

AGM Agenda Point 4: Motions



Constitutional changes

1. Committee Structure

Review of roles.

In consultation with the membership, the committee propose to amend the committee structure to better cater for our Membership's needs, as well as to reflect withdrawal of RYA secretarial support

Current Situation

7. OFFICERS & HONORARY MEMBER

7.1 *There shall be the following Senior Officers:*

- (a) *The Honorary President*
- (b) *Two Vice-Presidents*
- (c) *Two Representatives appointed by the RYA*
- (d) *The Chair*

7.2 *The Honorary President, the Chair and Vice-Presidents shall be elected at every other Annual General Meeting and shall hold office for two years.*

7.3 *One Representative from the RYA shall act as Secretary to the Association.*

7.4 *There shall be the following Officers:*

- (a) *The Honorary Treasurer*
- (b) *The Development Officer*
- (c) *The Web Editor*
- (d) *The Men's Captain*
- (e) *The Ladies' Captain*
- (f) *The Keelboat Officer*
- (g) *Media Officer*
- (h) *5 Regional Co-ordinators (Scottish, Northern, Midlands, Western, South/Central)*

7.5 *The remaining officers shall be elected at each Annual General Meeting and shall hold office until the succeeding Annual General Meeting.*

7.6 *An Honorary Member may be elected annually providing that they are a RYA-qualified Race Official.*

7.7 *No more than two of the Senior Officers or Officers may be from same Member Club.*

7.8 (a) *Retiring officers shall be eligible for re-election.*

(b) However, the Honorary President, Vice Presidents and Chair shall not hold office for more than four years.

7.9 *The Chair and the two RYA Representatives will also represent the Association on the Sports Management Group for British Universities & Colleges Sport.*

7.10 *Where the position of any Senior Officer, Officer or Honorary Member is vacant, the General Committee may co-opt a suitable and competent person to fill that office until the next Annual General Meeting when he or she shall retire. Any term of office served as a co-opted officer shall not count towards any total limit as specified in Articles 7.2 and 7.9.*

7.11 *The Committee may co-opted honorary members (non-voting) to assist in special projects and shall stand for election at the following AGM.*

Proposed Changes

A. Amend Officers and Honorary member as follows:

7. OFFICERS & HONORARY MEMBER

7.1 There shall be the following Officers:

- (a) The Honorary President
- (b) Two Vice-Presidents
- (c) The Chair
- (d) The Vice Chair
- (e) Honorary BUSA Treasurer
- (f) The Team Racing Officer
- (g) The Fleet Racing Officer
- (h) The Keelboat Officer
- (i) The Match Racing Officer
- (j) The Development Officer
- (k) The Media Officer
- (l) 5 Regional Chairs (Scottish, Northern, Midlands, Western, South/Central)

7.2 The Honorary President, the Chair and Vice-Presidents shall be elected at every other Annual General Meeting and shall hold office for two years.

7.3 The remaining officers shall be elected at each Annual General Meeting and shall hold office until the succeeding Annual General Meeting.

7.4 Up to three Honorary Member(s) may be elected annually at the discretion of the Committee.

7.5 The RYA will appoint an individual to act as the National Governing Body Representative.

7.6 BUCS may choose to send an employee to represent them at committee meetings at their discretion.

7.7 No more than two Officers may be from same Member Club.

7.8 Retiring officers shall be eligible for re-election, however the Honorary President, Vice Presidents and Chair shall not hold office for more than four years.

7.9 The Chair and the BUSA Secretary will also represent the Association on the Sports Management Group for British Universities & Colleges Sport.

7.10 Where the position of any Officer or Honorary Member is vacant, the General Committee may co-opt a suitable and competent person to fill that office until the next Annual General Meeting when he or she shall retire. Any term of office served as a co-opted officer shall not count towards any total limit as specified in Articles 7.2

7.11 The Committee may co-opt honorary members (non-voting) to assist in special projects.

B. Addition of 'Executive Committee' to replace senior officers.

8. EXECUTIVE COMMITTEE

- 8.1 The Chair, Vice-Chair, President, and Vice presidents shall form the executive committee.
- 8.2 The executive committee shall be responsible for:
 - 8.2.1. The recruitment and oversight of the BUSA secretary.
 - 8.2.2. Guiding the actions of general committee.
- 8.3 The executive committee may meet separately to the general committee if required.

C. Addition of description of 'BUSA Secretary'

9. BUSA SECRETARY

- 9.1 The BUSA secretary will be contracted by the executive committee.
- 9.2 They shall be contracted on a yearly basis to carry out the duties as directed by the general committee.

