

**Notes:**

*This is a sample constitution for you to use for your Sports Society.*

*Text in Black should not be changes*

*Text in Grey indicates where you need to enter information*

*You can add any additional text to this document but it must not contradict any existing text*

## **Cardiff University Students' Union xxxxx Society Constitution**

To interpret this constitution it must be considered in total and in relation to the constitution of Cardiff University Students' Union.

### **[1]TITLE**

The Society shall be known as the Cardiff University Student's Union xxxxx Society.

### **[2]AIMS AND OBJECTIVES**

The aims and objectives shall be:

[2.1] (Insert first objective)

[2.2] (Insert second objective)

[2.3] (Insert third objective)

(Insert additional objectives here as required)

### **[3]AFFILIATION**

[3.1]The xxxxx Society will be affiliated to Cardiff University Students' Union.

### **[4]UNION**

[4.1]The xxxxx Society shall form part of Cardiff University Students' Union, and as such, will adhere to all the rules of the University, the Union Constitution, Students Union and Student Activities policy, and rules laid down herein.

[4.2]Changes to these rules will be made in accordance with the Union constitutions procedures for amending the Union constitution.

[4.3]Two representatives from the xxxxx Society shall attend the following meetings:

1. Societies Council
2. Cardiff University Students' Union AGM
3. Any other meeting called within the Union constitution that requires the attendance of Society's representatives i.e. an EGM

[4.5]Members attending meetings as representatives of the xxxxx Society shall do so for only the xxxxx Society and cannot represent another Society.

[4.4]Student Council and Society Executive Committee reserve the right to veto any activities of the xxxxx Society should they feel it contravenes any Union policy, or places an undue risk on the individuals involved.

### **[5]MEMBERSHIP**

[5.1]May consist of any Ordinary Member of the Union wishing to participate in and further the aims and objectives of the xxxxx Society.

[5.2] At the discretion of the xxxxx Society committee, members of staff, alumni and associate members of the Students' Union may join the Society.

[5.3] The xxxxx Society shall maintain an active membership of not less than 20 Ordinary Members (registered students) of the Union

[5.4] The membership fee shall be determined by the Committee and approved by the Societies, Events and Activities Officer annually. A completed membership form and monies must be collected before any participation in Society activity commences.

[5.5] All members will be declared to the Students' Union who will hold the such information and manage it inline with the Data Protection Act

[5.5] Student members are entitled to:

Join and participate in any activity organised by the xxxxx Society, subject to funding, skill, experience and availability.

Attend, address and vote at any general meeting of the xxxxx Society.

Attend any Committee meeting of the xxxxx Society, and at the discretion of the Committee be granted speaking rights.

Hold a position on the committee of the xxxxx Society.

[5.6] Non-student members are entitled to:

Join and participate in any activity organised by the xxxxx Society, subject to funding, skill, experience and availability.

Attend and address any general meeting of the xxxxx Society.

Attend any Committee meeting of the xxxxx Society, and at the discretion of the Committee be granted speaking rights.

[5.7] The xxxxx Society will operate on a basis of inclusion, therefore, no member will be discriminated against.

## **[6] THE COMMITTEE**

[6.1] The Committee is responsible for the day to day running of the xxxxx Society in accordance with the aims and objectives stated above.

[6.2] The Committee shall, collectively, along with their own job roles, be responsible for upholding the Cardiff University Students' Union policies and procedures, including the Equal Opportunities Policy.

[6.3] Committee members will be elected at the xxxxx Society's Annual General Meeting and hold office for one year.

[6.4] Committee positions must be resided by members who are current students at Cardiff University.

[6.5] The xxxxx Society Committee shall have a minimum of three roles, a **President/Chair**, **Secretary** and **Treasurer** at any one time.

[6.6] The duties of each of the Committee members shall be as follows:

**President:** Acting as the principal officer, spokesperson for the society and key contact with Cardiff University Students' Union, the President leads and co-ordinates the Society, Committee and members. They shall be responsible for the planning, organising and chairing of committee meetings and for protecting the interests of the Society in accordance with its aims and objectives.

