Constitution of the WSU [insert name] Society

Please modify all points highlighted in red as your Society sees fit. This document should be submitted in its finalised form, (i.e. without any red font). It should be completed so as to be relevant to the Society in years to come (i.e. Do not include names/dates specific to this year). If you have any questions, please contact [jack.moore@worc.ac.uk](mailto:jack.moore@worc.ac.uk). (note this text should be deleted when the document is completed).

This constitution sets out the rules and regulations of the Society. It is subordinate to the Constitution and Bye Laws of Worcester Students’ Union. It will be made available to all members via the Society’s webpage.

## Key Terms

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| The Union | Worcester Students’ Union |
| The Committee | The Society’s committee that is elected to coordinate the activities of the Society |
| Members (of the Union) | All Worcester students automatically become **full members** of the Union (for free) when they join the University unless they choose to opt-out of membership. Alumni and University staff can apply and pay for associate membership of the Union. |
| Vice President Student Activities | The Full-Time elected Officer of the Union responsible for representing students on matters relating to societies, sport, RAG (charity fundraising), and volunteering. |
| Executive Committee (of the Union) | The three Full Time Officers of the Union. It oversees the representation and campaigning work of the Union, as well as the implementation of Policy passed by Student Council and the Ideas Forum process. |
| Affiliated | A term to describe an official attachment to an organisation e.g. societies and Sports Clubs that are officially part of the Union |
| General Meeting | A meeting open to all members of a Society. |
| Annual General Meeting | A meeting for members that takes place each year where the Committee reports its activities for the year. It will also allow members to approve the Society’s affiliations and its constitutions and may include committee elections. |
| Hustings | A meeting at which candidates in an election can meet students and answer questions from potential voters. |
| Quorum/Quoracy | The minimum number of people needed at a meeting to be able to conduct business (carry out votes etc.). |
| Vote of No Confidence | A vote on whether a person in a position of responsibility (e.g. a Committee Member) is no longer deemed fit to hold that position, perhaps because they are deemed to be failing to carry out the role effectively, or are making decisions that others feel are detrimental. |

## Name

The name of the group shall be the Worcester Students’ Union [insert name] Society, referred to as the “Society”

## Aims

1. The aims of the Society shall be:
   1. [insert minimum of three aims]

## Membership

1. Membership of the Society will be open to all members of the Union in accordance with the Union Constitution and Bye Law 1 (Membership).
2. Non-members of the Union may only join the Society after becoming an Associate member of the Union. Associate members shall have the same privileges as full members, *except* the privilege of voting in meetings, to be committee members of the Society, to vote in elections or to represent the Society in any competition the Society takes part in.
3. All Society members must act in accordance with the Union’s [Code of Conduct](https://www.worcsu.com/pageassets/yourunion/aboutwsu/documents/WSU-Code-of-Conduct-28-05-2020.pdf).
4. At no point shall the proportion of associate members be more than 15% of the total membership of the Society.
5. The Society will operate on a basis of inclusion; therefore, no member will be discriminated against.

## Affiliation

1. The Society is fully a part of Worcester Students’ Union and is subject to the Union’s governing documents, as well as to rulings of the Executive Committee, Student Council, Referenda, and the Board of Trustees.
2. The required number of members of the Society to be fully affiliated to the Union is 12. (note if you have a requested an exception as laid out in Point 15 of Bye Law 6 (Societies, Sports Clubs and Student Led Services) the SU will update this number on receipt of your constitution).
3. In line with Point 15 of the Union’s Bye Law 6 (Societies, Sports Clubs and Student Led Services), each year the Society will have six weeks from the date of the Clubs and Societies Fair (normally held in September each academic year) or equivalent event to reach their required membership figure for affiliation. New Societies will have six weeks from a launch date which will be agreed with the Union. If the Society fails to reach 12 members within the above timescale it will be folded. In exceptional circumstances the Society may be approved an extra six weeks by the Union’s Executive Committee.
4. During the six week period the Society will be considered as pending affiliation and will have the same rights and responsibilities as fully affiliated societies during this time.

