individual to take part in any democratic processes within the SA; specifically standing or voting in elections or voting and speaking rights at SA GMs.

3) **Mission Statement**
   a) To work with the Department of Sport Development and Recreation to provide a complete sporting offer to the student body;
   b) To maintain excellence in university performance sport, primarily measured by British Universities and College Sport ranking;
   c) To improve the health and wellbeing of the student population through sporting activities;
   d) To promote the Students’ Union and the University in a positive light both locally, nationally and internationally;
   e) To offer personal development opportunities to those partaking in and organising sport at the University;
   f) To offer social opportunities to those partaking in and organising sport at the University.

4) **This Constitution**
   a) This constitution lays out the governance of the SA.
   b) This constitution supersedes all Club constitutions.
   c) This constitution is superseded by BUSU’s Articles of Governance, Bye Laws and Regulations.
   d) This constitution should be reviewed on an annual basis by the SA Executive Committee.
   e) The core of this constitution may only be ratified by a SA General Meeting and must be reported to BUSU’s Board of Trustees.
   f) The appendices of this constitution may not supersede the core of this constitution and a may only be ratified by a SA General Meeting.
   g) Any change to this constitution proposed by any SA Member, seconded by any other SA Member and agreed by the majority of the SA Executive Committee may be proposed at the next SA General Meeting.

5) **Affiliations**
   a) There shall be a cap on the number of clubs affiliated to the SA of 49.
   b) This cap may be increased or decreased by a simple majority vote at a Sports Association General Meeting.
   c) The affiliation of Clubs to the SA must be made by a simple majority vote at a SA General Meeting. The disaffiliation of Clubs to the SA must be made by a simple majority vote at a SA General Meeting or as a result of disciplinary proceedings as outlined in Appendix IV.
   d) All Clubs will be monitored annually.
   e) Budgets originally allocated to then disaffiliated clubs will be distributed to other clubs at the VP Sport’s discretion.
   f) The affiliation or disaffiliation of individual a club must be declared to a SA General Meeting and BUSU’s Board of Trustees.

6) **Sports Association Executive Committee Officers**
a) All members of the SA Executive Committee must be SA members and may not also be a
sabbatical officer.
b) All Executive Committee Officers shall be elected annually by a secret ballot open to all SA
members.
c) All Executive Committee Officers are expected to attend regular SA Executive and General
Meetings.
d) The roles of the Executive officers are laid out in Appendix I.

7) Financial Management
a) Approval of Club and SA expenditure will be managed in accordance with BUSU’s finance
procedures (BUSU Regulation 2). Only those authorised under those regulations will act as
signatories, up to set financial limits. Within the SA authorised signatories are: Club
Treasurers, Club Chairs, SA Treasurers and VP Sport.
b) All Clubs must abide by BUSU policies and guidelines on sponsorship agreements, and all such
agreements must be approved and signed-off in accordance with such policies and guidelines.

8) BUSU Responsibilities
a) BUSU will:
   i) Ensure all affiliated clubs can afford club affiliations to Sport England recognised
governing bodies (not including individual members’ affiliations);
   ii) Provide the SA and each Club with an agreed budget as part of BUSU’s annual budgeting
cycle;
   iii) Give appropriate training to Club committee members to include;
       1) Finance training
       2) Health and Safety training
       3) Bathstudent.com training
       4) Specific training for BUCS captains
   iv) Support the SA Executive Committee;
   v) Provide developmental support to all clubs and members to include as a minimum:
       1) Coaching/Coach Education support.
       2) Competitive and non-competitive administrative support
       3) Representation of students to appropriate bodies within the University and externally
       4) To support club committees in achieving requirements set out in 9a
       5) To provide online elections services to clubs to support them in achieving
requirements set out in 9a(ii).
   vi) Keep clubs informed of any relevant or ongoing issues which may affect their running.

