

CLUB CONSTITUTION

2025 / 2026 INSTRUCTIONS

1. Make a copy of this document somewhere safe in your club's drive (File > Make a copy).
2. Rename the document, and replace "[CLUB NAME]" with your club's name.
3. Fill in all required sections, indicated by purple boxes, by replacing "???".
4. Once completed, **save the document as a PDF** and submit through the Club Re-Ratification Form.

CLUB CONSTITUTION

Ultimate responsibility for the governance and discipline of the club lies with the York Sport Union President, who has delegated responsibility to the Sports Coordinator.

This document contains your Club's Constitution. **There are certain sections that you need to fill out, identified by purple boxes**, which correlate with certain sections in the Constitution. You can also add additional club-specific policies to your Constitution in the 'Amendments' section if required.

Copies of the Constitution should be made available to all members. The Students' Union will also publish this constitution to your The Students' Union web page shortly after ratification.

If you have any queries please email sportsadmin@yusu.org

PURPOSE OF HAVING A CONSTITUTION

To provide the University of York University Students' Union (The Students' Union) Clubs with a Constitution that outlines their duties, responsibilities and guidance which members are expected to abide by, and to provide The Students' Union with details about the club.

CONTENTS

- | | |
|-----------------------------------|--|
| 1. Definitions | 10. Meetings |
| 2. Name of the Club | 11. Election of the Committee |
| 3. Aims and Objectives | 12. Club Complaints Procedure |
| 4. Membership | 13. Dismissal and Resignation of Committee Members |
| 5. Code of Practice | 14. Suspension and Exclusion of Members |
| 6. Club's Committee | 15. Amendments to the Club Constitution |
| 7. Duties of the Club's Committee | 16. Dissolution |
| 8. Data Protection | 17. Declaration |
| 9. Club Finance | 18. Amendments |

York University Sailing and Windsurfing Club

Constitution 2025/26

1. Definitions

- 1.1. The club in this document will be referred to as the 'Club'.
- 1.2. Those chosen to collectively represent the 'Club', shall be referred to as the 'Committee'.

2. Name of the Club

- 2.1. The Club's name shall be [Question 1]. People can join the club for the cost of [Question 2].

Question 1: Club Name

York University Sailing and Windsurfing Club

Question 2: Club Membership Cost

Please note that all club memberships will be subject to a BLACK (£20) /GOLD (£10) AU Fee in addition to the membership cost. You can also set up multiple memberships (e.g. termly and yearly) - please provide all details. All 25/26 memberships will be available from 1st August 2025 unless otherwise requested.

Year Membership = £50
Associate membership = £50
Semester 1 Membership = £30
Semester 2 Membership = £30

3. Aims and Objectives

- 3.1. The aims and objectives of the Club are to promote the interests and act on behalf of the Club Members.
- 3.2. To provide an opportunity for members of the Club to meet and participate in the given activities together.
- 3.3. The Club's specific aims shall be:

Question 3: Club Aims

What improvements, changes or differences the Club will make to students. These must not contravene the Union constitution or be the same as another Club.

To provide all students with the opportunity to go sailing and windsurfing.

- 3.4. The Club's specific objectives shall be:

Question 4: Club Objectives

The areas of activity or overall practical steps the Club plans to accomplish its aims.

To enable students to develop their sailing and windsurfing abilities and create a community for like-minded people.

4. Membership

- 4.1. Membership of the Club will be open to all members of The Students' Union.
- 4.2. Membership of the Club, in addition to section 4.1, will be open to non-The Students' Union members who are not subject to disciplinary proceedings or consequent conditions of their membership. This includes students on a leave of absence.

- 4.3. Non-The Students' Union members must not exceed 20% of the overall Club membership.
- 4.4. The Club must have a core minimum membership of 15 The Students' Union members. If it does not reach this minimum, it will be required to submit proof of its regular activity to the Sports Coordinator upon request.

