

Cardiff University Students' Union Psychology Society Constitution

COVER PAGE

The **Psychology** Society will be affiliated to the Guild of Societies within Cardiff University Students' Union and, as such, shall agree to the following...

[1]The **Psychology** Society shall adhere to all rules of the University, the Students' Union Constitution and the Students' Union Social Policy and Activities Laws, which can be found on cardiffstudents.com.

[2]Representatives from the **Psychology** Society shall attend **Societies Council**, **Societies Forums**, the **Cardiff University Students' Union Annual General Meeting (AGM)** and any other meetings called by the Students' Union, as laid out by the Tier Structure.

[3]The **Psychology** Society shall maintain an active student membership of no less than 20 student members.

[4]The **Psychology** Society shall elect a new committee at the end of each academic year, normally via the online elections system.

[5]The **Psychology** Society shall maintain a core committee of three members – a President, a Secretary and a Treasurer.

[6]The **Psychology** Society shall hold an Annual General Meeting at the end of each academic year.

[7]The **Psychology** Society's finances shall be kept in the assigned bank account in the Finance Office of the Students' Union and managed by the Treasurer of the **Psychology** Society.

[8]The **Psychology** Society will seek advice and permission from the Students' Union before entering into any contract or other legally binding arrangement.

Cardiff University Students' Union Psychology 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 Students' Union Psychology Society.

[2]AIMS AND OBJECTIVES

The aims and objectives shall be:

[2.1] **To offer a Society for those in the School of Psychology and those interested in Psychology to meet like-minded individuals.**

[2.2] **To provide a mixture of both academic, wellbeing, and social events that foster interest in the field of Psychology and career skills as well as a safe space for all with a diverse range of social events across the academic year.**

[2.3] **To maintain close ties with the School of Psychology and ensure high engagement with the student and staff body throughout the academic year.**

[3]AFFILIATION

[3.1] The Psychology Society will be affiliated to the Guild of Societies within Cardiff University Students' Union. **Whilst also being affiliated to CUSU, the Society shall collaborate closely with the home school – The School of Psychology.**

[4]STUDENTS' UNION

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

[4.2] Representatives from the Psychology Society shall attend the following meetings:

1. Societies Council
2. Societies Forums
3. Cardiff University Students' Union Annual General Meeting(AGM)
4. Any other meeting called within the Students' Union constitution that requires the attendance of Society representatives, such as a General Meeting

The number of representatives required shall be outlined in the Guild of Societies Tier Structure.

[4.3]The Guild of Societies reserves the right to veto any activities of the Psychology Society should they feel it contravenes any Students' Union policy, or places an undue risk on the individuals involved.

[5]MEMBERSHIP

[5.1]Membership may consist of any ordinary member of the Students' Union wishing to participate in and further the aims and objectives of the Psychology Society.

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

[5.3]The Psychology Society shall maintain an active membership of no less than 20 ordinary members of the Students' Union.

[5.4]The membership fee shall be determined by the Committee and approved by the Societies Team annually.

[5.5]All participants in society activity must be registered members of the Psychology Society and the Guild of Societies, or registered for specific events via Give it a Go or another Union Department. Activities which require registration are outlined in the Activities Laws.

[5.6]Members' details will be held by the Students' Union in line with the Data Protection Act and utilised in line with guidance in the Activities Laws.

[5.7]Student members are entitled to:

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

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

Attend any committee meeting of the Psychology Society and, at the discretion of the committee, be granted speaking rights.

Hold a position on the committee of the Psychology Society. Vote to elect any committee members of the Psychology Society.

[5.8]Non-student members are entitled to:

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

Attend and address any general meeting of the Psychology Society.

Attend any committee meeting of the Psychology Society and, at the discretion of the committee, be granted speaking rights.

[5.9]The Psychology Society will operate on a basis of inclusion, therefore, no member will be discriminated against in line with the Equal Opportunities Policy.

[6]THE COMMITTEE

[6.1]The committee is responsible for the day-to-day running of the Psychology Society in accordance with the aims and objectives in [2].

[6.2]The committee shall collectively, along with their own job roles, ensure that the Psychology Society abides by the Cardiff University Students' Union's policies and procedures.

[6.3]All committee members shall be elected democratically. Elections shall normally be carried out online at cardiffstudents.com.

[6.4]Committee nominations must be open to every student Society member and all student Society members must have the opportunity to vote in the committee election. Non-student members will not be able to run or vote in committee elections.

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

[6.6]The Psychology Society committee shall have a minimum of three roles, a **President, Secretary and Treasurer**, at any one time.

[6.7]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. **They are the main contact with the School of Psychology**

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 has responsibility for the financial affairs of the Psychology Society, ensuring that Cardiff University Students' Union Financial Guidelines are adhered to. They shall present the Society's finances at a General Meeting of the Psychology Society.