9) Club Responsibilities
a) Clubs of the SA will:
   i) Have at least 30 members by the end of week 3 of the second semester of each academic year;
   ii) Democratically elect a Committee via online secret ballot annually for a term of one year;
   iii) The Club Committee must be elected before the end of the final SA General Meeting, including
a minimum of those positions outlined in Appendix III;
   iv) Ensure all playing kit is as close as feasibly possible to University colours <pantones 123
(yellow) and 286 (blue)>;
   v) Have a Club constitution;
   vi) Provide the Activities Office with all relevant trip lists and forms prior to events
   vii) Maintain equipment and take audits;
   viii) Provide risk assessments when appropriate;
   ix) Provide up-to-date contact details of Committee, first-aiders and Captains to the Activities
Office;
   x) Hold regular Committee meetings and at least one General Meeting a year;
   xi) Ensure minutes are taken at all club meetings and are available on request by the SA executive
committee or VP Sport
   xii) Adhere to their allocated budget;
   xiii) Encourage members to gain coaching and officials’ qualifications.
   xiv) Adhere to all SA policies;
   xv) Communicate with the SA effectively (including attendance at GMs, regularly checking pigeon
holes, replying to e-mails promptly etc.)
xvi) Attempt to arrange friendly fixtures for non-team members;
xvii) Maintain an up to date web presence with committee contact details clearly displayed.
xviii) Send 2 representatives to each Sports Association General Meeting as outlined in appendix II
xix) Provide opportunities for all members to participate in Club activities;
xx) Submit a Club development plan, budget request, equipment itinerary and plan and facility request in the hand-over period in April each year.

b) In addition, BUCS (or equivalent) Clubs must:
i) Fulfil all tournaments where feasible and all BUCS league fixtures;
ii) Where an Intramural Programme does not exist in that sport, provide opportunities for non-team members to train, engaging with the 3:30 Club committee;
iii) The Club Chair must nominate a person in each team that is responsible for filling out team sheets, chasing match fees, and reporting results to the SA within the time period set out by VP Sport or BUSU staff;
iv) When financially beneficial, use minibuses, MPV’s or private cars over coaches for travel;

c) Additional desirable actions of the clubs of the Sports Association include:
i) In the event of the resignation of an individual from one of the 3 core committee positions, the club should democratically replace that individual (under normal circumstances, within 2 weeks).
ii) Provide an annual report to the club GM on the clubs progress and activities during the year.
iii) Regularly meet with relevant members of the SA exec.
iv) Use a form of internet communication to inform club members of club activities.
v) Encourage members to gain coaching and officials’ qualifications.
vi) Actively partake in fundraising activity, including seeking sponsorship.
vii) Look to engage with their Alumni, in association with the Alumni Department.
viii) Promote the wider activity of BUSU including encouraging members to volunteer in the local community, enrol on the Bath Award and complete Sorted Courses.
Appendix I: Sports Association Executive Officers

1) Sports Association Executive Committee Chair
   a) Chairs all meetings of the Sports Association Executive Committee.
   b) Works with VP Sport to ensure the full and efficient functioning of the Executive Committee.
   c) Works with the other SA Executive Officers to ensure the smooth running of all areas within the SA.
   d) Sits ex-officio on BUSU’s Review Panel.
   e) Acts as Chair of SA Disciplinary Panels when requested by the SU President.

2) Sports Association Treasurer (x2)
   a) There are two SA Treasurers who are jointly responsible for the following:
   b) Act as a signatory for SA and club expenditure, up to limits set by BUSU’s financial procedures (BUSU Regulation 2).
   c) Work with the VP Sport on the setting, control and authorisation of SA and club budgets.
   d) Checks Club spending is in line with agreed income and expenditure including a monthly overview on individual Club’s spending.
   e) Sits ex-officio on the Student Finance Committee.
   f) Chair SA Executive Committee Meetings when the SA Executive Committee Chair is unable to do so.

3) Sports Association Events Officer (x2)
   a) There are two SA Events Officers who are jointly responsible for the following:
   b) Work with VP Sport and BUSU Staff to organise any major events run by the SA (primarily SnowBall and Varsity).
   c) Produce risk assessments for the events and check that there is adequate insurance to cover them.
   d) Make sure all events run smoothly and safely.
   e) Publicise the events with the help of BUSU’s Marketing Office.
   f) Conduct a review of all events with the aim of improving the process the following year.