5. Code of Practice

- 5.1. All members must adhere to The University of York Student's Union [Code of Conduct](#) at all times. Any action taken by the members on behalf of or while representing the student group in any way will be accountable to the The Students' Union Code of Conduct.
- 5.2. All members must adhere to the health and safety rules and procedures of The Students' Union, the student group, and the University.
- 5.3. Participant selection for student group activities should be fair and inclusive to all.
- 5.4. Student groups must adhere to GDPR in order to protect their members' data. They should make members aware of how their data will be used and be able to justify doing so.
- 5.5. Breaches of this code of practice and/or the Code of Conduct can result in student group, The Students' Union, or University disciplinary action.

Question 5: Additional Codes of Practice N/A
Additional Codes of Practice for the club.

6. Club's Committee

- 6.1. The Committee will be collectively responsible for the effective management and day to day running of the Club.
- 6.2. All of the Committee must be current Students' Union members who are enrolled and studying on a University of York programme.
- 6.3. The Committee shall have the power to set Club rules, in accordance with the Clubs Constitution.
- 6.4. A new Committee must be democratically elected at least annually at the Annual General Meeting (AGM).
- 6.5. The democratically elected Committee must at minimum consist of:
 - 6.5.1. President / Chair
 - 6.5.2. Secretary
 - 6.5.3. Treasurer
 - 6.5.4. [Question 6]

Question 6: Other Committee Positions
Other positions on the club's committee, if applicable.

- In each committee there is an executive committee consisting of the President / Chair*, Secretary*, and Treasurer who: provide organisation, leadership and help oversee the general running of YUSWC; oversee the welfare of all club members; order new boats, sailing and windsurfing equipment (and sell old if applicable) in accordance with the Club's Constitution.

- In each committee only these roles can have two people; Race Captain, Bosun, Sailing Beginners

and Recreational Officer, and Trip Advisor (apart from Social Secretary which is two roles)

- Only one person for President*, Secretary*, Treasurer, Yachting Captain, Merchandise Officer, Communications and Alumni Officer, Sponsorship Officer, Ordinary Member, First Year Representative, Windsurfing Captain**, Windsurfing Kit Officer, Windsurfing Beginners and Recreational Officer.

* The working names for the President and Secretary will be Commodore and Vice Commodore respectively.

** Windsurfing Captain may be filled by two people if one other windsurfing position goes unfilled the roles of Windsurf Captain, Windsurf Beginners and Recreational Officer, and Windsurf Kit Officer may have interchangeable responsibilities (e.g. the organising and running of sessions and maintenance of kit)

**** The Race Captain, Beginners and Recreational Officer(s), Yachting Captain and Windsurfing Captain are all Captains for the purposes of reference in this constitution and the clubs operating procedures

6.6. The Committee will ensure an up-to-date list of Committee members is provided to The Students' Union within one week of any election.

7. Duties of the Club's Committee

7.1. The President/Chair is responsible for:

- 7.1.1. Providing leadership for the Club.
- 7.1.2. Club Data Protection - see Section 8.
- 7.1.3. Being a spokesperson/figurehead and representing the Club to relevant external stakeholders.
- 7.1.4. Ensuring that the Club adheres to the relevant policies and to this constitution.
- 7.1.5. Ensuring the Club Committee contains officers listed in section 6.5.
- 7.1.6. Completing Club Officer Training and attending any necessary York Sport Union meetings.
- 7.1.7. Calling and chairing meetings of the Club Committee.
- 7.1.8. Publicising the Club.
- 7.1.9. Any other duties as mutually agreed by the Committee and the President/Chair [Question 7].

