

UBU Council – By-Law governing areas with devolved powers of Council

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Section A: Introduction

1. Preamble

- i. The UBU Constitution (article 22) provides for the establishment of bodies with devolved powers. This By-Law lays down the regulatory framework to facilitate the implementation of this provision.
- ii. The three current bodies with devolved powers are:
 - a. Academic Affairs Council — henceforth to be known as **UBU Academic Representation**
 - b. Societies Federation Council — henceforth to be known as **UBU Activities**
 - c. Athletic Union Council — henceforth to be known as **UBU Sports**
- iii. All three bodies are bound by the fundamental Mission and Objects of the UBU Constitution.
- iv. Elected and co-opted Officers, Executives, and Committee Members, and all members of these bodies, including individual Sports Clubs and Activity Groups, are bound by the UBU Code of Conduct.
- v. No Officer elected into any post with any of these bodies shall hold office for more than one year without then having to seek further nomination and stand for annual re-election.
- vi. All elections shall be run in accordance with the UBU Elections By-Law, under the oversight of the UBU Elections Committee.

2. Governance

- i. Each devolved body shall be governed by the terms of this By-Law, which must be approved by UBU Council, and can be modified at only UBU Council.
- ii. Each devolved body shall be governed by its **Assembly**, which shall be the uppermost decision-making entity within the devolved body. The Assembly elects a **Committee** from within its members, to function as an executive committee in order to pursue the business decided by the Assembly.
- iii. Each of these devolved Assemblies shall be responsible to UBU Council for the proper management of all matters devolved to it, including by means of providing regular monthly reports to UBU Council, together with minutes of all their Assembly meetings.

Section B: UBU Academic Representation

Section B, Part 1: UBU Academic Representation Assembly

1. Powers

- i. UBU Academic Representation is a subsidiary body with powers devolved from UBU Council, in accordance with section 22 of the UBU Constitution.
- ii. The powers devolved shall be described in this By-Law. Nothing in this By-Law takes precedence over the main UBU Constitution.
- iii. The By-Law may only be changed by resolution of UBU Council.
- iv. UBU Academic Representation is bound by resolutions and policies of UBU Council. No UBU Academic Representation resolution may take precedence over any conflicting resolutions of UBU Council.
- i. UBU Academic Representation shall conduct itself in accordance with the University of Bradford Policy for Student Representation.¹
- v. For the avoidance of doubt, all decisions affecting the finances of UBU remain under the control of UBU Council and the Trustee Board.
- vi. The specific powers devolved are:
 - i. Normal operation of the UBU Academic Representation Assembly, which is the meeting of the Faculty Representatives.
 - ii. Assist Faculty Representatives in their duty to organise Student-Staff Faculty Fora, including through an annual assessment of the training provided to Student Representatives.

2. Representation on UBU Council

- i. UBU Academic Representation Assembly has representation on UBU Council in the form of up to 3 voting representatives elected democratically by and from the members of UBU Academic Representation Assembly, one of whom shall be the UBU Academic Representation Chair.
- ii. Those UBU Academic Representation Assembly representatives must attend all UBU Council meetings; in accordance with the UBU Council By-Law, repeated failure to attend will result in the offending representative being removed from UBU Council. In the event of removal of a representative, UBU Academic Representation Assembly must immediately appoint a replacement.
- iii. The UBU Academic Representation Chair shall be democratically elected by and from the members of the Assembly.
- iv. All elections relating to the Assembly shall take place in compliance with the University of Bradford Policy for Student Representation¹ and the UBU Election By-Law.
- v. It is the responsibility of the Chair to present minutes of UBU Academic Representation Assembly meetings, together with a report, to each UBU Council.

3. Membership of UBU Academic Representation Assembly

- i. Membership shall be the 5 faculty representatives from each faculty, which include 3 undergraduates, 1 taught postgraduate, and 1 research postgraduate student.
- ii. Every UBU Academic Representation Assembly member shall have 1 vote in all its decisions.