## Membership Fees and Finance

1. A membership fee is required from all Society members. With the exception of Give it a Go events and events put on in the Welcome and Refreshers periods for students on time-limited interest lists, membership fees be received prior to any involvement in Society activities. The Union will inform committees annual the dates for the Welcome and Refreshers periods.
2. The minimum annual membership charge shall be determined by the Union on an annual basis. It is at the committee’s discretion whether to charge a higher membership fee than the minimum required by the Union.
3. A range of membership fees may be charged including fees for each semester and social membership fees. All fees must be agreed by the Vice President Student Activities. Any change of fee that sees an increase of more than 25% must be approved by members at a General Meeting.
4. If the committee wishes to change the fee during an academic year they must seek support from the Vice President Student Activities or the relevant member of Union staff before any changes are proposed.
5. It is the Committee’s responsibility to ensure that membership fees have been paid via the online membership system or at the Union’s Welcome Desk.
6. Societies have two income streams:
   1. A Society Account that holds all money raised through membership, fundraising and sponsorship. The Society is not able to hold its own bank account.
   2. The ability to apply for Development Fund grants from the Students’ Union. The application process will be published on the Union’s website annually.
7. All accounts are run by the Union on behalf of the Society. All financial procedures are outlined in Points 56-72 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
8. All Society expenditure will be authorised by one of the designated signatories (Chair or Treasurer). Final authorisation will be by the Union’s budget holder and no expenditure over £100 should be undertaken without prior consent from the relevant member of Union staff.
9. The Society cannot be run for private profit of any of its Members or the Union.
10. Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with Society business.

## Sponsorship and Affiliations with External Organisations

1. Before seeking sponsorship the Society committee will ensure that it contacts the Vice President Student Activities and that it complies with the regulations laid out in Points 73-77 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
2. The Society may only become an affiliate of an external organisation if:
   1. The aims of that organisation are in line with those of the Society;
   2. The Members get a direct benefit from the affiliation;
   3. No Policy of the Students’ Union is breached by the affiliation;
   4. A vote to affiliate is passed by the Members in a General Meeting.
3. The Group’s affiliation to an external organisation shall immediately end:
   1. If the affiliation is not reapproved at each Society Annual General Meeting (AGM).
   2. Or if members vote to end the affiliation at a General Meeting.
4. All external affiliations and disaffiliations must be reported to the Vice President Student Activities or relevant Union staff member within seven days.
5. For the avoidance of doubt, the Students’ Union is not an external organisation.

## The Committee

1. The Committee is responsible for the day to day running of the Society in accordance with the aims and objectives stated above. This committee shall not operate autonomously. Planning activities, buying equipment and administering other Society matters must satisfy the majority of members.
2. The Committee shall, collectively, along with their own job roles, be responsible for upholding the Worcester Students’ Union policies and procedures including/
   1. The Union’s Property Regulations outlined in Points 81-88 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
   2. The Union’s Health and Safety Regulations outlined in Points 89-94 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
   3. The Union’s Data Protection regulations which the can be found on the Union’s website.
3. It is mandatory for a minimum of one member of the Society Committee to attends the required Team Worc Committee Meeting and at least two attend the Union’s All Student Meeting. It is also the responsibility of the committee to encourage its members to attend the required the Union’s All Student Meeting.
4. Members attending meetings as representatives of the [insert name] Society shall do so for only the [insert name] Society and cannot represent another Society, Sports Club, Student Network or Student-Led Service (e.g. RAG).
5. If committee members are unable to attend a required Union meeting, a written apology must be given to the Vice-President Student Activities.
6. The Committee will consist of the following officers who shall be full members of the Union:
   1. Chair
   2. Secretary
   3. Treasurer
   4. Inclusivity Rep
   5. Add additional roles here
7. The Committee shall take office on the 1st June and sit until the 31st May in the following year.

## Elections

1. Society committees shall be democratically elected as outlined in Points 32-35 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
2. All paid full members of the Society are eligible to stand, provided that they are eligible for membership for the whole of their term in office.
3. Society committee elections will be limited to the full membership of the Society, and will require a quorum of 20% of paid full members to vote for the result to be valid. If quoracy is not reached the Society will be permitted to an additional election in order to elect a committee. If the Society fails to have a valid election by the end of the academic year it will automatically fold.
4. All elections will be by secret ballot using the Union’s online system or in person at a General Meeting, under the supervision of a Union staff member or Officer Trustee.
5. Voting shall be by the Single Transferable Vote (STV) method.
6. Re-open nominations (RON) shall be a candidate for all positions.
7. The Results of Society elections conducted online will be provided to the committee and should be announced within 48 hours of receipt. For elections conducted at an AGM will be counted by the Union staff member or Officer present and announced at the meeting.
8. The new Committee shall serve alongside the old Committee (without voting rights) for the remainder of the academic year to promote the effective hand-over of the Society and to provide a period of apprenticeship for the new Committee, overseen by the existing committee.