Question 7: Club-Specific Duties for the President/Chair

- Maintaining enthusiasm within the committee
- Organising and overseeing the general running of YUSWC
- Ensuring the unity of all elements within YUSWC (team racing, beginners and recreational sailing, yachting and windsurfing)
- Chairing and organising the Annual General Meeting (AGM)

- Chairing and organising the Annual By-Elections at the start of the new academic year
- Representing YUSWC at York Sport General Meetings
- Liaising with Ripon Sailing Club
- Compiling and updating the Key List
- Overseeing the welfare of all club members, along with the other executive members
- Liaising with Captains to ensure all club sessions follow the clubs Operating Procedures
- Appointing one or more 'Senior Instructor(s)' as defined in the Operating Procedures
- Working with the Senior Instructor(s) to ensure Operating Procedures reflect current practice and are still sufficiently safe

7.2. The Secretary is responsible for:

- 7.2.1. Completing Club Officer Training
- 7.2.2. Taking care of Club admin
- 7.2.3. Arranging meetings and booking rooms or venues
- 7.2.4. Creating agendas and keeping minutes of meetings as necessary
- 7.2.5. Communicating regularly with members
- 7.2.6. Being aware of key dates for the Club throughout the year
- 7.2.7. Organising the AGM (Annual General Meeting)
- 7.2.8. Any other duties as agreed by the Committee [Question 8].

Question 8: Club-Specific Duties for the Secretary

- Liaising with the members of the committee to assist the Commodore in the running of YUSWC
- Promoting YUSWC at the University of York and at York Sport General Meetings
- Calling and taking minutes at committee meetings and distribute them to the committee before the next meeting
- Assisting the Commodore in chairing and organising the Annual General Meeting (AGM)
- Assisting the Commodore in chairing and organising the Annual By-Elections at the start a new academic year
- Ensuring YUSWC email and Notion account is kept tidy and coherent
- Updating YUSWC email system and Notion with new members and changes in details

7.3. The Treasurer is responsible for:

- 7.3.1. Administering the Club's finances in accordance with the Constitution, Laws and By-Laws of The Students' Union.
- 7.3.2. Completing Club Officer Training.
- 7.3.3. Learning and understanding the Students' Union financial system.
- 7.3.4. Sourcing and applying for grant funding where necessary.
- 7.3.5. Keeping track of all income/expenditure.

- 7.3.6. Keeping the committee & members informed of the Club financial situation.
- 7.3.7. Organising fundraising or sponsorship for the Club.
- 7.3.8. Countersigning every claims form and transport form.
- 7.3.9. Creating a budget for each event.
- 7.3.10. Any other duties as agreed by the Committee [Question 9].

Question 9: Club-Specific Duties for the Treasurer

- Liaising with York Sport and YUSU about the YUSWC annual budget
- Compiling and submitting the YUSWC's annual budget to York Sport
- Working with Captains to collate lists of session/event attendees and ensure collection of session/event fees.
- Maintaining a list of YUSWC memberships and working with captains to ensure all attendees have the correct membership.
- Organising reimbursement to YUSWC members for YUSWC purchases and transport costs.
- Ensuring the maintenance of the insurance of all equipment by YorkSU.
- Presenting a breakdown of the current state of the YUSWC annual budget at the AGM and presenting the previous year's finances at By-Elections.
- Ensuring the budget contains £1000 in funds to be ring fenced and saved towards a new fleet of fireflies. This should be in addition to any running costs of the fleet.

7.4. [Question 10]

Question 10: Duties of other committee members

- 7.4.1. The Race Captain is responsible for:
- Liaising with other committee members to assist the President with the running of YUSWC
 - Encouraging a united-feel to all elements of YUSWC through liaising with other committee members
 - Promoting team racing and sailing events and competitions at the University of York
 - Selecting teams to race in sailing events and competitions
 - Organising and attending race training and coaching sessions for the race team(s) and other members of YUSWC
 - Appointing a suitably qualified 'session leader', who may be themselves, in accordance with the operating procedures to ensure safe running of sessions and to ensure boats are properly used and stored
 - Organising all attendance to sailing events and competitions, including transport and

accommodation

- Promoting a united team spirit between all YUSWC teams
- Captaining all YUSWC teams at sailing events and competitions
- Liaising with the Communications and Alumni Officer to organise attendance of Alumni at relevant events
- Having a good knowledge of team racing
- Working with the President to oversee the welfare of race team members
- Keeping up and making good relationships with captains from other teams