¹ <http://www.brad.ac.uk/student-experience/media/academicdevelopment/studentengagement/documents/Policy-for-Student-Representation-REVISED-2015.pdf>

Section C: UBU Activities

Section C, Part 1: UBU Activities Assembly and its Committee

1. Powers

- i. UBU Activities is a subsidiary body with powers devolved from UBU Council, in accordance with section 22 of the UBU Constitution.
- ii. The powers devolved shall be described in this By-Law. Nothing in this By-Law takes precedence over the main UBU Constitution.
- iii. The By-Law may only be changed by resolution of UBU Council.
- iv. UBU Activities is bound by resolutions and policies of UBU Council. No UBU Activities resolution may take precedence over any conflicting resolutions of UBU Council.
- v. For the avoidance of doubt, all decisions affecting the finances of UBU, excepting the dispersal of budgets explicitly devolved to UBU Activities, remain under the control of UBU Council and the Trustee Board.
- vi. The specific powers devolved are:
 - i. Approval of Activity Groups
 - ii. Attempting to avoid the permanent lapse of Activity Groups
 - iii. Monitoring Activity Groups
 - iv. Collaborating with UBU to design and deliver relevant events and awards in accordance with UBU events procedures, under the purview of the appropriate Sabbatical Officers.
 - v. Administration of the Activities Development Fund

2. Representation on UBU Council

- i. UBU Activities has representation on UBU Council in the form of up to 3 voting Representatives elected democratically by UBU Activities, one of whom shall be the UBU Activities Chair. The representatives shall automatically be members of the Committee of UBU Activities.
- ii. UBU Activities Representatives must attend all UBU Council meetings; in accordance with the UBU Council By-Law, repeated failure to attend will result in the offending representative being removed from UBU Council. In the event of removal of a representative, UBU Activities must immediately appoint a replacement.
- iii. The UBU Activities Chair shall be democratically elected by and from the members of the Assembly.
- iv. It is the responsibility of the Chair to present minutes of UBU Activities meetings, together with a report, to each UBU Council.
- v. UBU Activities shall also present an annual report including financial accounts (prepared by UBU staff) to UBU Council.

3. Aims and objectives

- i. To approve new Activity Groups that the UBU Activities Assembly finds suitable.
- ii. To support Executives of individual Activity Groups in the effective running of their Activity Groups.
- iii. To ensure the financial and democratic accountability of all the Activity Groups.
- iv. To maintain a high standard of impartial documentation of the activities of UBU Activities.
- v. To provide creative, voluntary, and / or skill-development opportunities for all UBU student members to engage with.

4. Committee Members and the Committee

- i. UBU Activities shall be administered by its Committee, convened by the responsible Sabbatical.

- ii. The Committee shall meet at least once per month during the academic terms.
- iii. Individual Committee Members' roles shall be as required by UBU Activities Assembly, and as described in the UBU job descriptions booklet.
- iv. Committee Members of the Committee must be current students who are, or have been, Executives of an individual Activity Group, or former society, or former media club.
- v. Committee Members of the Committee shall be elected at a quorate meeting of UBU Activities Assembly.
- vi. The Committee is responsible for the annual Awards and associated events, such as a ball or ceremony, in conjunction with the UBU staff responsible for the events.

5. UBU Activities Assembly

- i. There shall be a UBU Activities Assembly meeting at least three times per semester at approximately monthly intervals. This will direct the work of the Committee and hold them to account.
- ii. All Activity Groups registered with UBU Activities and in good standing (not suspended) shall sit on the UBU Activities Assembly.
- iii. The quorum of UBU Activities Assembly shall be the same numerical calculation as defined for UBU Council except that in this case the "members" are defined as the Activity Groups, rather than individual students. Each Activity Group must be properly represented by at least 1 member of their Activity Group Executive.
- iv. UBU Activities Assembly explicitly lacks the power to pass policy for UBU.
 - i. UBU Activities Assembly may democratically resolve to bring a motion to UBU Council.
 - ii. Such motion shall be subject to the standard requirements laid down in the UBU Constitution.
 - iii. The Chair of UBU Activities shall be the proposer.
 - iv. When UBU Activities sends a motion to UBU Council, the UBU Activities representatives on UBU Council may vote with their conscience. The motion itself should indicate the voting numbers at the UBU Activities Assembly.

6. Activity Group oversight

- i. UBU Activities Committee shall be responsible to advise UBU staff of Activity Group approvals and disciplinary matters.
- ii. UBU Activities Assembly shall hold UBU Activities Committee and all Activity Groups accountable to this By-Law and oversee their financial activity within the budget set by UBU.