[6.8]Additional committee members shall include:

Vice President: The Vice President's function is to assist the President and help to co-ordinate the Society, committee and members. They help to delegate tasks, ensure committee and membership engagement and liaise alongside the President with Cardiff University Students' Union and the School of Psychology.

Social Secretary: There are two Social Secretaries, who plan, organise, and run social events for the Society. Both social secretaries will focus on planning and organising the event, such as handling bookings and key event details.

Social Media Secretary: The social media secretary will be in charge of the social media accounts including TikTok, Instagram, and LinkedIn. They will have a focus on social media and promotion by creating content to engage the membership.

Academic and Outreach Officer: The Academic and Outreach Officer's role is to organise and run academic and career-centred events. As well as liaising with external organisations, such as charities and other societies to run co-hosted events and volunteering opportunities. This role also involves finding ways for the Society to create a diverse membership including creating events for all undergraduate and postgraduate students as well as engaging students from other subjects.

Wellbeing Officer: The Wellbeing Officer, is responsible for the signposting of student members to support services, and ensuring inclusivity and accessibility of the group. They shall make themselves known to the members of the Society, and ensure they remain accessible during Society activities.

First Year Representative: The first-year representatives will be in charge of planning events which are specifically catered for first year students. They will have to gain feedback from students on what events they want. They are a voice for first year students.

Post Grad Representative: The post-grad representatives will be in charge of planning events which are specifically catered for post graduate students. They will have to gain feedback from students on what events they want for better engagement.

[6.9]A vote of 'no confidence' in a committee member must be submitted formally in writing by any member to the entire committee and the Guild of Societies. This is to be voted on in an Emergency General Meeting (EGM) called by the committee with at least two weeks' notice. A minimum of half the society's membership must be present and the 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.

[6.10]A change in committee roles must be passed at an EGM before nominations open.
[6.11]The committee shall have the power to appoint appropriate sub-committee.

[6.12]Committee members should always act in the best interests of their Society. Where a committee member has interests outside of the Society that could come into conflict, or could be perceived to come into conflict, these should be declared to the entire committee. It may be appropriate for them to abstain from the relevant decision making processes.

[7]COMMITTEE MEETINGS

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

[7.2]Quoracy for committee meetings is half of all committee members plus one, or three committee members, whichever 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]An Annual General Meeting (AGM) shall normally be held during the Spring Semester.

[8.3]At least two weeks' notice of a General Meeting shall be given by the Secretary to all members and Cardiff University Students' Union.

[8.4]Constitutional amendments, which include changes in committee structure, can be passed at any General Meeting by two thirds of those present or by more than half of the membership, whichever is the lesser. Amendments will then require ratification by the Societies Team.

[9]FINANCE

[9.1]The Psychology 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 Psychology 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 the Psychology Society's funds be distributed amongst members.

[9.4]Committee members shall not receive payment or any other kind of financial benefit from the Society. Only genuine out-of-pocket expenses will be authorised by the Societies Team.

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

[10]COMPLAINTS, DISCIPLINE AND APPEALS PROCEDURES

[10.1]Informal complaints against the Psychology Society or any of its members or committee members shall be submitted to the Psychology Society President. The committee shall consider the complaint and may uphold or dismiss the complaint and may be entitled to take suitable action.

[10.2]The Psychology Society committee shall attempt to resolve complaints, but shall contact the Guild of Societies for advice and further discussion.

[10.3]Reports of alleged misconduct or inappropriate behaviour of any members or committee members shall be submitted in writing to the Psychology Society President or the Guild of Societies.

[10.4]The Guild of Societies may refer matters to the Students Union's Complaints Policy, Discipline Policy or Disputes Between Members Procedures.

[10.5]The complaints procedures shall be clearly communicated to the alleged offender(s) to ensure they understand their rights and responsibilities.

[10.6]The initial complaint or report of alleged misconduct should be forwarded to the Vice President Societies for consideration if:

The Psychology 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 Students' Union President.

[10.7]Actions from complaints and allegations, which are upheld, may include the following; Verbal or written reprimand and/or;

Suspension of any or all membership privileges and/or;

Termination of membership of the Psychology Society and/or;

Referral of complaint to the Students' Union Complaints or Discipline Procedures and/or;

Other actions as outlined in the Activities Laws.

[10.8]Outcomes of a complaint or report of alleged misconduct are subject to appeal. Appeals should be submitted in writing to the Vice President Societies, as outlined in the Activities Laws.

Ratification

This constitution was ratified at a General Meeting of the Psychology Society on **3rd April 2025**. Submission of this document to the Guild of Societies will be deemed as ratification of the Psychology Society's Constitution.

Signed

A.Visnakova 3/4/2025