7.4.2. The Sailing Beginners and Recreational Officer(s) is/are responsible for:

- Organising, coordinating and attending recreational sailing sessions (including transport, people (including a session leader) and dates)
- Organising instruction and teaching for recreational sessions as required
- Appointing a suitably qualified 'session leader', who may be themselves, in accordance with the operating procedures to ensure safe running of sessions and to ensure boats are properly used and stored
- Promoting beginners and recreational sailing in YUSWC and at the University of York and promote recreational sessions and encourage beginners to attend
- Ensuring recreational days are run in a friendly and safe manner
- Liaising with other committee members to assist the President in the running of YUSWC
- Encouraging unity of all elements of YUSWC through liaising with other committee members
- Representing concerns of beginners and recreational sailors to the YUSWC committee
- Liaising with the executive committee to organise the delivery and promotion of RYA qualifications
- Liaising with the Race Captain to organise joint Beginners and Recreational Sailing and Race sessions
- Liaising with other beginner and recreational groups (e.g. Leeds) to promote and deliver joint sessions

7.4.3. The Yachting Captain is responsible for:

- Organising yachting sessions (including transport)
- Maintaining relations with Bridlington and Scarborough Yacht Clubs

- Liaising with other committee members to assist the President with the running of YUSWC
- Liaising with other committee members to ensure unity of all elements of YUSWC
- Working with the Trip Advisors and Windsurf Captain to organise and run Bridlington Bonanza

7.4.4. The Windsurfing Captain is responsible for:

- Liaising with other committee members to assist the President with the running of YUSWC
- Liaising with other committee members to ensure unity of all elements of YUSWC
- Promoting windsurfing at the University of York
- Promoting YUSWC within the Student Windsurfing Association (SWA)
- Ensuring YUSWC is kept up to date with the activities of the SWA
- Appointing a suitably qualified 'session leader', who may be themselves, in accordance with the operating procedures to ensure safe running of sessions and to ensure windsurfs are properly used and stored
- Working with the Windsurfing Beginners and Recreational Officer to organise and coordinate windsurfing sessions (including transport, people, dates)
- Representing views of windsurfers to YUSWC committee.
- Working with the Trip Advisors and Yachting Captain to organise and run Bridlington Bonanza

7.4.5. The Windsurfing Beginners and Recreational Officer is responsible for:

- Liaising with other committee members to assist the President with the running of YUSWC
- Liaising with other committee members to ensure unity of all elements of YUSWC
- Working with the Windsurfing Captain to Organise and coordinate windsurfing sessions (including transport, people, dates)
- Organising instruction for recreational days if required
- Promoting YUSWC windsurfing recreational days at the University of York
- Encouraging attendance of beginners to windsurfing sessions.
- Ensuring recreational days are run in a friendly and safe manner
- Liaising with Windsurfing Captain and

Windsurfing Kit Officer to ensure smooth running of recreational days

- Representing concerns of Beginners and Recreational windsurfers to the YUSWC committee

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7.4.6. The Windsurfing Kit Officer is responsible for:

- Organising the general maintenance of all windsurfing equipment
- Repairing (or arrange repairs of) any damaged windsurfing equipment
- Ordering new windsurfing equipment (and sell old equipment if applicable) in consultation with the Treasurer and YUSWC committee
- Ensuring all windsurfing equipment is stowed away correctly after use
- Maintaining an inventory of all windsurfing equipment, including its current state/value and storage location
- Liaising with Bosun to ensure the maintenance of shared YUSWC equipment (e.g. club wetsuits and B.A.s)
- Working with the Windsurfing Captain and Windsurfing Beginners and Recreational Officer to organise transport of YUSWC equipment for recreational days and windsurfing events

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7.4.7. The Bosun is responsible for:

- Organising the general maintenance of all boats and sailing equipment
- Repairing, or arrange to be repaired, any damaged boats or sailing equipment
- Working with both the executive committee and YUSWC Committee to order new sailing equipment (and sell old if applicable)
- Working with the relevant captains to Ensure all boats and sailing equipment are stowed away correctly and safely after use
- Maintaining an inventory of all boats and sailing equipment, including its current state/value and storage location
- Liaising with the Windsurfing Kit Officer to ensure the Watersports Lock-Up is kept tidy and that all shared YUSWC equipment (e.g. wetsuits and B.A.s) is maintained
- Liaising with the Race Captain and Sailing Beginners and Recreational Officer to organise transport of equipment for events and recreational sessions/race training if required

7.4.8. The Sponsorship Officer is responsible for:

- Seeking further sponsorship opportunities

- Organising existing YUSWC sponsorships
- Maintaining and building relationships between YUSWC sponsors
- Working with the Treasurer to organise and run fundraising opportunities for the club

7.4.9. The Merchandise Officer is responsible for:

- Organising the design, ordering, delivery, pricing and exchange of YUSWC merchandise
- Providing a variety of YUSWC merchandise, including any sailing/windsurfing specific requirements if applicable
- Ensuring any sponsorship obligations affecting merchandise are fulfilled
- Working with Trip Advisor on the design, ordering, delivery, pricing and exchange of YUSWC trip merchandise

7.4.10. The Social Secretary is responsible for:

- Organising and running social events for all YUSWC members - including regular socials, The Howler (if York are hosting the socials), Ripon Rumble, Roses and Lancaster Friendly (if held in York).
- Organising end of semester meals for all YUSWC members
- Promoting unity of all elements of YUSWC through holding inclusive socials and liaising with other committee members

7.4.11. The Communications and Alumni Officer is responsible for:

- Designing and maintaining YUSWC website
- Maintaining all YUSWC social medias
- Organising promotion of YUSWC throughout the University of York
- Organising and coordinate an Alumni newsletter every term
- Maintaining links with and contact details of Alumni
- Representing concerns of Alumni to the YUSWC committee
- Liaising with other committee members to organise events for Alumni
- Work with the Social Secretaries to design and upload weekly social graphic

7.4.12. The Trip Advisor is responsible for:

- Organising recreational trips for the club throughout the year, especially at the end of the year
- The role of Trip Organiser is held from by-election to by-election
- Working with Relevant Captains to organise and run mid year trips, eg Brid Bozanza.

7.4.13. The First Year Representative is responsible for:

- Assisting the committee with the general running of YUSWC
- Representing the opinions and concerns of First Year members to the YUSWC committee
- Assisting the exec with overseeing the welfare of first year's members of YUSWC

7.4.14. The Ordinary Member is responsible for:

- Assisting the committee with the general running of YUSWC

7.5. No Committee member should be responsible for case work e.g. giving support and advice to any individual student. If and when these cases present they must be referred promptly to the Sports Coordinator Coordinator who can ensure the proper support is made available.

8. Data Protection

8.1. All membership personal data is subject to the UK General Data Protection Regulations (GDPR), the Data Protection Act 2018, related legislation and The Students' Union procedures.

8.2. The President/Chair is responsible for the safety and security of all membership personal data held outside of The Students' Union software and systems and must take all reasonable steps to ensure access to The Students' Union software and systems is not shared without The Students' Union consent.

8.3. The President/Chair is required to successfully undertake GDPR online awareness and compliance training supplied by The Students' Union.

8.4. The President/Chair must advise The Students' Union of any breaches of data protection as soon as they are made aware of any such breach.

8.5. The President/Chair can formally nominate a Data Protection Officer who is responsible for overseeing the club's compliance to GDPR and The Students' Union procedures. Key responsibilities include:

8.5.1. Ensuring membership personal data including email addresses are private and confidential and is only used for club membership purposes and contact that would be reasonably expected as part of the membership offer.

8.5.2. Ensuring that all communications are sent via the SUMS Communications platform wherever possible, and not from email accounts. Where this is inconvenient or not possible, the club must ensure all bulk or emails must only be sent via blind-copy ("bcc").

