



WiSEAN

Women in Sport & Academic Network

Constitution for an Unincorporated Association

1. The name of the group shall be: Women in Sport and Exercise Academic Network (WiSEAN)
2. The overall purpose of WiSEAN is: "To grow, strengthen and promote research on women in sport and exercise, with the ultimate goal of optimising women's athletic success and their participation". The aims of WiSEAN are:
 - To provide a communication network of individuals who are involved in commissioning, designing, executing, reporting and utilising research into women in sport and exercise.
 - To offer a mentoring support network for professional development.
 - To be the first port of call for media queries relating to women in sport and exercise.
3. Membership is open to anyone who:
 - is aged 18 and over of any gender identity
 - supports the aims of WiSEAN
 - is respectful of all members, regardless of protected characteristics

Membership will begin as soon as membership details are submitted to an Executive Committee member. There is no membership fee currently; this will be reassessed annually.

A list of all members will be kept by the Executive Committee.

Ceasing to be a member

Members may resign at any time, by submitting, in writing, a note of resignation to any member of the Executive Committee.



Any offensive behaviour or inflammatory remarks will not be permitted. Anyone behaving in an offensive way or contravening the equal opportunities' policy may have their membership terminated if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Executive Committee, accompanied by a third party, before a final decision is made.

4. Equal Opportunities

WiSEAN will not discriminate on the grounds of any protected characteristic.

5. Current Executive Committee

- Dr Jacky Forsyth
- Dr Claire-Marie Roberts
- Dr Rachael Bullingham
- Dr Nicola Brown

The business of the Network will be carried out by an Executive Committee elected at the Annual General Meeting, which will occur at the annual conference. The Executive Committee will meet as necessary and not less than once a year.

The Committee will consist of six members. Up to two additional members may be co-opted onto the committee at the discretion of the Committee.

The officers' roles are as follows:

- **Chair**, who shall chair meetings, help the committee to work together as a team, have an overview of the work of the Network, and be the main contact for the Network.
- **Vice-Chair**, who supports the chair in their role and who liaises with the conference organiser.
- **Secretary**, who shall be responsible for the taking of minutes, keeping people informed of the Network's activities and receiving and responding to all correspondence from Network members.
- **Treasurer**, who shall be responsible for maintaining financial records, for keeping the Executive Committee informed of their financial situation, and for fundraising.
- **Membership secretary**, who shall be responsible for maintaining a register of members, updating the listserv and running the mentoring scheme.



- **Communications' officer**, who shall be responsible for maintaining social media accounts, maintaining the website, and for general public relations for the Network.

In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members. Any Executive Committee member not attending a meeting without apology for three occasions will be contacted by the Executive Committee and asked if they wish to resign. The Executive Committee meetings will be open to any member of WiSEAN who may speak but not vote.

6. Meetings

6.1 Annual General Meetings

An Annual General Meeting (AGM) will be held at the WiSEAN conference. All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time. Nominations for the Executive Committee may be made to the Secretary before the meeting, or at the meeting. Minutes will be published on the website. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:

- The Executive Committee will present a report of the work of WiSEAN over the year.
- The Executive Committee will present the accounts of WiSEAN for the previous year.
- The officers and Executive Committee for the next year will be elected.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Executive Committee or at least eight other members, giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within 20 working days of the request. All members will be given 20 working days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.



6.3 Executive Committee Meetings

Executive Committee meetings may be called by the Chair or Secretary. Executive Committee members must receive notice of meetings at least seven days before the meeting. The quorum for Executive Committee meetings is three Executive Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Network at a bank agreed by the Executive Committee. Two authorised signatories will be responsible for signing cheques. The signatories must not be related nor members of the same household. All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting. An annual statement of accounts will be presented to the Annual General Meeting. All money raised by, or on behalf of, WiSEAN is only to be used to further the aims of the group, as specified in item two of this constitution.

9. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or at a Special General Meeting. Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the Constitution will require a two thirds' majority of those present and entitled to vote.

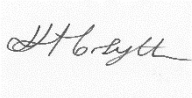


10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Network, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Network. If it is agreed to dissolve the Network, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This Constitution was agreed at the Inaugural Executive Committee Meeting of the WiSEAN on:

Date 06/10/2019



Dr Jacky Forsyth



Dr Claire-Marie Roberts



Dr Rachel Bullingham



Dr Nicola Brown

