



## Staff Social Club Constitution

Version	Amended by	Approved by	Date Amended	Date Due for Review
V2019.11.3	I Bradshaw	Staff Social Club Committee	Nov 2019	Nov 2021

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## 1 Purpose

The Staff Social Club (SSC) exists with the aim of providing social, cultural and recreational activities, for staff employed by the Newcastle upon Tyne Hospitals NHS Foundation Trust (NUTH), along with other qualifying members. This is to be done through the provision of activities and events and the maintenance of on-site fitness centres.

## 2 Membership

Membership of the SSC is exclusive to staff who meet one of the following criteria:

- Directly employed by the Newcastle upon Tyne Hospitals NHS Foundation Trust
- Employee of the NUTH Staff Bank
- Registered as active on the Electronic Staff Record (ESR) of the Newcastle upon Tyne Hospitals NHS Foundation Trust

The criteria for membership will be reviewed on an annual basis in advance of the AGM.

## 3 Management

The SSC is strategically managed by a Committee of elected members who undertake the role on a voluntary basis.



The SSC is operationally managed by the SSC Co-ordinator. Operational assistance is also provided by the SSC Administrator and Fitness Advisors, all of whom are paid from members' subscription fees. The SSC Co-ordinator is responsible for managing the day to day demands of the SSC, including the organising of events, the Fitness Centres, SMILE lottery, health and safety, and compliance with policies and procedures. The role of SSC Co-ordinator may be performed by an individual employed by the Trust, who may also fulfil other positions within Newcastle Hospitals.

#### 4 SSC Committee

The role of the SSC Committee is to provide strategic direction for the SSC and operational support to SSC administration team (co-ordinator, administrator and fitness advisors). The SSC Committee will comprise of up to 15 members, each occupying an SSC Committee position.

The SSC Committee Member role description details the responsibilities, expectations and requirements for all SSC Committee members. Individuals wishing to be elected to the SSC Committee must ensure that they are comfortable with the role description and can demonstrate their aptitude for them. The role description will be reviewed every year prior to the election for SSC Committee Members.

The SSC would like the SSC Committee to represent the broadness of the wider membership with regards to equality and diversity.

The role of the committee is to manage the SSC, protecting the assets of the members and to operate in the best interests of its members and for the purpose for which the SSC was created.

##### 4.1 SSC Committee Membership

To be eligible to join the SSC Committee, an individual must already be an existing SSC member.

SSC Committee Members are required to participate in a minimum of 50% of SSC Committee meetings on a rolling annual basis. SSC Committee Members who are unable to fulfil this requirement will be asked to reconsider their position on the SSC Committee, with the SSC Committee Chair intervening if required.

##### 4.2 Election to the SSC Committee

Elections to join the SSC Committee will be held in the months leading up to the SSC AGM. In advance of this, the SSC Committee will identify the SSC Committee positions that are to be contested.

Those wishing to stand for election / re-election to the SSC Committee will be required to provide a written statement to support their bid. Those standing for election / re-election to the SSC Committee are not permitted to campaign in the run up to an election.

The electorate for these elections will be the SSC members. All SSC members will be provided with the written statements from all candidates and asked to vote on their preferred candidate(s). Individual electors will have the same amount of votes to correspond with the amount of SSC Committee positions that are subject to the election, however they will not be able to vote more than once for the same candidate.

The candidate(s) that receive the highest amount of votes to fill the available SSC Committee positions will then join the SSC Committee. In the event of an equal amount of votes being cast for opposing candidates the SSC Committee Chair will have the casting vote.

No elections will be held if SSC Committee positions are uncontested, in which case all eligible candidates will be welcomed onto the SSC Committee.

#### 4.3 Term of Office

An SSC Committee Member's term of office will last 5 years, after which their SSC Committee position will be open to contest. The SSC Committee Member occupying that position may seek re-election to their position. These re-elections may be contested as per paragraph 4.2. There is no limit to the amount of times an individual may stand for election / re-election to the SSC Committee.