2. TIDY UP

- 1) Removal of references to 'Senior Officer'.
- 2) Clarification of RYA affiliation in point 4.4.
- 3) Addition of 5.7: *"All dates in this section may be extended at the discretion of the honorary treasurer."*

Standing Order changes

- 1) Code of Conduct:
 - a) Removal of 'Gross' in 2.4.
 - b) Removal of 'within seven days of the incident.' From point 3.
 - c) Change point 6:
 - i) "Any allegation that a disciplinary offence has been committed shall be sent in writing in the first instance and in full to the Secretary or Chair to the Association who shall bring it to the attention of the Chair within seven days of the incident. The Chair may advise the General Committee of the receipt of a complaint, however it is at their discretion."

To:
 - ii) "The Chair shall appoint a panel of at least three members to investigate the disciplinary offence. The Chair may be a member of the panel. The members of the panel shall be impartial and the Chair shall endeavour to ensure that no member appointed to hear a particular matter shall have had any prior involvement with the matter. Each member, upon appointment to the panel, shall disclose to the Chair any prior involvement with the matter and circumstances likely to affect (or appear to affect) his/her impartiality and the Chair shall determine whether that member should nevertheless serve on the

panel. Should a party in a particular matter raise an objection to the composition of the panel then the Chair shall rule on the legitimacy of such objection.”

- d) Addition of “The panel may take representations orally or in writing.” To point 7
- e) Amend point 12 as follows: “The Chair shall appoint a panel (who may be from out with the Association) he deems to be suitably qualified to hear the appeal. No member of the appeals panel shall have been a member of the disciplinary panel or have been involved in the investigation of the offence. If the case requires additional external support in hearing the appeal, it can be forwarded to the SDRP (Sports Dispute Resolution Panel).”
- f) Amend point 13 as follows: “After hearing the representations of the appellant and the disciplinary panel, the panel hearing the appeal may:”

2) Financial:

- a) Amend point 2 to: “Reasonable travel expenses will be reimbursed on the production of appropriate receipts. The Honorary Treasurer or Secretary may refer any particular claim to the Chair for a decision if either believes the claim may be inappropriate. Travel expenses for BUSA Teams must be authorised by the Treasurer before the expense is incurred.”

3) Committee Roles and Responsibilities:

- a) Amended to reflect proposed committee structure:

E - COMMITTEE ROLES & RESPONSIBILITIES

Role	Term	Student (at time of election)/Volunteer	Max term
President	2 years	Volunteer	N/A
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Chair	2 years	Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice Chair	1 year	Student	2 terms (2 years)
Honorary Treasurer	N/A	Volunteer	N/A
Development Officer	1 year	Student	2 terms (2 years)
Team Racing Officer	1 year	Student	2 terms (2 years)
Fleet Racing Officer	1 year	Student	2 terms (2 years)

Match Racing Officer	1 year	Student	2 terms (2 years)
Keelboat Officer	1 year	Student	2 terms (2 years)
Media Officer	1 year	Student	2 terms (2 years)
Scottish Area Chair	1 year	Student from Scottish University	2 terms (2 years)
Northern Area Chair	1 year	Student from Northern University	2 terms (2 years)
Midlands Area Chair	1 year	Student from Midlands University	2 terms (2 years)
South-Central Area Chair	1 year	Student from South-Central University	2 terms (2 years)
Western Area Chair	1 year	Student from Western University	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer – Maximum of 3	None
BUSA Secretary	1 year rolling contract	Non-student employed by BUSA	N/A
NGB Representative	N/A	RYA Employee	N/A
BUCS Representative	N/A	BUCS Employee	N/A

Role Descriptions:

PRESIDENT

Who will I report to?

I advise the committee and inform the Chair on relevant matters

What will I be responsible for?

The President's role is to provide institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will provide continuity to the committee, and assist in preserving BUSA's reputation. .
- I will provide 'senior guidance' as required and act as the final arbiter in the case of disputes within the workings of BUSA.

- I will support committee members in their roles as required.
- I will mentor the Chair and Vice-Chair in their roles.
- I will assist and push the Committee to meet its agreed targets and deadlines on behalf of the BUSA members, and help to guide the strategic plans of the committee.

What else can you tell me about the role?

Committee meetings happen roughly 6 times per year, which require my attendance.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 1-2 hrs per month of admin work.

VICE PRESIDENT (2 posts)

Who will I report to?

I will liaise with the President and Chair, and guide members of the committee as appropriate.

What will I be responsible for?

The Vice President's role is to provide short-term institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will take on an advisory role for the rest of the committee.
- I will act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.
- I will work closely with the chair whilst setting strategy and policies for operations of the association.
- I will support committee members in their roles as required.
 - One VP will support the Area Chairs
 - One VP will support the Active committee and chair the Fixtures Committee

What else can you tell me about the role?

The role is best suited to people who have experience of running events at their university, and to have a broad knowledge across the different types of sailing.

Final year and postgraduate students are best suited for the role, as they are likely to have had the most exposure to BUSA, it's events, and may have sat previously on the committee.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 1-2 hrs per week of admin work.

