CLUB CONSTITUTION

GUIDANCE NOTES

Please follow these notes when creating or amending your Club Constitution. If you wish to make changes outside of those areas highlighted, please contact the Vice-President Student Activities to discuss your proposals.

Insert your Club name before ‘Club Constitution’ at the top of the first page

* 1. Insert Club Name

2.1 Insert the aim of the Club

2.2 Insert the objectives of the Club. A minimum of 3 objectives are required. This section differentiates your activities from similar groups. To prevent clashes clearly state the purpose of your club.

The membership structure may be tiered, but will require discussions with the Vice-President Student Activities (VPSA) before being added to the Constitution.

If additional rights to membership are to be added they need to be discussed with the VPSA before being added in section 3.

5.5 and 5.6 Additional roles may be necessary for your society. If that is the case they need to be included in either the Executive Committee or Non-Executive Committee sections. There may be call for a Club Captain, Communications Secretary and/or Social Secretary on the Executive. There may be call for an Equipment Officer, Fundraising Officer, Tour Rep, Captains (of each team/group/collective) and/or RAG officer as a Non-Executive Committee Member.

6 Insert Officers’ responsibilities where appropriate

The following are examples of additional role responsibilities, which you may want to consider:

*The Club Captain:*

1. *Shall be responsible for liaising with the Student Activities Department, in relation to details of any fixtures, undertaken by the Club. Such details include:*
2. *Fixture/Event time and location;*
3. *Transport arrangements;*
4. *Booking of officials and facilitating payment;*
5. *Organising the playing kit;*
6. *Confirm relevant information with appropriate Committee Members.*
7. *Duties will be completed in partnership with appropriate Committee Members.*

The Social Secretary:

1. *Shall be responsible for organising and publicising events at which Members can interact socially;*
2. *Shall, where appropriate, communicate with other Clubs and Societies in relation to joint social events.*
3. *Shall if required organise the Christmas Meal and/or the Summer event over the course of the year.*
4. *Shall take the lead on the Club Students’ Union event night.*

<Insert Club Name> Club Constitution

*Preamble*

The purpose of the present Constitution is to regulate and harmonise the administration and management of Club activities. It purports to ensure all activities undertaken and carried out under the Club, will conform to the standards of the Union of Brunel Students and uphold the good reputation of the Union, of which they are part.

The Club has agreed to the following:

*Article 1:* Name

1.1 The name of the Club shall be **<Insert the Club name>**,hereinafter referred to as ‘the Club’.

*Article 2:* Aims and Objectives

* 1. The aim of the Club shall be: **<Insert the aim of the Club>**
  2. The objectives of the Club shall be:

2.2.1 **<Insert the objectives of the Club>**

2.2.2 **<Insert the objectives of the Club>**

2.2.3 **<Insert the objectives of the Club>**

Article 3: Current membership prices: **<Insert current membership prices>**

*Article 4*: Membership

* 1. Full Membership is open to any registered Brunel student upon payment of the full membership subscription fee as set by the elected Club Executive Committee. Full Membership provides the holder with voting rights at General Meetings and Elections. Full Membership also provides access to all privileges provided by the Club.
  2. The Vice-President Student Activities and the Sports Federation Chair shall automatically be Ex-Officio Members of the Club.
  3. Social Membership is open to any registered Brunel student upon payment of the Social Membership subscription fee as set by the elected Club Executive Committee. Social Members only attain the following rights:

1. Formal membership of the Club;
2. The ability to participate in social events held by the Club.

*Article 4*:The Club Committee

* 1. Only current full members of the Club may hold Committee positions. Should this membership lapse or be withdrawn, the student will be deemed to have resigned from any elected position within the Club.
  2. Membership of the Committee does not preclude the ability for such members to hold the position of Captain, or equivalent, of any team/group/collective.
  3. The Club Committee will have two tiers.
  4. Every Club shall have a Chairperson/President**,** a Secretary, a Treasurer and a Web Officer.
  5. *Executive Committee,* are responsible for the day-to-day administration and management of the club, and shall consist of:
  6. Chair
  7. Treasurer
  8. Secretary
  9. Web Officer
  10. The Vice-President Student Activities of the Union of Brunel Students (Ex-Officio)
  11. The Sports Federation Chair of the Union of Brunel Students(Ex-Officio)
  12. *Non-Executive Committee,* are responsible for the duties and responsibilities associated with their respective positions, and shall consist of:

1. **<add additional roles where appropriate>**
   1. The Vice-President Student Activities of the Union of Brunel Students, and the Sports Federation Chair of the Union of Brunel Students shall be Ex-Officio members of the Club Executive Committee and their presence or absence shall not count for or against quoracy at any Club Executive Committee meeting. They do not have any voting rights.
   2. The positions available on the Club Committee shall be defined at the Annual General Meeting, which shall also receive nominations from candidates, who must be Full Members, for those positions. Following the creation of any new Club Committee position at the Annual General Meeting this Constitution must be amended to include that position and outline its responsibilities.
   3. The Club Committee shall be elected, via a secret online ballot of Full Members, from amongst the candidates who submitted nominations at the Annual General Meeting.
   4. In accordance with this Constitution, the Executive Committee is responsible for:
2. Ensuring the funds of the Club are managed correctly, and are in the long-term best interest of the Club, and upon request, make available financial information to any Member;
3. Organising the activities and events of the Club;
4. Upholding the Constitution of the Club and the Union of Brunel Students;
5. Ensuring the aims and objectives of the Club are reflected in its activities.
   1. The Committee Members must attend relevant Officer Training.

*Article 5*: Duties of the Club Committee Members:

* 1. The Chair:

1. Shall be responsible for calling all meetings;
2. Shall be responsible for chairing meetings, ensuring that the agenda is followed, that all business is completed, and that all decisions are properly understood and recorded;
3. Shall act as the principal representatives of the Club throughout the year, taking decisions whenever the need arises, in consultation with other the Club Committee and Full Members whenever possible;
4. Shall act as the principal representatives of the Club in dealings with the Union of Brunel Students, Brunel University, and (following consultation and agreement with the Vice President Student Activities) other organisations including the media;
5. Shall have, at his/her disposal, the right to make a decision, on behalf of the Executive Committee, in the event the Executive Committee cannot reach a majority decision by way of voting – hereafter to be known as the “Governing Decision Rule”;
6. Shall ensure all other Officers are performing their duties. If these roles are not fulfilled they should take on the responsibilities or delegate them to ensue the tasks are carried out.
   1. The Treasurer:
7. Shall be responsible for collecting all money due to the Club in a timely fashion;
8. Shall pass any invoices or expense claims through to the Student Activities Department in a timely fashion;
9. Shall ensure that all funds are spent properly in the long-term best interests of the Club;
10. Shall report regularly to the Club Committee on the financial position of the Club;
11. Shall present an end of year Financial Report to the Annual General Meeting;
12. Shall, in consultation with other Executive Committee Members, submit the annual Budget Application (within the Development plan) to the Student Activities Department.
    1. The Secretary:
13. Shall be the principle administrator of the Club;
14. Shall be responsible for sending the information email, which shall publicise upcoming meetings and events, to all members;
15. Shall ensure any correspondence with the Club is dealt with quickly and efficiently;
16. Shall make arrangements for the meetings, ensuring venues are booked and that members receive the agenda in advance;
17. Shall take minutes at all meetings and ensure they are typed and distributed to all Members upon request;
18. Shall be responsible for the filing and maintenance of the Club records;
19. Shall, in addition to appropriate Committee Members, take the lead responsibility for the equipment of the Club.

* 1. The Web Officer:

1. Shall take the lead in promotional activity on behalf of the Club such as Fresher’s Fayre;
2. Shall be responsible for the Club webpage on brunelstudents.com as well as any other web pages under the control of the Club;
3. Shall be responsible for the content of the above mentioned pages;
4. Shall be responsible for keeping the above mentioned pages up to date;
5. Shall be responsible for updating calendars connected with the above mentioned pages.
6. Shall ensure that all members concerned are contactable, and where necessary, provide a database containing contact details for all members.