**Secretary:** The Secretary's prime function is to administrate the running of the Society, keep accurate records and communicate with the committee and society members.

**Treasurer:** The Treasurer oversees and monitors the financial affairs of the xxxxx Society, ensuring that Cardiff University Students' Union Financial Guidelines are adhered to.

[6.7] Additional committee members shall include:

(Insert any additional committee positions and role descriptions here)

[6.8] A vote of 'no confidence' in a committee member may only be submitted at a general meeting of the xxxxx Society to which all members are invited. This motion must be passed by two thirds of those present. The decision of this vote is subject to appeal by the committee member through the Societies Executive Committee.

[6.9] The committee shall have the power to appoint appropriate sub-committee.

## **[7] COMMITTEE MEETINGS**

[7.1] Committee meetings shall be held regularly, as required.

[7.2] Quoracy for committee meetings is two thirds or three committee members, whichever ever is the greater

## **[8] GENERAL MEETINGS**

[8.1] General Meetings, to which all members are invited, shall be held as and when necessary.

[8.2] There shall be an Annual General Meeting (AGM) held that must include the election of the new committee for the following year.

[8.3] At least two week's notice of the AGM shall be given by the Secretary to all members and Cardiff University Students' Union.

[8.4] Constitutional amendments can be passed at any General Meeting by two thirds of those present or by more than half of the membership, whichever ever is the lesser. Amendments will then require ratification by the Societies Executive Committee.

## **[9] FINANCE**

[9.1] The xxxxx Society's finances must be administered in accordance with the guidelines set out by the Guild of Societies and Cardiff University Students' Union.

[9.2] In the event that the xxxxx Society is no longer able to carry out its activities, and thus folds, all assets and debts will revert back to Cardiff University Students' Union.

[9.3] Under no circumstances will xxxxx Society funds be distributed amongst members.

[9.4] The society may not enter into any contract or other legally binding arrangement without the permission of Cardiff University Students' Union.

[9.5] Social events may not be funded by the budget allocated by Cardiff University Students' Union.

[9.6]For the purposes of clarity, affiliation of the xxxxx Society to Cardiff University Students' Union shall run from 1<sup>st</sup> August to the 31<sup>st</sup> July each academic year. On the 31<sup>st</sup> of August the Society will be formally folded. If the society has been confirmed as affiliated for the following academic year, it will be formally reformed on the 1<sup>st</sup> August.

### **[10]COMPLAINTS, DISCIPLINE AND APPEALS PROCEDURES**

[10.1]Informal complaints against the xxxxx Society or any of its members shall require the xxxxx Society President to be notified in writing. The xxxxx Society committee shall consider the complaint and may uphold or dismiss the complaint and may be entitled to take suitable action that may include:

[10.2]Complaints and reports of alleged misconduct shall be reported to the xxxxx Society President. The xxxxx Society Committee shall consider the report and shall consider the following courses of action

- Verbal or Written Reprimand and/or;
- Suspension of any or all membership privileges and/or;
- Termination of membership of the xxxxx Society and/or;
- Referral of complaint to the Union Complaints or Discipline Procedures

[10.3]An appeal against the outcome of a complaint or report of alleged misconduct should be submitted to the Societies, Activities and Events Officer.

[10.4]The initial complaint or report of alleged misconduct should be forwarded to the Societies, Events and Activities Officer for consideration if:

- the xxxxx Society Committee feel unable to consider the complaint without bias, or;
- the complainant feels the complaint or report will not be considered without bias

In this case, an appeal against the outcome of a decision shall be sent to the Union President in line with the Union Bye-Law Appendix 1.

*Delete the appropriate section below*

*Either*

This constitution was passed at a Committee Meeting of the xxxxx Society on (insert date), pending ratification at General Meeting

*or*

This constitution was ratified at a General Meeting of the xxxxx Society on (insert date)

Signed: (President)

Printed name:

Signed: (Treasurer/Secretary)

Printed name:

Signed on behalf of the Guild of Societies

Signed:

Printed name: