

**<Insert Society Name>** **Society Constitution**

##  **Preamble to the constitution**

The purpose of this Society Constitution is to regulate and harmonise the administration and management of Society activities. It purports as an outline to ensure all activities carried out under the Society’s name will conform to the policies, as well as uphold the good reputation, of the Student Activities Department and Union of Brunel Students, which the Society come under

Upon signing & submitting this constitution to the Societies’ Administrator the Society chair, on behalf of the wider committee, has **agreed to all the following articles:**

# **1 Name**

**1.1** The name of the Society shall be **<Insert Society name>** and hereinafter referred to in the constitution as ‘the Society’

# **2 Aims and Objectives**

2.1 The overall aim of the Society shall be: **<Insert the overall aim of the Society>**

**2.2** The 3 objectives to meet the aim of the Society shall be:

**2.2.1) <Insert the objectives of the Society>**

**2.2.2) <Insert the objectives of the Society>**

**2.2.3) <Insert the objectives of the Society>**

# **3 Membership**

**3.1** Full Membership is open to any fully registered Brunel University student upon payment of the Societies Guild Membership and Society’s own standard membership fee as set by the Society Committee for the year

 **3.1.1)** Full Membership of any Society is finalised following these two

**3.1.2)** The above also applies if the society is free (£0.00) to join as long as membership is logged according to the Brunel Students website

**3.2** The annual membership fee shall be set for the next academic year by the incoming Society Committee over the summer term

**3.2.1)** No notice to the Student Activities Societies’ Administrator of membership change will be taken as an indication that the Society committee wish for it to remain the same as the previous academic year

**3.3** Full Membership provides the individual access to all rights and privileges provided by the Society

**3.3.1)** This includes voting rights at General Meetings and Elections – This is outlined further in Section 7 of the constitution

**3.4** Student Activities Societies’ Administrator shall automatically be an Ex-Officio Member of all currently active Societies for the academic year

# **4 The Society Committee**

**4.1** Only individuals going to be fully registered Brunel University students, and who were a member of the Society in the previous academic year, may nominate themselves for Committee positions for the next academic year from when they were elected

**4.1.1)** For example, those elected in the Club and Society elections of February 2020 will hold their elected role August 1st 2020 to July 31st 2021.

**4.1.2)** Graduating students intending to return for another course at Brunel University London may nominate themselves for committee roles

**4.1.2.1)** The student must ensure they are a fully enrolled Brunel student by the October of the next academic year when they will be in post otherwise they will be removed

**4.1.3)** At least one Committee Member of the society must attend all relevant Officer Training held by Student Activities.

**4.2** Should membership cease or be withdrawn, students in an elected committee role will be deemed to have resigned from their elected position within the Society

**4.2.1)** The includes students who choose to leave during their course, take abeyance or are currently going through the internal disciplinary process

**4.3** The Society must have a Chair, Treasurer, and Secretary elected every academic year

**4.3.1)** These roles must be held by three different individuals

**4.3.2)** The above are allowed to hold another position from the non-executive committee

**4.4** The Society Committee will have two tiers.

**4.4.1)** The Executive Committee is formed by the roles considered a requirement for a society to exist, shall one of these not have an elected individual the Student Activities department has the power to enforce society closure

**4.4.2)** The Executive Committee is the same for all societies and is a fixed group within the wider committee, no changes shall be approved to add or remove roles from this

**4.4.2.1)** The Non-Executive Committee can include additions or removals following the process of sub-section 4.8

**4.4.3)** Multiple positions of a society’s committee can be held by the same individual with the exclusion of the executive committee roles as outlined in sub-section 4.3.1

**4.5** The *Executive Committee* are responsible for the day-to-day administration and management of the Society, and shall consist of:

 **4.5.1)** Chair / President

 **4.5.2)** Treasurer

 **4.5.3)** Secretary

 **4.5.4)** The Societies Administrator of the Union of Brunel Students (Ex-Officio)

**4.6** The *Non-Executive Committee* who are responsible for the duties and responsibilities associated with their respective positions

**4.6.1) Vice Chair / President**

**4.6.2) Web / Social Media Officer**

**4.6.3) <add all additional society committee roles here>**

**4.7** The Student Activities Societies’ Administrator shall be an Ex-Officio member of the Society Executive Committee and their presence, or absence, shall not count for or against quoracy at any Society Committee meeting.

**4.7.1)** They do not have any voting rights.

**4.8** All positions on the Society Committee shall be outlined at the Annual General Meeting, which shall also be a space for potential nominees, who must be Society Members, to declare themselves for those positions in the next elections.