4) Intra-University Football Coordinator
   a) Oversees the running of all Inter-Departmental 11-a-side, 6-a-side and Futsal Competitions
   b) Books the facilities for the programme before the end of the summer term, for the following year.
   c) Organises the necessary referees for matches.
   d) Works alongside BUSU’s Marketing Office to publicise the competition
   e) Ensure that the web co-ordinator is aware of the events and league programme so that results and details can be posted on www.bathstudent.com

5) Inter-Halls Coordinator
   a) Works with the Department of Sports Development & Recreation to run a full Intramural programme for the relevant sports as determined by the SA Executive and 3-Thirty Club Committee.
   b) Books the facilities for the league based programme before the end of the summer term, for the following year.
   c) Works alongside BUSU’s Marketing Office and the Sports Department to publicise the leagues and tournaments.
   d) Organise regular events throughout year if there is a demand.
   e) Organise Intramural Finals Day.
   f) Ensure that the web co-ordinator is aware of the events and league programme so that results and details can be posted on bathstudent.com
   g) Sits on the 3-Thirty club committee

6) Sports Reporter
   a) The SA Sports Reporter is responsible for the following:
   b) Gain reports, photos and quotes from our students for every bathimpact issue, including a minimum of 2 student matches (BUCS and intramurals).
   c) Cover Fresher’s week trials and pre-season matches.
   d) Ensure that sponsors of any events, programmes or initiatives are mentioned in all publicity and logos included where possible.
   e) Ensure that the sport covered in the student newspaper is evenly distributed across all clubs.
   f) Endeavour to work with all area’s of media to ensure a comprehensive coverage of sport at the university, including encouraging CTV and 1449 URB to cover student matches
   g) To liaise with the Media to ensure wide coverage of the most important events and recent stories regarding sport within BUSU.
   h) Liaise with Matchtight Media to get nationwide coverage of student sport.
   i) Attend specific media training as arranged by BUSU.
7) **Web Officer**
   a) Update SA web pages every week with photos, results, fixtures from the Sports Reporters.
   b) Ensures that the SA and its events are widely publicised online.
   c) Liaises with VP Sport and the Intramural Officer and update the fixtures and results of the Intramural leagues and tournaments.
   d) Support the maintenance of SA web pages including links to respective Union/University web pages.
   e) Work with Clubs to further individual web pages.

8) **Volunteer Recognition Coordinator**
   a) Responsible for administration of any volunteer recognition scheme, alongside VP Sport
   b) Co-ordinates training of committee members, alongside VP Sport and BUSU Staff
   c) Promotes the Bath Award and Sorted sessions to Sports Volunteers
   d) Alongside VP Sport coordinate the Coach Education Budget

9) **Open Representatives**
   a) There shall be 2 Open Representatives with no specific duties

10) **Extra responsibilities**
    a) One member of the Executive Committee must, at the first meeting of the Committee, be elected for each of the following duties:
       i) Representing the SA on BUSU’s Elections Committee;
          (1) This person should not be considering running for Sabbatical Office that year.
       ii) Representing the SA on BUSU’s Disciplinary Panel, as outlined in Bye Law and Regulation 4.
          (1) Must not be the Executive Officer who sits on BUSU’s Review Panel.
          (2) This person may not sit on any SA Disciplinary Panels that convene.
Appendix II: Sports Association Meetings

1) **Sports Association General Meetings**
   a) Chaired by:
      i. VP Sport
   b) Membership:
      i. All members of the SA
   c) In Attendance:
      i. VP Sport-elect
      ii. Appropriate Staff support
   d) Speaking rights:
      i. All Executive Officers
      ii. All Club representatives in attendance
      iii. VP Sport
      iv. Any others with permission from the Chair
   e) Voting rights:
      i. All Executive Officers
      ii. VP Sport
      iii. All Club representatives in attendance
   f) SA General Meetings shall take place at least once a month throughout the academic year, except during examination periods.
   g) Clubs shall be informed of the dates of the SA General Meetings at the beginning of each year, be asked for agenda items one week prior to the meeting and sent an agenda two days before the meeting.
   h) Each Club is required to send two representatives to each General Meeting.
   i) If a representative is not the Club Chair, Treasurer or Secretary then the Secretary of the meeting must be informed of this a minimum of one day in advance of the meeting.
   j) One individual may represent more than one Club at a general meeting for information and communication.
   k) Each Club has the right to two votes, which must be cast by separate individuals.
   l) Clubs sending less than two representatives forfeit these votes.
   m) Members of the SA Executive Committee have the right to one vote.
   n) Each individual may only cast one vote at a General Meeting, regardless of the number of clubs they represent.
   o) All Executive Officers must vote in this capacity not as a Club representative.
   p) Quoracy for this meeting is 35% of the total voting membership of an SA GM, rounded up (the total voting membership is twice the number of Clubs plus the number of filled executive officer positions plus the VP Sport).

