**Research Student Society DRAFT**

**CONSTITUTION**

8th September 2014

**1. Name**

The name of the society shall be *The Research Student Society* here in 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.

**2.2** In addition to the University of Worcester Students’ Union the societyshall be affiliated to the Graduate Research School.

**3. Aims and Objectives**

The Research Student Society has three main aims:

* to give research degree students, as a distinct and important group, a voice within the Students Union and through this, within the University as a whole;
* to enhance the sense of community within the research student body;
* to embed research students more fully within the University community

 **4. Membership**

4.1 Membership of the society shall be open to all current research degree students.

**5. The Committee**

**5.1** The committee shall be responsible for the running of the society and will convene once a semesteron 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. Secretary

 iii. Social Secretary

iv. Eight research degree students (full time and part time)

As the focus of this committee is predominantly academic, then a treasurer will not be required. The GRS will allocate a sum of money to the committee to cover the cost of catering associated with the

Research Student Conference and Work in Progress Series. This will be managed by the GRS Manager. Social events will be paid for by the students but events will be planned in liaison with the SU who may be able to secure group discounts etc.

**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 research degree students 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**.  See the guides on *How to organise an EGM* for full details of how to organise an EGM.

**7.3** If the no confidence motion is successful, then the President 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 and Graduate Research School

**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 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 and Graduate Research School.

**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 and Societies Co-ordinator.

 **8.3** The society Social Secretary shall:

**i.** organize social events for the research students at the start of each Semester, to welcome the new students and a Christmas meal.

**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 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 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 40% of the total club/society membership.

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

**10. The Constitution**

**10.1** The role of the Research Student Society is as follows:

1. To discuss research student issues pertaining to the academic programme and to feed these, where appropriate to the SU and University’s Research Degrees Programmes Committee for consideration.
2. To discuss research student issues relating to, for example, offices and work space, library, campus facilities etc and to feed these, where appropriate to the SU and University’s Research Degrees Programmes Committee for consideration.
3. To organise and run an annual Research Student Conference.
4. To organise, monitor and review the Work in Progress Series.
5. To organise social events at the start of each Semester to welcome the new students and a Christmas event.
6. Through the medium of social and/or academic events to help built a sense of a research student community across the university.

**10.2** Copies of the constitution shall be made available to all members via email and the Research Students Facebook page.

**10.3** Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed *51%,* of the membership present.

**10.4** 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Name Signature

Secretary Name Signature

Review due September 2015