#### Designated Posts

Within the SSC Committee are three Designated Posts of Chair, Treasurer and Secretary. These three Designated Posts make up the Governance Sub-Group.

#### 4.4 Designated Posts

Role descriptions are held that detail the responsibilities, expectations and requirements for the Designated Posts. Individuals wishing to be considered for any of the Designated Posts must ensure that they are comfortable with these role descriptions and can demonstrate their aptitude for them. The role descriptions will be reviewed prior to a Designated Post going forward for re-election. No individual will hold more than one Designated Post at the same time.

Only existing SSC Committee Members are eligible to hold one of the Designated Posts. Thus the total SSC Committee membership will not exceed 15. In the event of the

Designated Post holders will be expected to attend the SSC Committee meetings in line with paragraph 4.1. Designated Post holders will also form the Governance Sub-Group and will be expected to attend such meetings.

It is preferable that the Designated Post of Treasurer is held by an individual with appropriate accountancy skills and expertise as well access to the Trust's Financial IT systems. However, in the event that the Treasurer does not possess the necessary skills and access, the technical financial functions will be performed by a member of the Trust's Finance Directorate, who may be co-opted onto the SSC Committee for this purpose (see paragraph 4.6 for further details).

#### 4.5 Election to a Designated Post

The process of election to a Designated Post will begin:

- as soon as a vacancy arises,
- when the SSC Committee is notified of an expected vacancy, or
- in timely advance of the end of the term of office of an existing Designated Post holder.

Those wishing to stand for election / re-election to hold a Designated Post will be required to provide a written statement to support their bid.

The electorate for these elections will be the SSC Committee Members. All SSC Committee Members will be provided with the written statements from all candidates and asked to vote on their preferred candidate at an appropriately timed SSC Committee meeting. SSC Committee Members must satisfy themselves that the candidates meet the requirements of the Designated Post as detailed in the Designated Post role description.

The SSC Committee Member that receives the highest amount of votes to fill the Designated Post will then be elected to that position. In the event of an equal amount of votes being cast for opposing candidates, a revote by SSC Committee Members will be held in an attempt to identify a winning candidate. If the vote remains drawn, then a casting vote will be made as follows

Designated Post contested	Casting vote made by
Chair	Treasurer
Treasurer	Secretary
Secretary	Chair

All efforts will be taken to ensure a smooth handover should a change in Designated Post holder occur.

#### Co-opted SSC Committee Members

4.6 As and when required, the SSC Committee may agree to co-opt individuals to the SSC Committee for specific tasks or projects. These occurrences will be reviewed regularly by the SSC Committee Chair. These co-opted individuals will have no voting rights on SSC matters.

#### Exceptional Circumstances

4.7 The SSC Committee reserves the right to act outside of these processes in the event of exceptional circumstances. Any such exceptions will be reported to the SSC.

### 5 Meetings

#### 5.1 SSC Committee meetings

The SSC Committee shall meet every 6-8 weeks and more often if the needs of the SSC require this. Minutes will be taken at all meetings, and made available to SSC Members on request.

In order for the SSC Committee to be quorate, five SSC Committee Members including one of the Designated Post holders must be present. Ordinarily the SSC Committee meetings will be chaired by the SSC Committee Chair, however, in their absence one of the other Designated Post holders will chair the SSC Committee meeting.

Each SSC Committee Member present shall have one vote, the chair of the SSC Committee meeting will initiate a vote and in the event of a tied vote the chair of the

SSC Committee meeting shall exercise a casting vote. The chair of the SSC Committee meeting may exercise their discretion on initiating a vote when the meeting is constitutionally quorate, but when SSC Committee Members' attendance is low.