2) **Sports Association Executive Committee Meetings**
   a) Chaired by:
      i. Sports Association Executive Committee Chair
   b) Membership:
      i. The VP Sport and the Executive Officers (as defined in the SA Constitution)
   c) In attendance:
      i. Appropriate members of BUSU staff
      ii. The VP Sport-elect
      iii. Any other individual with permission from the Chair
   d) Speaking rights:
      i. Members of the SA Executive Committee
      ii. Any other individual with permission from the Chair
   e) Voting rights:
      i. Members of the SA Executive Committee
   f) Roles:
      i. To discuss and draft policy;
      ii. To handle operational tasks;
      iii. To approve budgets set by VP Sport;
      iv. To conduct disciplinary proceedings for the SA;
      v. To plan the development of the SA;
      vi. To ensure a smooth relationship between BUSU and the SA;
      vii. To discuss budget issues and review Club expenditure;
      viii. To promote sport within the student body;
      ix. Advise Clubs failing to meet requirements on how to improve.
   g) Quoracy for this meeting is half the number Executive Officers plus one.
   h) These meetings should be carried out at least 4 times per term.
Appendix III: Club committee Positions

1) **Club Chair**
   a) Responsible for overseeing all activities of the Sports Association Member Club
   b) Regular liaison with and delegation of duties to committee members
   c) Maintaining an up to date club strategy, to be reviewed in hand-over each year
   d) Liaises with Club Coaches to ensure an efficient and productive coaching set-up, registering Students Union paid and voluntary coaches at the start of each year
   e) Engages with members and represents their views at Sports Association General Meetings
   f) Act as a signatory on the club’s accounts for sums of up to £1000
   g) Responsible for ensuring health and safety standards are adhered to in all club activities
   h) Jointly responsible with Treasurer for ensuring the club remains within budget as determined by VP sport
   i) Oversees promotion of the club to ensure membership targets are met, including organisation of Sports Day and Sports Fair and keeping BathStudent webpage up to date
   j) In-depth knowledge of BUCS fixtures, essentials, tournaments and key deadlines if applicable
   k) Informs and works with the VP Sport on any disciplinary matters as per disciplinary policy
   l) Submits club development plan, budget and facility requests in collaboration with Chairman elect in April each year
   m) To ensure all of your club have made their nominations for the Blues Awards
   n) Places kit orders where necessary
   o) Additional duties as requested by VP Sport

2) **Club Treasurer**
   a) Working with the Chair is responsible for ensuring the club remains within budget as set by VP Sport and approved by the SA Executive Committee
   b) Act as a signatory on the club’s account for sums up to £1000
   c) Keeps regular accounts and spending plans for the year
   d) Brings accounts updates to Club Committee Meetings
   e) Knowledge and enforcement for the payment of Club Fees
   f) Set up online products where appropriate

3) **Club Secretary**
   a) Arranges a minimum of one committee meeting per month during term time.
   b) Sends out a request for agenda items a minimum of 7 days before committee meetings
   c) Sends out a full agenda a minimum of 24 hours before committee meetings
   d) Takes full minutes of committee meetings to be circulated to the committee within 48 hours of the meeting
   e) Knowledge of all the core documents required for participation including risk assessments
   f) Ensure correct procedures and policies are followed for trips, tours and socials
   g) Checking club mail shelf and distributing post
   h) Organising umpires/referees for all matches
   i) Checking fixtures are suitable and there are no clashes
Appendix IV: Responsibilities and Disciplinary Proceedings

