

THE RULES

of

The British Association of Sport and Exercise Sciences

“The Rules” means regulations, not covered in the articles, governing the Association’s internal affairs. The Board has the power to make or alter the Rules, provided such new regulations or alterations are approved retrospectively at the next available quorate general meeting by a simple majority.

1. The Mission of the Association

1.1. The Mission of the Association is: Promoting excellence in sport and exercise sciences.

2. The Vision of the Association

2.1. The Vision of the Association is: The professional body leading excellence in sport and exercise sciences through evidence-based practice.

3. Membership Categories, Fees and Eligibility

- 3.1. **Professional Membership** is open to anyone who possesses a bachelor's, master's or doctoral degree in a field related to sport and exercise science; or, anyone who possesses at least a bachelor's degree in another area, but is working in a field related to sport or exercise science.
- 3.2. **Student Membership** is open to any individual studying in a field related to sport and exercise science.
- 3.3. **Graduate Membership** is open for one year to students who have graduated. For one year Student members can become Graduate members at a discounted rate.
- 3.4. **Affiliate Membership** is open to anyone with an interest in sport and exercise science, but who does not possess at least a bachelor's degree and does not qualify for any other category of membership.
- 3.5. **Overseas Membership** is open to anyone who qualifies for Professional Membership but lives outside the UK. Accredited members living outside the UK must be Professional members (as opposed to Overseas members).
- 3.6. **Retired Membership** is open to those Professional Members who have retired from all gainful employment. Retired members will not pay any subscription fees during retirement and are able to continue to enjoy their Association benefits at no extra cost. To be eligible for free membership, members will usually have reached the retirement age of 65 and have been a Professional Member of BASES for 10 successive years. Members who retire from gainful employment before the statutory retirement age will need to provide evidence that their sole source of income is a pension (e.g., copy of most recent tax return).

Membership Categories	Annual Direct Debit Payers	Non Direct Debit Payers	Monthly Direct Debit Payers
Professional	£99	£99	£9
Student	£24	£29	N/A
Graduate	£49	£54	N/A
Affiliate	£49	£54	N/A
Overseas	£49	£54	N/A

4. Reduction of Professional Membership Fees

4.1. The Board may in any special case reduce Professional Membership fees to £50. Special circumstances include not undertaking paid work and/or receiving state benefits. As soon as eligibility for a reduction in Professional Membership fees ceases, members are required to inform BASES and pay the outstanding prorated balance.

5. Operation of Bank Accounts

5.1. All cheques over £1,500 must be signed by not less than two authorised signatories in relation to all operations on the bank accounts held by the Association. The authorised signatories are:

- The Office Manager
- The Executive Officer
- The Chair.

6. Rules for all elected and appointed officers

All elected and appointed officers, including Interest Group Convenors, shall automatically vacate office if:

- he/she becomes incapable for any reason of fulfilling the duties of his/her office and such reason is expected to continue for a period of more than six months
- he/she ceases to be a member of the Association
- he/she resigns office by notice to the Association
- he/she is absent (without permission of the directors) from more than 2 meetings, and the directors resolve to remove him/her from office
- he/she does not ensure that the activities of the committee or group support the mission and strategic plan of the Association
- he/she does not ensure that the activities of the committee or group comply with the relevant terms of reference.

7. Procurement Process

7.1. As a general guide, three written quotations should normally be sought for any purchases over £3,000. If after doing so, less than three submissions are received, BASES is not obliged to seek further quotations. Records of all suppliers approached should be maintained and their responses including documented advice from suppliers who have declined to submit a quote. Overall, it is recommended that a common sense approach is used. For example, if individuals have a good reason for wanting to use a particular supplier and the price seems reasonable it may be sensible to not insist on more than one quote. Knowing someone's work (assuming that their quote appears to offer value for money) is a big plus and increases the likelihood of the project going well so there is little point in having a procurement process, which involves quite a lot of effort for the potential suppliers, when a solution is already identified.

8. Reserves Policy

- 8.1. BASES is a not-for-profit organisation. As such, it needs to operate on the basis that it is not seeking to make a profit over the long term and surplus should be re-invested. Its present tax status is to only have to pay tax on its bank interest. Maintaining adequate reserves is essential to establishing financial stability. These reserves provide a cushion to deal with operating deficits that may arise because of unexpected events, economic uncertainties or lean funding periods. The Board need to ensure it keeps a certain level of financial reserves to ensure that it satisfies HM Revenue & Customs in terms of maintaining the present tax status of only having to pay tax on its bank interest and main operations can continue for a period of 6 months. The level of reserves should be monitored quarterly by the Board. This policy should be reviewed yearly and whenever there are significant changes in staffing costs.

9. Deputy Chair

- 9.1. When a Chair Elect is not in place, the Chair may appoint a Deputy Chair from the Board to take charge when the Chair is absent.

10. Partner Development

- To have impact, BASES aims to engage in partnerships with aligned bodies to achieve its goals. As part of standard operating procedure, the BASES Board will:
- Review and assess its partnerships to ensure continued alignment with the Association's mission, vision, strategic imperatives and core values.
- Maintain a clear separation between the financial support of partners and its decisions on matters of science, policy and advocacy.
- Pursue ways to further strengthen its approach to partnership development and sustainability.

Updated Nov 2016 by Jane Bairstow, Office Manager

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