The SSC Co-ordinator, SSC Administrator and co-opted individuals may be present at the SSC Committee meetings but they will not be eligible to vote or be counted toward the meeting being quorate. These individuals will be present to provide their professional expertise, strategic views and operational knowledge to the SSC Committee.

#### Virtual SSC Committee meetings

In the event of a time pressured strategic / financially significant decision being required, the SSC Committee may meet in a virtual environment via a circulated email. In these circumstances, given that all SSC Committee Members are party to the decision making process, an issue must receive in excess of 50% of current SSC Committee Member votes in order to be passed. In the event of a tied decision, the SSC Committee Chair shall have the casting vote.

### 5.2 Governance Sub-Group meetings

The Governance Sub-Group, comprising of the Designated Post holders, will meet outside of the SSC Committee, as and when required, to consider relevant operational and emerging strategic issues.

The SSC Co-ordinator, SSC Administrator and co-opted individuals may be present at the Governance Sub-Group meetings. These individuals will be present to provide their professional expertise, strategic views and operational knowledge to the Governance Sub-Group.

#### Virtual Governance Sub-Group meetings

If required the Governance Sub-Group may meet in a virtual environment via a circulated email.

#### Accountability of Governance Sub-Group

The Governance Sub-Group will guide the SSC Co-ordinator on operational matters. The operational impact of these discussions will be fed back to the SSC Committee by the SSC Co-ordinator.

The Governance Sub-Group is empowered by the SSC Committee to make strategic decisions that require an immediate response. When such decisions are made, the Governance Sub-Group will ensure that such decisions are reported to the next SSC Committee meeting.

### 5.3 Annual General Meeting

An Annual General Meeting (AGM) shall be held in or around April every year. All SSC members will be invited to attend the AGM. However venue capacity may restrict the volume of SSC members who are physically able to attend, and thus spaces will be

allocated on a first come first served basis. At least four weeks advance notice will be given for the AGM.

## 6 Financial Controls

### 6.1 Excess Funds

Excess funds of the SSC shall be invested in a financial institution as agreed by the SSC Committee. The overall responsibility for the management of the finances of the SSC will rest with the Designated Post holders.

### 6.2 Investments

Any investments with a financial institution must be covered by the appropriate banking mandate, a copy of which will be held by the Treasurer.

### 6.3 Purpose of Funds

To provide recreational facilities, goods, social activities and services, to members of the SSC. All property and income of the club will apply solely to the promotion of the objects of the club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly without prior agreement of the SSC Committee on behalf of the members.

### 6.4 Principal Sources of Funds

Shall be through;

- SSC member subscription fees, which shall be deducted at source from a member's salary/wage, after their online or written agreement.
- Where SSC members are not paid directly by the Trust, payment is required by direct debit.
- Further funds will be provided by the 'Smile Lottery', or approved fund raising events. All monies collected by NUTH, on behalf of the SSC, will be invested with the SSC's chosen bank on a regular basis.

### 6.5 Financial Statements

The Treasurer shall be responsible for ensuring that up to date financial statements are maintained and presented to the SSC Committee on a regular basis.

### 6.6 Financial Controls

The Designated Post holders will ensure that all funds are properly managed through the implementation of sound financial controls in line with the Trust's scheme of delegation.

In line with the Trust's Scheme of Delegation the Designated Post holders shall be assigned the following levels of financial authorisation:

- Chair – Level 3
- Treasurer – Level 2
- Secretary – Level 2



In addition to the above limits the SSC Coordinator shall be designated as a Level 1 signatory although additional stipulations detailed in Section 6.7 will apply.

#### 6.7 Approval of Expenditure

Any expenditure commitment in excess of £2,000 must have the approval of the SSC Committee and be recorded in the minutes of the SSC Committee meetings or have a majority agreement via email. Expenditure below this limit must be pre-authorised by two of the Designated Post holders.