CHAIR

Who will I report to?

I advise the committee and inform the President

What will I be responsible for?

The Chair's responsibilities extend from compiling the agenda and chairing committee meetings, to providing the central point of contact from BUSA to administration organisations including BUCS, ICSA and the RYA.

- I will compile the Agenda for each committee meeting with the Vice-Chair, and send to the Secretary.
- I will direct the Secretary as to the location, date and time of meeting venues to be booked.

- I will chair each committee meeting, or to invite the Vice-Chair to chair in my absence.
- I will communicate with administration organisations. Principally BUCS, ICSA and the RYA.
- I will represent student sailing at the appropriate BUCS forums.
- I will compile the agenda for each annual general or extraordinary general meeting, as directed by the committee.
- I will ensure that the committee application procedure is run fairly.

What else can you tell me about the role?

The role requires a high level of diplomacy and clarity. It can be quite challenging at times. There is a high frequency of emails and small jobs which need tending to more often than you think.

Secretary and workloads should be co-managed with NGB representative.

How much time will I need to give to the role?

Minimum of 4 committee meetings per year

BUSA AGM plus representative activity

1 day of admin before each committee meeting

2- 3 hours a week of admin

VICE CHAIR

Who will I report to?

I will report to the chair and Executive Committee

What will I be responsible for?

The Vice Chair's responsibilities largely mirror the Chair's, in that they are to support the Chair in their duties. Specifically they are to liaise with major stakeholders which BUSA engage with, and to directly communicate with the SSS committee alongside the Scottish area representative.

The Vice Chair will also sit on the Fixture sub-committee.

- I will compile the Agenda for each committee meeting with the chair, and send to the Secretary.
- I will liaise directly with any additional organisations, such as SSS or regional committees which may arise in future.
- I will chair committee meetings when invited by the chair.
- I will compile the executive summary of each committee meeting
- I will communicate with major stakeholders: Sunsail, sponsors, and host clubs as required.
- I will represent student sailing at the appropriate BUCS forums alongside the chair.
- I will assist in compiling the Agenda for each annual general or extraordinary general meeting, as directed by the committee.
- I will ensure that the committee application procedure is run fairly.
- I will sit on any Fixture committee which may be created for event delivery.

What else can you tell me about the role?

The role requires a high level of organisation, and requires an effective working relationship with the chair, VPs and President.

How much time will I need to give to the role?

Minimum of 4 committee meetings per year
BUSA AGM plus representative activity
1 day of admin before each committee meeting
2-3 hours a week of admin

HONORARY TREASURER

Who will I report to?

The committee

What will I be responsible for?

The Treasurer's role is to maintain the financial position of BUSA, through allocating achievable budgets, invoicing member clubs, and administering expenses.

- I will maintain and present accounts for each meeting and the AGM.
- I will set appropriate affiliation fees in line with the wider financial picture.
- I will invoice member clubs for affiliation fees.
- I will provide the fixtures committee with a budget for BUSA teams each year.
- I will scrutinise and pay committee expenses where appropriate.
- I will ratify each championship budget, as provided by the treasurer of the host organisation

What else can you tell me about the role?

Often fill an advisory role for other matters.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and in general, it varies between 1-2 hours per month to 1-2 hours every fortnight.

DEVELOPMENT OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Development Officer take responsibility for overseeing the development of student sailing through BUSA. This role is a development role, with a view to grow the BUSA provision of student sailing, through both training opportunities and membership consultation.

- I will identify the key areas of development needed within student sailing, with the help of the Area Chairs.
- I will communicate feedback from development events and consultation to the committee.
- I will inform the committee of the key development areas needed within student sailing.
- I will produce a development plan with the area chairs, which is achievable.

- I will identify areas of funding needed to further student development, and to put together funding requests with the help of the Treasurer.
- I will look to improve BUSA provision for all experience levels, including beginners.

What else can you tell me about the role?

This role depends on what universities will benefit from year on year so focus may vary depending on the needs of students at the time.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 2-3 hours per week.

TEAM RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Team Racing Officer takes responsibility for overseeing the provision of team racing for BUSA, principally: the area qualifiers, the playoffs and the BUCS Team Racing Championship. They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for:
 - Team Racing Finals
 - Team Racing Playoffs
 - Area Qualifiers
- I will act as the liaison between the committee and the host club for:
 - Team Racing Finals
 - Team Racing Playoffs
- I will communicate feedback from Team Racing events to the committee.
- I will sit on the fixtures committee with the FRO, MRO, KBO, VC, and VP.

What else can you tell me about the role?