7. Appeals and complaints

- i. UBU Activities has the ability to suspend and ultimately disband any Activity Group which does not comply with the UBU Constitution, including this By-Law and the Code of Conduct.
- ii. UBU Activities shall manage an appeals procedure for appeals against suspensions and disbandments, against groups or individual officers, and also in respect of any decisions within individual Activity Groups which cannot, after reasonable attempts, be resolved within that Activity Group. In the first instance, appeals will be heard by the Committee.
- iii. Appellants unhappy with the Committee decision may request a further appeal hearing at Assembly level, which the Assembly may choose whether or not to hear.
- iv. Appeals which are unsuccessful within UBU Activities may be escalated to a full and final hearing at UBU Council, to be convened by the Council Advisory Committee.
- v. Complaints should be resolved at the most local level appropriate, where safe and possible, before invoking the official procedure described below. Those local levels include, in order, the individual Activity Group Executive; UBU Activities Committee; UBU Activities Assembly; the Sabbatical Officers; UBU Council; UBU staff.

vi. Ultimately, there shall be recourse to the UBU formal complaints procedure in respect of any aspect of UBU Activities or Activity Group conduct.

8. Elections and continuity

i. All elections shall be conducted in accordance with the UBU Elections By-Law.

Section C, Part 2: Individual Activity Groups

1. Overview

- i. UBU Activities Committee shall, as directed by UBU Activities Assembly, be responsible for Activity Groups in terms of creation, auditing, discipline, and disbandment.
- ii. Among the Activity Groups there may be a number of micro-societies, which are a special category of Activity Group.
- iii. For the avoidance of doubt, all Activity Group rules apply to micro-societies except where variations are specifically detailed in this By-Law.
- iv. Activity Groups may be created in response to student demand for a specific Activity Group.
 - i. To start a micro-society, at least 1 student must make the application and agree to be the initial member. The micro-society may only be created for a defined period with a view to becoming eligible to be, and becoming, a full Activity Group.
 - ii. To start a full Activity Group, at least 3 students must make the application and agree to be the interim Executive and paying members.
 - iii. After a period of six weeks, new Activity Groups are required to have achieved at least 10 paying members. This does not apply to micro-societies.
- v. There shall not be duplicate or rival Activity Groups (including micro-societies) with the same purpose.
- vi. Each Activity Group shall operate its own internal affairs, and manage its own membership, according to the rules outlined in this By-Law.

2. Responsibilities of Activity Groups

- i. Activity Groups, via their Executives, are responsible to their members to make reasonable efforts for the pursuance of the Activity Group's aims.
- ii. Each Activity Group must meet the criteria below. It is the responsibility of the Activity Group's Executives to ensure that it does.
 - i. It must maintain its private account so that it is in credit when handed over to a succeeding Executive. This does not apply to micro-societies, which are not given private accounts.
 - ii. Activity Groups must have a democratically elected executive team with a minimum of 3 Executives, except micro-societies which must have a minimum of 1 elected or co-opted Executive. All Executives must be paying members of the Activity Group or micro-society.
 - iii. At least any 1 member of the Activity Group's Executive must attend every UBU Activities Assembly.
 - iv. At least any 1 member of the Activity Group's Executive must have attended annual Activity Group Executive training.
 - v. It must comply with all of the UBU Constitution, including this By-Law.
 - vi. Activity Groups must have at least 10 paying members, except micro-societies which must have at least 5 paying members
- iii. Any Activity Group failing in any of these criteria will be suspended pending a meeting between the Activity Group Executive and the UBU Activities Committee. Suspension means funding and room bookings are withheld.
- iv. The UBU Activities Committee must be satisfied that any failure has been addressed and is unlikely to be repeated that academic year, in which case, the Activity Group shall be reinstated.
- v. If the UBU Activities Committee is not so satisfied, the Activity Group shall be disbanded.
- vi. After disbandment, a fresh application may be made for an Activity Group with the same purpose, but not by any previous Executives of the preceding 6 months. The Executives who presided over the disbanded Activity Group may not stand for the new Activity Group's Executive positions for 12 months.

3. Membership of Activity Groups

- i. Activity Group members must be members of UBU. This includes ordinary student members; current, paying UBU Associate Members; registered UBU Life Members; and UBU Honorary Life Members. In accordance with the UBU Constitution, Activity Groups may choose whether or not to allow individual Associate Members, Life Members, and Honorary Life Members to join the Activity Group. All current student UBU members must be able to join.
- ii. Each Activity Group must charge a membership fee of an amount between £3 and £25, which must be paid via the UBU website. Micro-societies must charge a membership fee of £1 which is paid into the Activities Fund.
- iii. Membership runs for the duration of the academic year.
- iv. Activities organised and funded by Activity Groups are for the members of that Activity Group. Other students regularly attending an Activity Group's events are required to join that Activity Group. Non-students should not be direct beneficiaries of an Activity Group's expenditure.

