**UNIVERSITY OF WORCESTER**

**STUDENT PARENTS AND CARERS**

**SOCIETY CONSTITUTION**

**1. Name**

The name of the society shall be University of Worcester Student Parents and Carers society here in after referred to as ‘Student Parents and Carers Society’ (SPCS).

**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 shall be to promote organisations and build a network of support for student parents and student carers. Furthermore the society will support members with any welfare needs/requirements and endeavor to offer help and advice to those in need.

**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 as determined year on year by the society in conjunction with the Students’ Union.

4.2.2 All members are also required to pay a Student Groups Subscription (SGS) fee to the Students’ Union. However this is not applicable to those who have already made a SGS payment for an alternate society. A student need only pay the SGS fee once, regardless of how many clubs/societies they join.

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

**5. The Committee**

**5.1** The committee shall be responsible for the running of the society and will convene monthly 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. Vice Chair

 iii. Treasurer

 iv. Secretary

 v. Social Secretary

 vi. General Committee Members

**6. Appointment of the Committee**

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

**6.2** Only current full members of the University of Worcester Student Parents and Carers Society 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 Club or 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 Experience and the Sports and Societies Coordinator. Your Club or 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 society Chair shall:

**i.** chair 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 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 society Vice Chair shall:

 i. Assist the Chair with the roles as stated above

 ii. Act as Chair if necessary due to any absence of the Chair

 **8.3** The 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 Groups

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

 **8.4** 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 these details are made available to the Students’ Union.

**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 Sports and Societies Co-ordinator.

**8.5** The society Social Secretary shall:

**i.** Ensure they are present at all socials arranged by them with the exception in uncontrollable circumstances whereby they will appoint and ensure a committee representative is present at the organised event.

**ii.** Provide regular events as agreed by the committee for the society to enable continued contact between committee members and society members

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

**9.1.2** 10 days’ notice of a General Meeting shall be given to all members.

**9.1.3** Only student 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** shall take place during the period between commencement of semester 2 and the Easter break 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 31st May.

**9.2.2** 10 days’ notice of an Annual General Meeting shall be given to all members.

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

**9.3** The quorumfor General Meetings and the Annual General Meetings shall be one quarter 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 10 days 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 society webpage.

**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 two thirds 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 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**\_\_\_22/09/2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Name Tina Wootton-Porter Signature T Wootton-Porter

Vice Chair Name Signature

Treasurer Name Chantal Vinyard Signature C Vinyard

Secretary Name Rachel Davis Signature R. Davis

Social Secretary Name Signature