**[SOCIETY NAME] DRAFT**

**CONSTITUTION**

March 2016

**1. Name**

The name of the club/society *[delete as appropriate]* shall be *[insert name here}* herein after referred to as ‘the club/society’ *[delete as appropriate]*.

**2. Affiliation**

**2.1** The club/society shall form part of the University of Worcester Students’ Union and as such the club/society shall adhere to the principles of the Students’ Union constitution and any subsequent guidelines or regulations issued by the Students’ Union.

**2.2** In addition to the University of Worcester Students’ Union the club/societyshall be affiliated to *[insert relevant body here]*

**3. Aims and Objectives**

The key aim of the club/society shall be *[insert aim here; for example: …to promote and maintain interest in Korfball at the University of Worcester and give students the chance to further their involvement in the sport]*

**4. Membership**

4.1 Membership of the club/society shall be open to all current full members of the University of Worcester Students’ Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the club/society in conjunction with the Students’ Union.

4.2.2 All members are also required to pay a Teamworc sports or Teamworc society *[delete as appropriate]* fee to the Students’ Union. The fee level for this will be reviewed by the Students’ Union at the beginning of each academic year.

4.3 Membership fees must be received prior to any involvement in club/society activity.

4.4 *[You may want to implement a further point here in reference to membership. Perhaps, associated membership; i.e. non-student coaches or advisors, however please take into account the Students’ Union’s own guidelines when doing so. Or alternatively membership criteria specific to your society, such as safety issues.]*

**5. The Committee**

**5.1** The committee shall be responsible for the running of the club/society and will convene *[insert regularity here e.g. weekly, fortnightly, monthly]* on a day outlined at the first committee meeting of an academic year.

**5.2** The members of the committee shall be as follows:

 i. Chair

 ii. Treasurer

 iii. Secretary

 iv. and onwards *[insert any additional positions within your committee]*

**6. Appointment of the Committee**

**6.1** The appointment of committee members shall be via a democratic vote to take place at a General Meeting.

**6.2** Only current members of the society shall be permitted to run for a committee position. *[Insert any additional criteria for committee positions here].*

**6.3** Any changes in committee personnel shall be communicated to the Students’ Union

**7. Duties of Committee Members**

 **7.1** The club/society Chair shall:

**i.** chair club/society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students’ Union

**ii.** Act as the first delegate to the Students’ Union and ensure that the club/society is represented at all Student Groups Committee meetings if he/she is unable to attend

**iii.** Ensure at all times that health and safety precautions have been taken in relation to club/society members

**iv.** Act as the club/society’s first representative to all external bodies and ensure the club/society members act as good ambassadors for the University and the Students’ Union

**v.** *[insert any additional duties relevant to your group]*

 **7.2** The club/society Treasurer shall:

**i.** Oversee the financial accounts of the club/society as made available by the Students’ Union and be responsible for ensuring that the club/society follows the Students’ Union’s financial regulations at all times.

**ii.** Collect all monies received from club/society events and ensure all money is banked with the Students’ Union along with the necessary documentation.

**iii.** Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students’ Union by the agreed deadline.

**iv.** Submit an annual financial report to the VP Student Activities

**v**. be responsible for maintaining overall control over the club/society’s finances and ensuring all club/society activities or expenditure is financially viable

**vi.** *[insert any additional duties relevant to your group]*

 **7.3** The club/society Secretary shall:

**i.** maintain up to date records of club/society membership including contact details for all club/society members, and ensure that the Students’ Union also has the equivalent up to date information.

**ii.** Minute and keep record of all club/society meetings and ensure that these details are made available to the Students’ Union.

**iii.** Ensure that the club/society is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports/ Societies Co-ordinator.

**vi.** *[insert any additional duties relevant to your group]*

*[***7.4** *insert any additional committee positions for your club/society in a similar format to above]*

**8. Removal of Committee members**

**8.1** A motion of no confidence in any Committee member may be created by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting. This motion must then be voted on at an EGM (see **8.2**)

**8.2** If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of society members present and voting**.  See the guides on *How to organise an EGM* for full details of how to organise an EGM.

**8.3** If the no confidence motion is successful, then the Chair or Treasurer should immediately inform the Vice President Student Activities and the Sports Coordinator/ Societies Coordinator. Your Club or Society will then need to hold another EGM to elect a new person to that position.

**9. Meetings**

**9.1 General Meetings** shall take place at least once per semester and may be called by the following methods:

i. as directed by the club/society committee

ii. on the request of the Students’ Union Executive Committee

iii. by written request of the club/society members via a letter signed by no less than one quarter of the club/society membership.

**9.1.2** *[enter suitable time period here; e.g. 1 week, 10 days]* notice of a General Meeting shall be given to all members.

**9.1.3** Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

**9.2 Annual General Meetings (AGM)** shall take place within the second semester and will feature the appointment of committee members for the following academic year.

**9.2.1** Details of committee members for the following academic year elected at the AGM shall be provided to the Students’ Union before the 30th March

**9.2.2** *[enter suitable time period here; e.g. 1 week, 10 days]* notice of an Annual General Meeting shall be given to all members.

**9.2.3** Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

**9.3 Extraordinary General Meetings (EGM)** are held when an issue arises which requires the input of the membership and is too serious or urgent to wait until the next AGM for example removal and approval of committee members.

**9.3.1** *[enter suitable time period here; e.g. 1 week, 10 days]* notice of an Extraordinary General Meeting shall be given to all members.

**9.3.2** Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

**9.4** The quorum*(i.e. the minimum number of members needed for a meeting to take place)* for all General Meetings shall be *[insert suitable figure here; eg. 40%, one third, one half]* of the total club/society membership.

**9.5** Should any General Meetings fail to meet the above quorum then the meeting shall be reconvened within *[insert appropriate time frame here; e.g. ten days, a fortnight]* and this second meeting shall be automatically quorate.

**10. The Constitution**

**10.1** Copies of the constitution shall be made available to all members via the club/society webpage.

**10.2** Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting or Extraordinary General Meeting. Subsequently the amendment must be passed by *[insert appropriate figure here; eg. 51%, 60%, two thirds, more than half]* of the membership present.

**10.3** The Students’ Union shall be informed immediately of any alterations or amendments to the constitution.

**11. Dissolution**

Should the club/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 University of Worcester Students’ Union.

**Date formally adopted**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Name

Treasurer Name

Secretary Name

Review due Feb 2017