**<add additional committee roles and responsibilities where appropriate>**

*Article 6*: Meetings

* 1. Executive Committee Meetings: The Club Executive Committee shall hold a meeting at least every fortnight during term-time, with the exception of examination periods. The quorum is more than half of the committee members.
  2. Monthly Committee Meetings: The Society Committee shall hold a meeting every month during term-time, with the exception of examination periods. These meetings shall be attended by the elected Officer and any other Members who wish to attend.
  3. Annual General Meetings: The Annual General Meeting shall be held instead of the Monthly Meeting on a convenient date in the second term of each academic year. Members shall be issued notice at least 10 working days in advance, via email and the Club’s web pages. Matters to be discussed at the meeting shall be publicised via email and on the Club’s web pages at least 3 working days prior to the meeting. Members wishing to move any resolution at the Annual General Meeting must submit the resolution to the Chair and Secretary in writing, at least 5 working days before the meeting. The Annual General Meeting must be held by no later than the end of the second term of each academic year.
  4. General Meetings: A General Meeting may be called by a petition of any 5 Full Members to the Chair, this petition must be submitted at least 5 working days prior to the date which the General Meeting is proposed. Any General Meeting shall take place in addition to the Monthly Committee Meeting for that month.
  5. The quorum at any General Meeting shall be, 25% of the Full Members, or 5 members which ever is the greater.
  6. Notes of the decisions made at all Monthly Committee Meetings shall be taken and forwarded to the Student Activities Department. Minutes of any General Meeting shall be submitted, within 10 working days, to the Student Activities Department or shall not be recognised by the Students’ Union.
  7. Students’ Union and Sports Federation Forum Meetings must be attended by at least one Club Committee Member if the total membership is below 50. If membership exceeds this figure, two representatives must be in attendance. The Club Chair is the primary delegate to such meetings. If attendance is not possible, responsibility for identifying (and communicating) alternative attendees remains with the Chair.

*Article 8*: Voting

8.1 Every Full Member is entitled to one vote on every voting matter. Only Full Members shall be allowed to vote. No proxy votes shall be accepted for any purpose.

*Article 9*: Subscriptions

9.1 Full Membership of any Club requires Sports Federation Membership, before Membership of that Club is finalised. The annual subscription fee shall be preliminary set for the next academic year by the Executive Committee, and if required, in consultation with Non-Executive Committee Members.

9.2 Should the Club choose to waive any subscription fee across the membership, it shall also waive its right to apply for funds from the Union of Brunel Students for the academic year.

9.3 Should the Club choose to charge a subscription fee, it must be in accordance with the minimum subscription fee set annually by the Union of Brunel Students.

*Article 10*: Discipline

10.1 Should the Club or any Member thereof break any clause of the Constitution, Bye-Laws, or Policy of the Union of Brunel Students they shall be subject to an internal disciplinary as identified within the UBS constitution (and its bye laws).

10.2 The Vice-President Student Activities has the right, should he/she deem it to be appropriate, to encourage the committee of the Club to discuss an internal resolution as a first stage.

10.3 The Executive Committee of the Club, in consultation with the Vice-President Student Activities can impose a temporary suspension, subject to further discipline, on the person in breach of article 12 of this constitution.

*Article 10*: Disciplinary process of Members

11.1 Should the Executive Committee of a Club be minded to initiate Disciplinary Proceeds against one of its membership, they must first consult Vice-President Student Activities.

11.2 The Club Executive Committee, in consultation with other Officers, shall have the power to expel any Member from the Club for misconduct or behaviour of a nature opposed to the aims and objectives of the Club or the Union of Brunel Students.

11.3 The Disciplinary of any Member of the Club must be agreed by a majority of the Club Executive Committee Members.

11.4 During Disciplinary Proceedings the Chair of the Club Executive Committee is **NOT**entitled to exercise their right of “Governing Decision”. In the event of a hung decision, the Disciplinary Proceedings cease to continue, and the matter is passed to the Vice-President Student Activities.

11.5 Any Member of the Club, who is expelled by the Club Executive Committee, may appeal to the Vice-President Student Activities of the Union of Brunel Students in writing within 10 working days.

11.6 Members subject to Disciplinary for reasons outlined in this Constitution are not eligible for a refund of any membership fee paid.

*Article 11*: Disciplinary of Committee Members

12.1 Should Members of the Committee be minded to pursue Disciplinary proceedings against a Committee Member, advice from the Vice President Student Activities must first be sought. A recommendation will made for either a standard Disciplinary or a Vote of No Confidence.

12.2 A Vote of No Confidence has to be held at a General Meeting, and is successful if the majority voted in favour of the motion.

12.3 The Disciplinary procedure for such actions needs to be consistent with the UBS Constitution, and the content of this document.

*Article 13*: Regulations

13.1 The Club shall abide by the Constitution and Bye-Laws, and all Policy of the Union of Brunel Students. Any clause of this Constitution or any resolution passed at a General Meeting of the Club that is inconsistent with the aforementioned entities, shall be deemed void and possess no effect insofar as it is inconsistent.