8.5.3. Obtaining the necessary consent from members to hold and process personal data in relation to membership. Given that a contractual relationship exists when a membership is purchased (whether or not cash changes hands), there is no need for explicit consent to be sought by sports club provided they are only using the personal details of members in relation to reasonable membership activities / communications.

8.5.4. Not sharing membership personal data with any other club, university department or external organisation without the prior written consent of the data subject or The Students' Union.

8.5.5. Advising The Students' Union of any breaches of data protection as soon as they are made aware of the breach.

8.6. Failure to follow The Students' Union's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

9. Club Finance

9.1. All club income and expenditure shall be conducted through the The Students' Union Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.

9.2. The President/Chair, Secretary and Treasurer shall automatically be signatories to the Club accounts, once The Students' Union has received an up-to-date committee list during the (re-)ratification process.

9.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Club; one of which must be the Treasurer unless the Treasurer is making the claim.

9.4. The Club accounts shall be available for inspection at any reasonable time by The Students' Union staff and through the SUMS Member Dashboard.

9.5. An annual membership fee is required from all club members, including the Committee unless the club states otherwise and agrees not to be eligible for a The Students' Union grant. The Committee is responsible for determining both this fee and its collection.

9.6. The Students' Union members shall receive no remuneration from the club, except in legitimate expenses incurred in connection with the club business.

10. Meetings

10.1. The primary decision-making bodies of the club are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

10.2. All General Meetings must be open and advertised to all members.

10.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to The Students' Union staff upon request.

10.4. The Committee shall give at least 7 days notice of any General Meeting.

10.5. The quorum of a General Meeting shall be 20% of The Students' Union members of the club or 10 The Students' Union members of the club, whichever is greater.

10.6. An EGM can be called by the Committee of the Club, York Sport Union Committee, or a petition signed by a petition of 25% of The Students' Union members of the club or 10 The Students' Union members of the Club, whichever is greater.

11. Election of the Committee

11.1. Only current paid-up members of the Club who are also full members of the Students' Union are allowed to stand for election.

11.2. The Committee must be elected by the Club at an AGM (see section 10), which must be held at least once in every 12 month period, in the time period provided by the Sport Coordinator unless otherwise agreed.

11.3. All members should be made aware of their ability to stand for election and vote.

11.4. Only paid-up Club members who are also full members of The Students' Union shall be entitled to vote.

11.5. The Committee must be democratically elected in a free and fair election.

11.5.1. All Club members must have the chance to question candidates and submit a vote in private.

11.5.2. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferable Vote system.

- 11.5.3. If desired, The Students' Union can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
- 11.5.4. If any vacancies occur in the Committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

12. Club Complaints Procedure

- 12.1. This procedure allows members to raise complaints about any issues relating to the Club, including (but not limited to):
 - 12.1.1. The safety of activities.
 - 12.1.2. The standards of instruction.
 - 12.1.3. The standard of equipment used for the activities.
 - 12.1.4. Bullying and harassment.
 - 12.1.5. Disregard for operational policies of The Students' Union including the Equal Opportunities and Safe Space policies.
- 12.2. Complaints should first be addressed in writing to the Club President/Chair. When a complaint is made, the President/Chair must consult The Students' Union for advice.
- 12.3. Some issues, conflicts and disagreements are best dealt with informally by members and committees, outside a formal misconduct process. This usually takes the form of discussions or mediation between those involved. In no circumstances can individuals or student groups attempt to implement sanctions, this is simply a method for talking through and overcoming issues. Sanctions can only be issued by The Students' Union directly if it is deemed appropriate following a formal misconduct process.
- 12.4. If this initial process does not provide a satisfactory outcome, a formal complaint should be made to our Student Conduct team via [this form](#), triggering the use of The Students' Union's Code of Conduct process. Any queries about this process or a specific complaint can be directed to studentconduct@yusu.org
- 12.5. For the avoidance of doubt, the provisions in bye-law 12 supersede this constitution for conduct matters.
- 12.6. The Students' Union reserves the right to refer alleged breaches of the University of York's regulations or policies to relevant bodies within the institution, as appropriate.