4. Reporting

- i. UBU staff will undertake regular / ongoing compliance checks to ensure all Activity Groups are fulfilling the requirements set out above.
- ii. Staff will provide the UBU Activities Committee with periodic updates and alerts regarding these checks.
- iii. UBU Activities Committee shall provide a summary of these checks to UBU Activities Assembly meetings.

5. The UBU Activities Fund

- i. Individual Activity Group members shall pay their membership fee directly to UBU. A proportion of these fees form the UBU Activities Fund, the rest going to the Activity Group's "private account". Micro-societies do not have a private account, and the membership fee for these goes entirely to the Activities Fund.
- ii. Activity Groups may bid for a grant or loan from the fund, for development or hardship reasons that will benefit their members. The following information shall be required:
 - i. Quotations or proof of expenditure relating to the development or hardship in question.
 - ii. A budget showing these costs, any other funding the Activity Group is spending or planning to spend, and how the grant or loan is financially necessary.
 - iii. Reasons suggesting why the application should be approved.
- iii. UBU Activities Assembly may choose the Activities Groups to which to allocate the UBU Activities Fund, taking into account the application information together with membership numbers and performance.
- iv. The decisions of UBU Activities Assembly in this regard shall be subject to scrutiny by UBU Council.

6. Sponsorship

- i. External sponsors are only acceptable if listed in the UBU Approved Sponsors list. If an Activity Group wishes to accept sponsorship from an organisation or individual that is not listed, the Activity Group must seek approval from UBU. Micro-societies cannot have external sponsorship.
- ii. External sponsors must sign the UBU Sponsorship Agreement. Sponsors that have not signed will forfeit access to the UBU Finance administration service, including Activity Group private accounts.
- iii. Disputes between external sponsors and Activity Groups must be communicated to UBU within 7 days of occurring.
- iv. All transactions must be completed using organisational invoices and follow UBU financial procedures.

7. Special rules for micro-societies

- i. Micro-societies will be provided for financially by UBU via a £50 allocation each, within the general Activities Fund.

ii. Unlike full Activity Groups, micro-societies may not:

- i. Hold events with any financial risk.
- ii. Order clothing for members.
- iii. Fundraise for themselves or retain funds for future activities.
- iv. Seek sponsorship from external organisations.
- v. Apply to the educational fund. For the avoidance of doubt, they may apply to the Activities Development Fund.

Section D: UBU Sports

Section D, Part 1: UBU Sports Assembly and its Committee

1. Powers

- i. UBU Sports is a subsidiary body with powers devolved from UBU Council, in accordance with section 22 of the UBU Constitution.
- ii. The powers devolved shall be described in this By-Law. Nothing in this By-Law takes precedence over the main UBU Constitution.
- iii. The By-Law may only be changed by resolution of UBU Council.
- iv. UBU Sports is bound by resolutions and policies of UBU Council. No UBU Sports resolution may take precedence over any conflicting resolutions of UBU Council.
- v. For the avoidance of doubt, all decisions affecting the finances of UBU, excepting the dispersal of budgets explicitly devolved to UBU Sports, remain under the control of UBU Council and the Trustee Board.
- vi. The specific powers devolved are:
 - i. Approval of sports clubs
 - ii. Attempting to avoid the permanent lapse of sports clubs
 - iii. Monitoring sports clubs
 - iv. Collaborating with UBU to design and deliver relevant events and awards in accordance with UBU events procedures, under the purview of the appropriate Sabbatical Officers.
 - v. Administration of the UBU Sport Fund (but not budgets or competitions funds).

2. Representation on UBU Council

- i. UBU Sports has representation on UBU Council in the form of up to 3 voting representatives chosen democratically by UBU Sports, one of whom shall be the UBU Sports Chair. The representatives shall automatically be members of the Committee of UBU Sports.
- ii. UBU Sports representatives must attend all UBU Council meetings; in accordance with the UBU Council By-Law, repeated failure to attend will result in their being removed from UBU Council. In the event of removal of a representative, UBU Sports must immediately appoint a replacement.
- iii. The UBU Sports Chair shall be democratically elected by and from the members of the Assembly.
- iv. It is the responsibility of the Chair to present minutes of UBU Sports meetings, together with a report, to each UBU Council.
- v. UBU Sports shall also present an annual report including financial accounts (prepared by UBU staff) to UBU Council.