13.2 Any Club General Meeting shall have the power to make such rules and regulations pertaining to the conduct of the Members of the Club as it deems necessary. Following the creation of any new rule or regulation at the Annual General Meeting, this Constitution must be amended to include it.

13.3 All rules and regulations created in relation to the Club must be in accordance with this Constitution.

13.4 All actions by the Club and their membership should be in accordance with the University and Union of Brunel Students Code of Conduct.

*Article 14*: Powers of the Club

14.1 Any General Meeting of the Club shall have the power to overrule any decision of a Committee Meeting. Under such circumstances, the Chair of the Club Executive Committee is **NOT**entitled to exercise their right of “Governing Decision”. In the event of a hung decision the Chair does not have the right to cast a vote, and thus the result of the motion would remain the status quo.

* 1. Any General Meeting shall have the power to pass a Resolution of No Confidence in the Club Committee in its entirety or in individual members of the Club Committee. Such is subject to article 11 of this document.

*Article 15*: Finances

* 1. All expenditure by the Club must be authorised by the Student Activities Department before that expenditure occurs.
  2. The Club Executive Committee in its entirety may be held responsible for any financial acts, debt, or omissions resulting from actions that were formally approved by them.
  3. Officers may be held responsible for any financial acts, debt, or omissions resulting from actions undertaken by them without the approval of the Club Executive Committee.
  4. The Members of the Club shall not be liable for debts contracted by the Club Committee, Officers or any person purporting to act on behalf of the Club.
  5. The Club as an entity will be liable for any debts engaged by the Committee.
  6. The Club Executive Committee shall not be liable for debts contracted by any persons purporting to act on behalf of the Club, unless such person has the formal authorisation of the Club Executive Committee in contracting such debt.
  7. The Club may not hold any funds in any bank accounts other than the internal accounts provided by the Union of Brunel Students.

*Article 16*: Equipment

* 1. The Secretary and appropriate Committee Members shall have lead responsibility for equipment held by the Club and shall ensure that it is kept in a safe and accessible place.
  2. Any loss or damage to equipment shall be reported to the Student Activities Department as soon as possible.
  3. The Secretary and appropriate Committee Members shall ensure that a full inventory of the equipment owned by the Club is kept and updated as necessary. A copy of this inventory must be submitted annually with the Budget Application to the Student Activities Department.
  4. Any inappropriate and malicious damage or theft caused by a member of the Club, to any equipment used by that Club, will be held liable for the full cost of the damage or replacement. The individual may also be considered for disciplinary action.

*Article 17*: Affiliation

* 1. The Club is an affiliated Club under of the Constitution and Bye-Laws of The Union of Brunel Students.
  2. The Club may affiliate to any external organisation that is in line with its aims and objectives, and as long as such affiliations adhere to the Constitution and Bye-Laws, and all Policy of The Union of Brunel Students. Such affiliations will be identified as per any expenditure requested to Student Activities who shall (unless such decision is unreasonable, or break the Union constitution, bye laws or national law) act on the Society’s behalf to ensure such affiliations are undertaken (and in doing so fulfil its obligation to record all affiliations). All external affiliations shall be lodged with the Vice-President Student Activities.

*Article 18*: Amendments

18.1 This Constitution may be added to or amended by a resolution at any Club General Meeting. If the amendment entails the annulment of a pre-existing rule, the amendment must be passed by two thirds of the Full Members present. In all other circumstances a simple majority is required to pass a resolution at any General Meeting of the Full Members present. The Sports Federation Committee must approve all amendments before they become effective.

*Article 19*: Interpretation of this Constitution

19.1 This document shall be interpreted in light of the Constitution, Bye-laws and policy of the Union of Brunel Students and this Constitution. This Constitution shall be binding on the Clubs and its membership, and should be interpreted in good faith, and in the light of the context, object and purpose for which it was written.

*Article 20*: Entry into force

20.1 This Constitution enters into force at the time the Club has notified the Vice-President Student Activities.

*Article 21*: Agreement to be bound

21.1 The Club agree to be bound by this Constitution, by way of notification to the Vice-President Student Activities and signature of the Chair**<delete where applicable>**

Chair signature: -------------------------------------

Vice-President (Student Activities) signature: -------------------------------------