**Paranormal Society DRAFT**

**CONSTITUTION**

October 2015

**1. Name**

The name of the society shall beThe Paranormal Society,herein after referred to as ‘the society’.

**2. Affiliation**

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

**3. Aims and Objectives**

The key aim of the society is to promote interest in the paranormal and to explore locations with paranormal claims.

**4. Membership**

4.1 Membership of the 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 determined yearly by the society in conjunction with the SU.

4.2.2 All members are also required to pay a Teamworc society 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.

**5. The Committee**

**5.1** The committee shall be responsible for the running of the society and will conveneweeklyon 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

**6. Appointment of the Committee**

**6.1** The appointment of committee members shall be via a democratic vote to take place at the society AGM.

**6.2** Only current full members of the University of Worcester SU shall be permitted to run for a committee position.

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

7**. Removal of Committee members**

**7.1** A motion of no confidence in any Committee member may be called in any committee 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 Society committee meeting.

**7.2** 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 those present and voting.

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

**8. Duties of Committee Members**

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

**i.** chair meetings democratically, ensure they are conducted properly and communicate minutes to the SU.

**ii.** Act as the first delegate to the Students’ Union and ensure that the 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 society members

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

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

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

**ii.** Collect all monies received from 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

**8.3** The Society Secretary shall:

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

**ii.** Minute and keep record of all society meetings and ensure that details are made available to the SU.

**iii.** Ensure that the 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 Societies Co-ordinator.

**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 society committee

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

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

**9.1.2** 1 week notice of a General Meeting shall be given to all members.

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

**9.2 Annual General Meetings** 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** 1 monthnotice of an Annual General Meeting shall be given to all members.

**9.2.3** Only student members of the society and only those members present are permitted to vote.

**9.3** The quorum for General Meetings/Annual General Meetings shall be half of the total society membership.

**9.4** Should any General Meetings or the AGM fail to meet the above quorum then the meeting shall be reconvened within 2 weeks and this second meeting shall be automatically quorate.

**10. The Constitution**

**10.1** Copies of the constitution shall be available to all members via the society webpage or via e-mail on request.

**10.2** Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed by 75% 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 Signature

Treasurer Name Signature

Secretary Name Signature

Review due April 2015