3. Aims and objectives

- i. To approve new UBU Sports Clubs that the UBU Sports Council finds suitable.
- ii. To support UBU Sports Club Officers / Executives in the effective running of UBU Sports Clubs.
- iii. To ensure the financial and democratic accountability of all UBU Sports Clubs.
- iv. To maintain a high standard of impartial documentation of its activities.
- v. To encourage Sports Clubs to achieve their maximum potential in the Quality Mark scheme.

4. Committee Members and the Committee

- i. UBU Sports shall be administered by its Committee, convened by the responsible sabbatical.
- ii. The Committee shall meet at least once per month during the academic terms.

- iii. Individual Committee Members' roles shall be as required by UBU Sports Assembly, and as described in the UBU job descriptions booklet
- iv. Committee Members of the Committee must be current students who are, or have been, members of a Sports Club.
- v. Committee Members of the Committee shall be elected at a quorate meeting of UBU Sports Assembly.
- vi. The Committee is responsible for organising and supporting the annual Colours Awards, and the annual intra-mural event, in conjunction with the UBU staff responsible for events.

5. UBU Sports Assembly

- i. There shall be a UBU Sports Assembly meeting at least three times per semester at approximately monthly intervals. This will direct the work of the Committee and hold them to account.
- ii. All Sports Clubs registered with the UBU Sports and in good standing (not suspended) shall sit on the UBU Sports Assembly.
- iii. The quorum of UBU Sports Assembly shall be the same numerical calculation as defined for UBU Council except in that the "members" are defined as the UBU Sports clubs, rather than individual students. Each Sports Club must be properly represented by at least 1 member of their Sports Club Executive.
- iv. UBU Sports Assembly explicitly lacks the power to pass policy for UBU.
 - i. UBU Sports Assembly may democratically resolve to bring a motion to UBU Council.
 - ii. Such motion shall be subject to the standard requirements laid down in the UBU Constitution.
 - iii. The Chair of UBU Sports shall be the proposer.
 - iv. When UBU Sports sends a motion to UBU Council, the UBU Sports representatives on UBU Council may vote with their conscience. The motion itself should indicate the voting numbers at the UBU Sports Assembly.

6. Sports Club oversight

- i. UBU Sports Committee shall be responsible to advise UBU staff of Sports Club approvals and disciplinary matters.
- ii. UBU Sports Assembly shall hold UBU Sports Committee and all Sports Clubs accountable to this By-Law and oversee their financial activity within the budget set by UBU.

7. Appeals and complaints

- i. UBU Sports has the ability to suspend and ultimately disband any Sports Club which does not comply with the UBU Constitution, including this By-Law and the Code of Conduct.
- ii. UBU Sports shall manage an appeals procedure for appeals against suspensions and disbandments, against clubs or individual officers, and also in respect of any decisions within individual Sports Clubs which cannot, after reasonable attempts, be resolved within that Sports Club. In the first instance, appeals will be heard by the Committee.
- iii. Appellants unhappy with the Committee decision may request a further appeal hearing at Assembly level, which the Assembly may choose whether or not to hear.
- iv. Appeals which are unsuccessful within UBU Sports may be escalated to a full and final hearing at UBU Council, to be convened by the Council Advisory Committee.
- v. Complaints should be resolved at the most local level appropriate, where safe and possible, before invoking the official procedure described below. Those local levels include, in order, the individual Sports Club Executive; UBU Sports Committee; UBU Sports Assembly; the Sabbatical Officers; UBU Council; UBU staff.

- vi. Ultimately, there shall be recourse to the UBU formal complaints procedure in respect of any aspect of UBU Sports or Sports Club conduct.

8. Elections and continuity

- i. All elections shall be conducted in accordance with the UBU Elections By-Law.

Section D, Part 2: Individual Sports Clubs

1. Overview

- i. The UBU Sports Committee shall, as directed by UBU Sports Assembly, be responsible for Sports Clubs in terms of creation, auditing, discipline, and disbandment.
- ii. Sports Clubs may be created in response to student demand for a specific Sports Club. At least 10 students must make the application and agree to be the initial paying members.
- iii. There shall not be duplicate or rival Sports Clubs providing for the same activity, unless the nature of team structure for that sport clearly requires it.
- iv. Each Sports Club shall operate its own internal affairs, and manage its own membership, according to the rules outlined in this By-Law.
- v. Each Sports Club is governed by the UBU Code of Conduct.