1) Member and Group Responsibilities
   a) All members will:
      i) Adhere to the rules set out in this constitution, its appendices and Club constitutions;
      ii) Take due diligence when using equipment for which the SA is responsible;
      iii) Respect other members of the SA;
      iv) Act responsibly with SA funds;
      v) Ensure that the SA's reputation is not damaged by their action or inaction.
   b) All members must acknowledge that they are representing the Sports Association:
      i) At club activities
      ii) When journeying to and from club activities
      iii) When out on club socials
   c) Each individual, team and club must:
      i) Bring their club or sport into general disrepute
   d) The SA Executive Committee shall consider complaints made by any person against any
      member(s), team(s) or club(s) (hereafter ‘the defendant’) in respect of:
      i) Misconduct (not including harassment or attacks contrary BUSU's Equal Opportunities
          Policies)
      ii) Negligent or wilful damage of SA property
      iii) Negligent or wilful misuse of SA finances
      iv) Breach of the terms of the SA Constitution or its appendices
      v) Breach of an SA Policy, including those concerning socials (presently Socials Policy
          2005/6-8)
      vi) Any other complaint referred to them by the VP Sport or the SU President as part of BUSU
          Disciplinary Procedures
   e) More serious cases (at the discretion of the VP Sport, and including all cases of potential gross
      misconduct) will be automatically referred to the SU President for consideration under BUSU’s
      Disciplinary Procedures (see BUSU Regulation 4a)

2) Disciplinary Responsibilities
   a) The SA Executive Committee is responsible for ensuring that Clubs and members are aware of
      their responsibilities.
   b) The SA Executive Committee is responsible for ensuring that any complaints received by the SA
      Executive Committee are handled appropriately within two academic weeks of reception.
   c) Members of the SA Executive Committee must remain impartial throughout disciplinary
      proceedings.
   d) Any conflict of interest must be declared to the Chair of the meeting or VP Sport prior to the
      meeting.
   e) Any decision made in disciplinary proceedings may be appealed via BUSU’s appeals process.
   f) When specific individuals are not identified in an incident it is the prerogative of the SA
      disciplinary panel to penalize the team or club instead.
   g) In exceptional circumstances the club committee or team captains may be deemed responsible
      for the activities of the members of their club or team.

3) Disciplinary Panel
   a) The Disciplinary Panel will consist of:
      i) VP Sport – ex-officio and chair
      ii) Three members of the SA Exec – elected from within the Exec each year
      iii) In the instance of a conflict of interest for VP Sport, the SU President may name an
          alternative, from the SA or otherwise, and name that individual or any other member of
          the panel as chair, for that case. In both instances this will normally be the SA Executive
          Committee Chair
      iv) In the instance of a conflict of interest for an elected member of the panel, the chair of the
          panel may name an alternative from the members of the SA Executive Committee for that
          case.
   b) The following will be in attendance at all disciplinary hearings:
      i) The Activities Coordinator, who will act as secretary to the meeting;
      ii) The Chair of each club related to the case.
   c) Each defendant may bring one companion, who may be a friend or representative. A
      companion must be a Member of BUSU and may not be a sabbatical officer or a witness in the
      case.
d) In the interest of consistency records of each case will be maintained by the SA office and be accessible for future hearings.

e) General principles of cases will be freely available to Members of BUSU. Specific details will be available to the members of the SA Executive Committee and the SU President, and may only be revealed to others at the discretion of the SA Executive Committee, the VP Sport or the SU President.

4) **Disciplinary Procedure**

a) Allegation of misconduct must be made in writing to the VP Sport.

b) On receipt of an allegation of misconduct, the VP Sport will within 5 working days summon the defendant in front of the SA Disciplinary Panel for a hearing.

c) In the case that allegation of misconduct is a team or club, the chair of the hearing will choose the appropriate individuals/representatives to be defendants at the hearing.

d) The Disciplinary Panel will convene the hearing at its earliest convenience (usually within 10 working days), and having considered the matter will impose one of the sanctions outlined in this appendix.

e) In a case involving multiple defendants, the SA Disciplinary Panel may elect to hold one or more separate hearings as it deems appropriate.

f) The disciplinary hearing shall be conducted as follows:

i) The complainant will be asked to submit in writing their allegation of misconduct and present any supporting evidence, including witness statements, also in writing.

ii) The defendant will then respond to the allegation and present any supporting evidence.