For payment of invoices and ordering on behalf of the SSC the following should be adhered to:

- 6.7.1 Expenditure that has been pre-approved by the committee under £1,000 can be authorised by the SSC Coordinator as a Level 1 Signatory.
- 6.7.2 All expenditure in excess of £1,000 but lower than £15,000 must be authorised by two of the Designated Post holders.
- 6.7.3 All expenditure in excess of £15,000 must be authorised by two of the Designated Post holders, one of whom must be the Level 3 (Chair). Should the value exceed £50,000, then in addition to this the normal NUTH scheme of delegation will apply.
- 6.7.4 Any expenditure in respect of capital items must be approved in accordance with the current policy of NUTH, and the appropriate Capital Requisition must be completed, and signed by two of the Designated Post holders.

All expenditure on behalf of the SSC shall be monitored through a Balance Sheet account, held by NUTH.

#### 6.8 Invoicing

Invoices received from suppliers will be approved by two of the Designated Post holders following which NUTH will arrange payment to be made to the suppliers. Costs will be recorded within the Trust's financial ledger system within Balance Sheet accounts specifically set up for the Fitness Centres and the Members' funds.

The Treasurer will have responsibility for liaising with NUTH finance department to ensure that sufficient funds remain on account with NUTH for payment of invoices. When necessary following approval of two of the Designated Post holders a cheque payment will be used to transfer funds to NUTH to be held on account. The cheque book will be held by the Treasurer. Should the funds held on account with NUTH be in excess of that required for day to day running of the SSC then the Treasurer should arrange for the funds to be deposited into the SSC bank deposit account.

#### 6.9 Audit

SSC accounts sit within the NUTH finance ledger and follow the Trust's scheme of delegation and Standing Financial Instructions; as such they are incorporated within the Trust's annual external audit review of accounts. The SSC Governance Sub-Group will

arrange independent verification by a finance professional, independent of the SSC to carry out an annual financial audit.

The Governance Sub-Group will arrange for a system audit to be undertaken every five years by the Trust's internal audit provider.

#### 6.10 Inspection of Accounts

The Treasurer will make available for inspection, by any member, the accounts of the SSC.

#### 6.11 Membership Fees

The SSC Committee will review the membership fees of the SSC on an annual basis, prior to the AGM.

### 7 Discipline

The Trust's Disciplinary Policy must be adhered at all times, and disciplinary action may be taken against any SSC member who contravenes the SSC rules of usage, or terms and conditions of membership, as laid out in the SSC Operational Policy.

The SSC reserves the right to apply sanctions against individuals where the SSC reasonably believes that rules, terms and conditions etc have been breached. In such circumstances, the SSC Operational Policy guidance is to be followed.

### 8 Incidents

In the event of any incident occurring in the Staff Fitness Centre or on as part of a SSC organised event, the incident must be reported, in accordance with the Trust Incident Reporting Procedure, and then reported at the next SSC Committee meeting.

All SSC members taking part in activities, arranged by the SSC, must be prepared to take full responsibility in the event of an incident, and abide by the terms and conditions they agree to when applying.

The SSC will hold copies of risk assessments and public liability insurance from their suppliers for each of their events. The SSC may complete their own risk assessment or purchase bespoke insurance to cover events on an ad hoc basis.

### 9 Amendment of Rules

Proposals for any amendments should be made in writing to the SSC Committee Chair. These will be added to the next committee meeting for discussion. Changes may be agreed by a quorate Committee meeting with a majority vote in favour of the proposed change.

### 10 Voluntary Dissolution of the Staff Social Club

At any time the SSC may be dissolved, with the consent of 75%, or more, of existing members. If, on the closure of the SSC, any assets of the SSC remain after satisfaction of the debts and liabilities of the SSC and the costs, charges and expenses of that winding up, those assets shall be distributed:

(a) To another club having the objectives similar to those of the SSC and linked to NUTH; or

(b) For charitable purposes, which incorporated club or purpose, as the case requires, shall be determined by resolution of the members.