**4.8.1)** Following the creation of any new Society Committee position this Constitution must be amended, by the society chair of the year in which the election is being held, to include that position in sub-section 4.6 and outlining its responsibilities in section 5, before submission to the Student Activities Societies’ Administrator

**4.9** The Society Committee must be elected, via secret online ballot of Full Members through the Brunel Students website, from amongst the candidates who submitted themselves for nomination

**4.9.1)** Individuals holding a role not elected via this means will not be allowed to act on behalf of their “role” in any official capacity, recognised by Student Activities nor on their Brunel Evision/HEAR Records

# **5 Duties of the Society Committee Members:**

5.1 Chair

**5.1.1)** Shall be responsible for calling all meetings

**5.1.2)** 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

**5.1.3)** Shall act as the principal representatives of the Society throughout the year, taking decisions whenever the need arises, in consultation with other the Society Committee and Full Members whenever possible

**5.1.4)** Shall act as the principal representatives of the Society in dealing with the Societies Administrator, Student Activities, Union of Brunel Students, Brunel University, and (following a consultation and agreement with the Vice President Student Activities) any other organisations including the media

**5.1.5)** Shall have at their disposal, the right to finalise a decision, on behalf of the Executive Committee, in the event the Committee cannot reach a majority decision by voting – hereafter to be known as the “Governing Decision Rule”

**5.1.6)** Shall ensure all other Officers are performing their duties. If these roles are not fulfilled, they should take on the responsibilities or redelegate them to other committee members to ensure the tasks are carried out

**5.1.7)** Upholding the Constitution of the Society and the policies of the Union of Brunel Students

**5.1.8)** Ensuring the aims and objectives of the Society are reflected in its activities

5.2 Treasurer:

**5.2.1)** Shall be responsible for collecting all money due to the Society in a timely fashion

**5.2.2)** Shall pass any invoices or expense claims through to the Student Activities Department in a timely fashion

**5.2.3)** Ensuring the funds of the Society are managed correctly, and are in the long-term best interest of the Society, and upon request, make available financial information to any Member

**5.2.4)** Shall report regularly to the Committee on the financial position of the Society

**5.2.5)** Shall present an end of year Financial Report to the Annual General Meeting

**5.2.6)** Shall, in consultation with other Executive Committee Members, submit the annual Budget Application (within the Development plan) to the Student Activities Department

5.3 Secretary:

**5.3.1)** Shall be the principal administrator of the Society

**5.3.2)** Shall be responsible for sending information to members, which shall publicise upcoming activities and events, to all members

**5.3.3)** Shall ensure any correspondence with the Society is dealt with quickly and efficiently

**5.3.4)** Make arrangements for committee meetings, ensuring venues are booked and that committee receive the agenda in advance

**5.3.5)** Shall take minutes at all meetings and ensure they are typed and distributed to the Societies Administrator with 10 days

**5.3.6)** Shall be responsible for the filing and maintenance of Society records

**5.3.7)** Shall, in addition to appropriate Committee Members, take the lead responsibility for the Society in the chairperson’s absence.

**5.4 Vice Chair / President**

**5.4.1)** Shall be responsible for chairing meetings in the absence of the chairperson, ensuring that the agenda is followed, that all business is completed, and that all decisions are properly understood and recorded

**5.4.2)** Shall act as the secondary representative of the Society, in the absence of the chairperson, throughout the year, taking decisions whenever the need arises, in consultation with other the Society Committee and Full Members whenever possible

**5.4.3)** Shall act as the secondary representative of the Society, in the absence of the chairperson, in dealing with the Societies Administrator, Student Activities, Union of Brunel Students, Brunel University, and (following a consultation and agreement of the Societies Administrator) any other organisations including the media

**5.4.4)** Shall ensure all other Officers are performing their duties. If these roles are not fulfilled, they should take on the responsibilities or redelegate them to other committee members, following consultation of the executive committee, to ensure the tasks are carried out

**5.5 Web / Social Media Officer:**

**5.5.1)** Shall take the lead in promotional activity on behalf of the society

**5.5.2)** Shall be responsible for the society webpage on brunelstudents.com as well as any other web pages under the control of the Society

**5.5.3)** Shall be responsible for the content of the above-mentioned pages

**5.5.4)** Shall be responsible for keeping the above-mentioned pages up to date

**5.5.5)** Shall be responsible for updating calendars connected with the above-mentioned pages

**5.5.6)** Shall ensure that the society is contactable by potentially new members, and

**5.5.7)** Where necessary, provide a database containing contact details for all members, especially committee

**5.6 <add additional role title as outlined above in 4.6>**

 **5.6.1) <add all role responsibilities for the above title formatted similar to the pre-existing roles>**

 **5.6.2) <add all role responsibilities for the above title formatted similar to the pre-existing roles>**

 **5.6.3) <add all role responsibilities for the above title formatted similar to the pre-existing roles>**

#  6 Meetings

**6.1 Society Committee Meetings**

**6.1.1)** 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 committee officers and any other society members who wish to attend