## Removal of Committee Members

1. Full guidance on regulations regarding the removal of Committee Members by a Vote of No Confidence can be found in the Points 57 to 63 of the Union’s Code of Conduct and Points 42 to 45 of Bye Law 6 (Societies, Sports Clubs and Student Led Services).
2. The Union may also remove Committee Members in line with Points 38 to 41 and Point 46 of Bye Law 6 (Societies, Sports Clubs and Student Led Services)

## Committee Meetings

1. Committee Meetings will be held regularly during term time and can be held virtually or in person.
2. Quorum for Committee Meetings will be two thirds of the Committee or three committee members, whichever is greater.
3. Minute of Committee Meetings should be kept and made available to members and the Union on request.

## Duties of the Committee

1. The roles and duties of the Committee are as follows:
2. **The Chair** is the leader and main spokesperson for the society, taking responsibility for managing the committee and the affairs of the society. The Chair ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted. They are a co-signatory for the society’s accounts (which are held by the Union).
3. **The Secretary** oversees the administration of the society/sports club, take minutes at meetings and monitor memberships. They are the key information and reference point for the chair, committee members and members. *[if no events or social secretaries add the following line:* They are responsible for submitting all relevant events forms to the Union and for processes like booking rooms].
4. **The Treasurer** acts as the society’s finance manager and has ultimate responsibility for ensuring that the society’s financial matters run smoothly. They take the lead on identifying potential sources of income e.g. sponsorship and plan the budget, in agreement with the committee. They are a co-signatory for the society’s accounts (which are held by the Union).
5. **The Inclusivity Rep** works with the rest of the committee to increase memberships, focusing particularly on students who face barriers to participation. They will work with the rest of the committee to ensure that activities are attractive to a diverse range of members.
6. **The [insert name of additional role] is:** [insert brief description of role]

**Other options include:**

**(a) The Events Secretary** is responsible for providing social and cultural activities for the society’s members on a large scale, such as Balls, trips away, and theatre trips. They shall also support, and be supported by, the Inclusivity Rep to promote a positive culture within the society.

**(b) The Social Secretary** is responsible for providing social and cultural activities for the society’s on a smaller scale, such as nights out. They shall also support, and be supported by, the Inclusivity Rep to promote a positive and inclusive culture within the society. They will ensure that responsible socials are a fundamental part of the society.

**(c) The Publicity Officer** is responsible for managing the society’s social media and promotions, making sure members know about what is going on and coordinating the recruitment of members.

1. Full role descriptions for core roles can be found on the Union’s website. The Committee will agree and keep a record of non-core role descriptions with the SU for additional roles)

## Society General Meetings

1. The Society must hold at least one General Meeting each academic year. This includes the Annual General Meeting (AGM).
2. The AGM should be held in the second semester and must be held before end of the third full week in May.
3. Extraordinary General Meetings (EGM) to discuss a pressing issue or to hold a committee by-election can be held at any time of the year.
4. All members should be given 10 day notice minimum before a General Meeting is held.
5. Only paid full members of the Society may vote in a General Meeting.
6. Quorum for AGM’s & other General Meetings is 20% of paid full members.
7. Should any General Meetings fail to meet the above quorum then the meeting shall be reconvened within ten days and this second meeting shall be automatically quorate. However, the quorum will remain for any Elections to be held.

## Interpretation

1. If there is a dispute over the interpretation of the Society Constitution, the decision of the Vice-President Student Activities will be required.

## Amendments

1. Before any amendment is proposed the Committee should consult with the Vice President Activities or relevant member of Union staff to ensure any amendment does not contradict the Unions governing documents or policies and procedures.
2. Any proposed amendment to this constitution must be passed by a majority at the Society’s AGM or as an online Society referendum. Such votes will be overseen by a member of Union staff or an Officer Trustee
3. The Students’ Union shall be informed immediately of any alterations or amendments to the constitution.
4. The Constitution & Bye Laws of the Union will always override a Society’s constitution.

## Discipline of Members

1. When handling complaints, disciplinary actions and appeals, the Society shall follow the Union’s Code of Conduct, which can be found at <https://www.worcsu.com/yourunion/aboutwsu/documents/>. The Disciplinary and Appeals procedure can be found in in Points XX of the Code of Conduct.

## Dissolution

1. Should the Society*]* reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the Union.