13. Dismissal and Resignation of Committee Members

- 13.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their members.
- 13.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally. One of the committee members named in section 6.5 will be responsible for overseeing this informal process, and acting as a mediator when and where they deem necessary.
- 13.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the Sports Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of The Students' Union members of the Club or 10 The Students' Union members of the Club, whichever is greater.
- 13.4. If a 'no confidence' motion is called then a Club EGM (see section 10) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 13.5. If the no confidence motion is successful or a Committee member resigns, then a Committee member must inform The Students' Union immediately. The Club will then need to hold another EGM to re-elect a new person to the position (see section 10).

- 13.6. If the no confidence motion is unsuccessful:
 - 13.6.1. The Students' Union will facilitate support with the Committee to resolve any outstanding issues.
 - 13.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that Committee member was heard.

14. Suspension and Exclusion of Members

- 14.1. No member shall be deemed to be suspended or excluded without a formal process involving The Students' Union. This is to ensure fairness and transparency of processes.
- 14.2. Any matter which may be considered grounds for suspension or exclusion (for example, gross misconduct) must be referred as a matter of urgency to The Students' Union's Student Conduct team via [this form](#), triggering the use of The Students' Union's Code of Conduct process. Any queries about this process or a specific complaint can be directed to studentconduct@yusu.org
- 14.3. Individuals and student groups are not permitted to take action themselves and a decision to escalate an incident to The Students' Union will not always result in a suspension or exclusion. The Students' Union will follow the process in the Code of Conduct and take the most appropriate course of action.
- 14.4. For more details about this process, please refer to the Code of Conduct.

15. Amendments to the Club Constitution

- 15.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 15.2. If amended, the constitution shall be re-ratified by the Sports Coordinator before coming into effect.

16. Dissolution

- 16.1. The Club may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to The Students' Union, in line with charity law requirements.
- 16.2. In exceptional circumstances, the Club may also be dissolved by the York Sport Union Committee if deemed necessary and subject to the approval of the York Sport President.

17. Declaration

- 17.1. As a Club Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, The Students' Union's Constitution, The Students' Union's Policies and guidelines in the Resource Hub.

Question 11: Declaration

Please state the name and position of each committee member who has agreed to this declaration. All committee members must sign this declaration before the constitution is submitted to The Students' Union for ratification.

Name	Position
Megan McMorris	<i>President</i>
Tom Haslam	<i>Secretary</i>

James Edwards	<i>Treasurer</i>
Oliver Hughes	<i>Race Captain</i>
Katerina Topaloglou	<i>Sailing Beginners and Recreational Officer</i>
Alexander Brown	<i>Sailing Beginners and Recreational Officer</i>
Finn Evans	<i>Yachting Captain</i>
Tom Owen	<i>Windsurfing captain</i>
Oli McQuillan	<i>Windsurfing Beginners and Recreational Officer</i>
Sam Gunning	<i>Bosun</i>
Oliver Winder	<i>Bosun</i>
Amber Hemsley	<i>Windsurfing Kit Officer</i>
Matilda Jacobs	<i>Sponsorship</i>
Megan Hardiman	<i>Merchandise Officer</i>
Joshua Darby	<i>Social Secretary</i>
Sam Gunning	<i>Social Secretary</i>
Hannah Trevelyan-Shipp	<i>Trip Advisor</i>
Megan Hardiman	<i>Trip Advisor</i>
Katie Rathbone	<i>Communications and Alumni Officer</i>
Rosie Paul	<i>First Year Representative</i>
Faith Ellis	<i>Ordinary Member</i>

18. Amendments

Question 12: Additions to your Club Constitution.

If your Club has additional constitutional amendments, please add them to the document white space below. Please ensure each amendment and point is separated clearly, i.e. formatted similarly to the above The Students' Union club constitution.