   (1) The evidence of any witnesses called by the defendant will also be heard at this point.

   (2) The defendant, their companion and any witnesses called may be asked questions by the panel and the complainant.

iii) Both parties will be asked to sum up, following which they will be asked to withdraw.

iv) The panel will then come to a judgment on the allegation.

5) **Disciplinary Outcomes**

a) The Disciplinary Panel may for each individual:

i) Decide that there is ‘no case to answer’

ii) Issue a warning

iii) Ban the individual(s) from taking part in SA activities for a fixed term (including BUCS or equivalent competition)

iv) Revoke the individual(s) membership of the SA and/or clubs without refund

v) Refer the case to the SU President for consideration under BUSU’s Disciplinary Procedures (see BUSU Regulation 4a)

b) For a team:

i) Decide that there is ‘no case to answer’

ii) Issue a warning

iii) Ban the team from taking part in SA Activities for a fixed term (including BUCS or equivalent competition)

iv) Fine the club

v) Refer the case to the SU President for consideration under BUSU’s Disciplinary Procedures (see BUSU Regulation 4a)

c) For a Club:

i) Decide that there is ‘no case to answer’

ii) Issue a warning

iii) Fine the club

iv) Remove the club’s committee and call elections within the club

v) Recommend the club(s) to the SA Executive Committee for disaffiliation

vi) Refer the case to the SU President for consideration under BUSU’s Disciplinary Procedures (see BUSU Regulation 4a)

6) **Decision Notification**

a) The defendant and the complainant shall be informed of any decision made in writing within 2 working days.

b) All copies of documents should be kept on file. An annual report of disciplinary action will be presented to the SU President

7) **Appeals**

a) Either the defendant or the original complainant shall have the right to appeal against the decision of the SA Disciplinary Panel and any actions resulting from it, in accordance with BUSU Regulation 4a.
b) An appeal must be lodged in writing to the SU President within ten (10) working days of the date of the original decision.

c) If there is any new evidence this may be submitted to the SU President, but an appeal can still be lodged without new evidence.

d) An Appeals meeting shall be held of BUSU’s Disciplinary Panel at its earliest convenience – usually within ten (10) working days of receipt of the appeal.

e) BUSU’s Disciplinary Panel will not include any members of the SA Disciplinary Panel.

f) The decision of the BUSU’s Disciplinary Panel is final, as far as the SA and BUSU is concerned. If students wish to take the matter further, they should contact the Independent Person appointed to BUSU, details of whom can be obtained from the Chief Executive of BUSU upon request.

8) Clarifications

a) The identification and interpretation of what constitutes a club social is at the discretion of the SA Disciplinary Panel, upon which the chair of that hearing will have the final say.

b) Suggested evidence of a club social includes:
   i) prominence of club branded clothing and club songs
   ii) the number of members from the same club
   iii) links to recent sporting events.

c) No individual, team or club may receive more than one warning in an academic year.
   i) A second ‘warning offence’ will immediately result in at least the next penalty up.
   ii) This may disqualify those affected for a University Blues Award (including colour, half-blue, honorary awards and special awards).
   iii) This is the decision of the Blues Committee who will receive details of all bans annually.

d) It will be up to the SA Disciplinary Panel’s discretion (depending on the time of year penalty is incurred) as to whether this fine should be included in the current or next year’s accounts.

e) A space will be held so that a disaffiliated club will have first refusal at the beginning of the next academic year to start again.
   i) If refused, the space will be made available to any new club in the usual way.
Appendix V: Notes

- This constitution was proposed by Christopher Clements and seconded by Thomas Lacey
- This constitution was written by Christopher Clements, David Howell and Nicholas Hill
- It was ratified by an SA GM on __________
- It was approved by BUSU Management Group on__________