**6.2 Annual General Meetings**

**6.2.1)** The Annual General Meeting shall be on a convenient date in the second term of each academic year.

**6.2.2)** The Annual General Meeting must be held before the February Spring elections for the purpose of sub-section 4.8

**6.2.3)** If the above is not possible then the Annual General Meeting must be held no later than the end of the second term of each academic year before the first by-election

**6.2.4)** 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

**6.2.5)** Minutes of the Annual General Meeting must be submitted to the Student Activities Societies’ Administrator within 10 working days of the meeting being held

**6.3 General Meetings**

**6.3.1)** 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.

**6.3.2)** Any General Meeting shall take place in addition to the Monthly Committee Meeting for that month

**6.3.3)** The quorum at any General Meeting shall be, 25% of the Full Members, or 5 members whichever is the greater

**6.3.4)** Notes of the decisions made at all Monthly Committee Meetings shall be taken and forwarded to the Student Activities Societies’ Administrator.

**6.4** **Students’ Union AGM and Societies Guild Forums**

**6.4.1)** Meetings must be attended by at least one Society Committee Member

**6.4.2)** The society Chair is the primary delegate to such meetings however if attendance is not possible, an alternative should be found

**6.4.2.1)** If no attendance can be given by all committee members, the responsibility for communicating this to the Student Activities Societies’ Administrator, still remains with the Chair

# 7 Voting

**7.1** Only Full Members of the society shall be allowed to vote in any matter and shall be allowed only one

**7.2** No proxy votes made by anyone on behalf of a member shall be accepted for any purpose.

**7.3** Anyone without membership shall be deemed ineligible to vote if their membership was not active via the Brunel Students website 4 calendar weeks prior to the start of the voting period

**7.4** Changes to available committee roles prior to an election shall be communicated to the Student Activities Societies Administrator as soon as possible with sub-section 4.6 and section 5 in the constitution updated as per the requirements of sub-section 4.8.1

**7.4.1)** Requests for additions, removals or changes to the society committee roles shall not be actioned in an upcoming election if done so less than a week before the start of nominations

 **7.4.2)** No new roles created during an election period will be uploaded

**7.4.1.1)** New roles created during this time will be included in the next election, whenever that is

**7.4.1.2)** This does not apply to uploads required following resignations of a previously elected individual during this time

# **8 Member Discipline** & The Disciplinary Processes of Members

**8.1** Should the Society, or any Member thereof, break any clause of this Society Constitution, Bye-Laws, or Policies of the Union of Brunel Students they shall be subject to an internal disciplinary as identified within

**8.1.1)** The Student Activities Societies’ Administrator has the right, should they deem it to be appropriate, to encourage the committee of the Society to discuss an internal resolution as a first stage beforehand

**8.2** The Executive Committee of the Society, prior to consultation with the Student Activities Societies’ Administrator, can impose a temporary suspension on a society member when a breach of this section of this constitution has occurred.

**8.2.1)** Consultation of the Student Activities Societies Administrator must be sought as soon as possible once this is imposed

**8.2.2)** A society member that has been placed under temporary suspension may also contact the Student Activities Societies’ Administrator directly for consultation

**8.3** Should the Executive Committee of a Society wishes to initiate formal Disciplinary Proceeds against one of its members, they must first consult the Student Activities Societies’ Administrator

**8.3.1)** The Disciplinary of any Member of the Society must be agreed by a majority of the Society Executive Committee Members.

**8.3.2)** During Disciplinary Proceedings the Chair of the Society Executive Committee is **NOT**entitled to exercise their right of “Governing Decision”

**8.3.3)** In the event of a hung decision, the Disciplinary Proceedings cease to continue, and the matter is passed to the Student Activities Societies’ Administrator

**8.4** The Society Executive Committee shall have the power to expel any Member from the Society for misconduct or behaviour of a nature which is opposed to the aims and objectives of the Society or the Union of Brunel Students policies

**8.4.1)** This is after consultation with other committee officers and the Student Activities Societies’ Administrator and can be done without formal disciplinary

**8.4.2)** Any Member of the Society, who is expelled by the Society Executive Committee, may appeal to the Student Activities Societies’ Administrator in writing within 10 working days

**8.5** Members subject to Disciplinary for reasons outlined in this Constitution are not eligible for a refund of any paid membership fee whatever the final outcome

# 9 Disciplinary of Committee Members

**9.1** Should Members be minded to pursue Disciplinary proceedings against a Committee Member, consultation from the Student Activities Societies’ Administrator must first be sought.