2. Responsibilities of Sports Clubs

- i. Sports Clubs, via their Executives, are responsible to their members to make reasonable efforts for the pursuance of the Sports Club's aims.
- ii. Each Sports Club must meet the criteria below. It is the responsibility of the Sports Club's Executives to ensure that it does.
 - i. It must pass an Annual Audit (see article 4, below).
 - ii. It must have a democratically elected executive team with a minimum of 3 Executives. All Executives must be members of the Sports Club.
 - iii. At least any 1 member of the Sports Club's Executive must attend every UBU Sports Assembly.
 - iv. At least any 1 member of the Sports Club's Executive must have attended annual Sports Club Executive training.
 - v. It must comply with all of the UBU Constitution and this By-Law.
- iii. Any Sports Club failing in any of these criteria will be suspended pending a meeting between the Sports Club's Executive and the UBU Sports Committee. Suspension means funding and facilities bookings are withheld.
- iv. The UBU Sports Committee must be satisfied that any failure has been addressed and is unlikely to be repeated that academic year, in which case, the Sports Club shall be reinstated.
- v. If the UBU Sports Committee is not so satisfied, the Sports Club shall be disbanded.
- vi. After disbandment, a fresh application may be made for a Sports Club with the same purpose, but not by any previous executives of the preceding 6 months. The executives who presided over the disbanded club may not stand for the new club's Executive positions for 12 months.

3. Membership of Sports Clubs

- i. Sports Club members must be members of UBU. This includes ordinary student members; current, paying UBU Associate Members; current, registered UBU Life Members; and UBU Honorary Life Members. In accordance with the UBU Constitution (clause 7.4), Sports Clubs may choose whether or not to allow individual Associate Members, Life Members, and Honorary Life Members to join the Sports Club. All current student UBU members must be able to join.
- ii. Any members who are not current students must understand that they may be ineligible for BUCS competitions.
- iii. All members of Sports Clubs must pay their membership by means of paying the annual membership subscription at the Unique gym facility.
- iv. Membership runs for the duration of the academic year.
- v. Benefit:

- i. Activities organised and funded by Sports Clubs are for the members of that Sports Club, and any teams they are playing against, or in tournament with, at any given event.
- ii. Other students regularly attending a Sports Club's events are required to join that Club.
- iii. Non-students should not be direct beneficiaries of a Sports Club's expenditure, except where members of other teams are indirectly benefitting by joining the UBU Sports Club in competition.

4. Reporting

- i. UBU staff will undertake regular / ongoing compliance checks to ensure all Sports Clubs are fulfilling the requirements set out above.
- ii. Staff will provide the UBU Sports Committee with periodic updates and alerts regarding these checks.
- iii. UBU Sports Committee shall provide a summary of these checks to UBU Sports Assembly meetings.

5. The UBU Sports Fund and Unique Membership

- i. University Sports is a partnership between UBU and Unique.
- ii. Individual Sports Club members pay a joint membership fee which provides membership of one or more Sports Clubs and use of University facilities and coaching.
- iii. The responsible sabbatical and UBU agree sports budgets and competitions budgets with Unique.
- iv. UBU makes an agreement with UBU Sports regarding the allocation of budgets.
- v. UBU Sports Fund is a sum of money raised by members of Sports Clubs which allows Sports Clubs to bid for funds outwith their allocated budget. Bids are processed by the Committee Members of UBU Sports.
- vi. Financial arrangements with the University are arranged through discussion and negotiation by UBU and reported to the UBU Trustee Board, UBU Council, and StarBoard.

6. Sponsorship

- i. External sponsors are only acceptable if listed in the UBU Approved Sponsors list. If a Sports Club wishes to accept sponsorship from an organisation or individual that is not listed, the Sports Club must seek approval from UBU.
- ii. External sponsors must sign the UBU Sponsorship Agreement. Sponsors that have not signed will forfeit access to the UBU Finance administration service, including Sports Club private accounts.
- iii. Disputes between external sponsors and Sports Clubs must be communicated to UBU within 7 days of occurring.
- iv. All transactions must be completed using organisational invoices and follow UBU financial procedures.
- v. Logos of external sponsors may be used in all contexts except playing kit.