This role requires knowledge from competing in Team Racing events prior to becoming an officer

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

FLEET RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Fleet Racing Officer take responsibility for overseeing the provision of fleet racing for BUSA, principally the BUCS Fleet Racing Championship. This role is a development role, with a view to grow the BUSA provision of Fleet Racing

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for the BUCS Fleet Racing Championships.
- I will act as the liaison between the committee and the host club for the BUCS Fleet Racing Championships.
- I will communicate feedback from Fleet Racing events to the committee.
- I will develop the provision of Fleet Racing for students.
- I will sit on the fixtures committee with the FRO, MRO, KBO, VC, and VP.

What else can you tell me about the role?

This role requires knowledge from competing in fleet racing events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

MATCH RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Match Racing Officer take responsibility for liaising with the RYA in the provision of the Match racing championships. This role is a development role, with a view to grow the BUSA provision of Match Racing

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will liaise with the RYA as to the provision of the Match Racing Championships.
- I will develop further opportunities for student match racing with the RYA.
- I will sit on the fixtures committee with the FRO, MRO, KBO and VP.

What else can you tell me about the role?

This role requires knowledge from competing in match racing events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

KEELBOAT OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Keelboat Officer takes responsibility for overseeing the provision of keelboat racing for BUSA, principally the BUCS Yachting Championships. This role is a development role, with a view to grow the BUSA provision of Keelboat sailing.

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will act as the liaison between the committee and Sunsail for the BUCS Yachting Championships.
- I will communicate feedback from keelboat events to the committee.

- I will organise keelboat training opportunities for students.
- I will sit on the fixtures committee with the FRO, MRO, VC, and VP.

What else can you tell me about the role?

This role requires knowledge from competing in keelboat/yachting events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

MEDIA OFFICER

Who will I report to?

The committee

What will I be responsible for?

- I will manage and moderate BUSA's social media channels, principally Facebook, Instagram, Twitter, and Youtube.
- I will present and promote the championship events on social media.
- I will help the secretary maintain the website, including obtaining and publishing student-submitted event reports and news items.
- I will promote BUSA activities, both to student members and externally.

What else can you tell me about the role?

May be required to attend some BUSA events for media related duties.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 3hrs/week.

AREA CHAIR (5 posts – Scottish/Northern/Midlands/South-Central/Western)

Who will I report to?

The committee

What will I be responsible for?

The Area Chairs are to act as the BUSA point of contact in their area, providing the structure to ensure a link between the BUSA committee and the affiliated University Sailing Clubs in that area.

- I will set up and facilitate discussion in my respective area.
- I will communicate the actions of the committee to those in my area, and feedback the views of affiliates in my area. This may be via the maintenance of an area Facebook group.
- I will support the Team Racing Officer in running the bidding process for my area qualifier.
- I will act as the liaison between BUSA and the host of their area BUCS Team Racing Qualifier. I may also be required to be the Event Director at the Qualifier event.
- I will support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).

- I will support the Development Officer by informing them of my area's Development needs and facilitate the provision of development opportunities.
- POTENTIAL GROWTH: These roles have been given the title of Chair to encourage regional committee development if desired.

What else can you tell me about the role?

Maintaining good contact with USCs in the region is extremely useful.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and depending on regional events, and any extra roles undertaken, around 1-2 hours a week. This can vary during times of peak activity.

Will be required to act as event organiser for the regional BUCS Team Racing Qualifiers events.

HONORARY MEMBER(S)

Who will I report to?

The committee.

What will I be responsible for?

- I will assist with BUSA matters.
- I will provide advice.
- I will help out at BUSA events.

What else can you tell me about the role?

The honorary member's role is to provide the committee with the ability to invite those with expertise in certain areas onto the committee, to aid with the provision of service, governance, or development.

How much time will I need to give to the role?

Varied, on average 1 day a month

Addendum E – Description of Categories

BUSA Member Clubs shall belong to one of three proposed categories: BUSA Competitive Member Clubs, BUSA Developmental Member Clubs and BUSA Participation Member Clubs.

BUSA Competitive Member Club

- All benefits of BUSA Developmental Member Club.
- Members may represent BUSA on teams (e.g. tour events).
- May enter BUCS team, match, fleet and yacht racing events to the maximum number of entries permitted by the event notice of race (subject to entry deadlines).
- May bid to host BUCS events (Team racing finals, playoffs etc.).

BUSA Developmental Member Club

- All benefits of BUSA Participation Member Club.
- Members may compete in BUSA yachting, with no more than two members per team.
- RYA Affiliation included in Subscription.
- Full voting rights at AGM.
- Members eligible for committee positions.
- Club details published on the BUSA website.
- Member club can request BUSA funding for support with training.
- Support from BUSA in finding race officials for events.

BUSA Participation Member Club

- Members may enter BUCS team & match racing events with no more than one team per event.
- Members may compete in BUSA fleet racing events, entering no more than two boats.

The Subscription Fee will be determined each year by the BUSA General Committee