**9.1.1)** A recommendation will made for either a standard Disciplinary Process or a Vote of No Confidence.

**9.2** A Vote of No Confidence has to be held at a General Meeting, and is successful if the majority of members in attendance vote in favour.

**9.3** The Disciplinary procedure for such actions needs to be consistent with the Constitution, and the contents of this document.

# **10 Powers of the Society**

 **10.1** Any General Meeting of the Society shall have the power to overrule any decision of a Committee Meeting.

**10.1.1)** Under such circumstances, the Chair of the Society Executive Committee is **NOT** entitled to exercise their right of “Governing Decision”.

**10.1.2)** In the event of a hung decision the result of the motion will be to remain with the status quo.

**10.2** Any General Meeting shall have the power to pass a Resolution of No Confidence in the Society Committee in its entirety or to individual members of the Society Committee as such is outlined in section 9 of this document.

# **11 Finances**

**11.1** All expenditure by the Society must be authorised by the Student Activities Societies’ Administrator before that expenditure occurs

**11.2** The Society in its entirety will be held responsible for any financial acts, debt, or omissions resulting from actions that were formally approved by the Society Committee.

**11.2.1)** Individual members will be held responsible for any financial acts, debt, or omissions resulting from actions undertaken by them without the approval of, or pretending to be, the Society Executive Committee.

**11.3** The Society may not hold any funds in any bank accounts other than the internal accounts provided by the Union of Brunel Students.

**11.3.1)** Any society found to be holding funds in external bank accounts will be liable to a disciplinary meeting with a result of dissolution and other repercussions

# **12 Equipment**

**12.1** The Chair, Secretary and other appropriate Committee Members shall take lead responsibility for equipment held by the Society and shall ensure that it is kept in a safe and accessible place.

**12.1.1)** Any loss or damage to equipment shall be reported to the Student Activities Department as soon as possible.

**12.2** The Chair, Secretary and other appropriate Committee Members shall ensure that a full inventory of the equipment owned by the Society is kept and updated as necessary.

**12.2.1)** A copy of this inventory must be submitted annually to the Student Activities Societies’ Administrator

**12.3** Any inappropriate and malicious damage or theft caused by a member of the Society, to any equipment used by that Society, will be held liable for the full cost of the damage or replacement.

**12.3.1)** The individual may also be considered for disciplinary action.

# **13 Affiliation**

**13.1** The Society is an affiliated Society under the Constitution and Bye-Laws of The Union of Brunel Students.

**13.2** The Society 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.

**13.2.1)** All external affiliations shall be discussed with the and the Student Activities Societies’ Administrator prior to any formal agreement

**13.3** Affiliations with external organisations may only last for the period that the current Society Committee is in post and shall not bind any future committees into formal agreement

 **13.3.1)** All agreements must end on the 31st July of that academic year

 **13.3.3)** Society Committee Members shall put incoming elected Members in touch with External Organisations intending to renew agreements

# 14 Regulations & Amendments

**14.1** The Society shall abide by the Constitution and Bye-Laws, and all Policy of the Union of Brunel Students

**14.1.1)** All actions by the Society and their membership should be in accordance with Brunel University and Union of Brunel Students Code of Conduct.

**14.2** Any Society General Meeting shall have the power to change rules and regulations pertaining to the nature of the constitution as it deems necessary.

**14.2.1)** Following the creation of any new rule or regulation at the Annual General Meeting, this Constitution must be amended to include it and the Student Activities Societies Administrator notified.

**14.3** All rules and regulations created in relation to the Society must be in accordance with the original outline this Constitution.

**14.3.1)** Amendments cannot remove any pre-existing rule, included in the core template version, of the constitution

**14.3.2)** Any clause of this Constitution or any resolution passed that is inconsistent with the pre-existing entities, shall be deemed void and possess no effect insofar as it is inconsistent.

**14.3.3)** If the amendment entails the annulment of a rule added for a previous constitution the annulment must be passed by two thirds of the Full Members present.

**14.3.4)** In all other circumstances a simple majority is required to pass a resolution at any General Meeting of the Full Members present.

# 15 Interpretation of this Constitution

**15.1** This document shall be interpreted in light of the Union bye-laws and policies as well as this Constitution.

**15.1.1)** This Constitution is binding on the Society and all those who hold membership, but should be interpreted in good faith and in the light of the context, object and purpose for which it was written.

# 16 Entry into force

**16.1** This Constitution enters into force at the time the Society Chairperson has submitted it completed to the Student Activities Societies’ Administrator.

# 17 Agreement to be bound

**17.1** The Society agrees to be bound by this Constitution, by way of notification to the Societies’ Administrator and the following signature of chair for the academic year

**Signature:**

**<Add full name>**

Chair of **<Add society name>** Society 20**XX**/20**XX**