**Education Society CONSTITUTION**

**1. Name**

The name of the club/society shall be *The Education Society* herein after referred to as the Education Society.

**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 *Tramps Nightclub*

**3. Aims and Objectives**

The key aim of the Education Society shall be to create a social forum for students to exchange information and views in regards to any aspect of Education.

**4. Membership**

4.1 Membership of the Education 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 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 club/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 club/society activity.

**5. The Committee**

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

iii. Social Secretary

iv. Treasurer

v. Admissions

vi. Events

**6. Appointment of the Committee**

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

**6.2** Only current full members of the University of Worcester Students’ Union shall be permitted to run for a committee position or Education affiliated students.

**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 Education Society Chair shall:

**i.** chair Education 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 Education 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 Education Society members

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

**8.2** The Education Society Treasurer shall:

**i.** Oversee the financial accounts of the Education Society as made available by the Students’ Union and be responsible for ensuring that the Education 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 Groups

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

**8.3** The Education Society Admissions shall:

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

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

**iii.** Ensure that the Education 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-coordinator.

**8.4** The Education Society Vice Chair:

**i.** Vice chair Education Society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students’ Union

**ii.** Act as the second delegate to the Students’ Union and ensure that the The Education 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 The Education Society members

**iv.** Act as the The Education Society’s second representative to all external bodies and ensure the Education Society members act as good ambassadors for the University and the Students’ Union

**8.5** The Education Society social secretary shall:

**i.** Will arrange social activities for the Education Society on a weekly basis.

**ii.** Will ensure the behavior of the Education Society meets the standards set by the University of Worcester.

**iii.** Will ensure that no members of the Education Society are excluded or neglected.

**8.6** The Education Society events coordinator shall:

1. Will ensure that the members of the Education Society are kept up to date with any relevant educational events that are on offer outside of the University.
2. Will work with the social secretary in regards to a potential end of year Education Society ball.

**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 Education Society committee

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

iii. By written request of the Education Society members via a letter signed by no less than one quarter of the Education Society membership.

**9.1.2** 10 days ofnotice for a General Meeting shall be given to all members.

**9.1.3** Only student members of the Education 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 on May the 1st 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**1 Months*’* notice of an Annual General Meeting shall be given to all members.

**9.2.3** Only student members of the Education 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 *25%* of the total Education 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 daysand 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 Education Society Private Facebook 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 *50%* 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 Education 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**\_\_\_\_\_\_\_\_\_07/10/14\_\_\_\_\_\_\_\_\_

