**Societies Constitution**

1. **Name of Society**

1.1 This body will be known as ‘…………………………………………………………………………………….. ’

(Herein referred to as ‘the society’)

 Date of commencement of the Society: ………………………………………………………………………..

**2. The society shall have the following aims:**

(The intended purpose of the society)

1.)

2.)

3.)

1. **The society shall have the following objectives**

(How you intend to achieve the society’s aim)

1.)

2.)

3.)

**4. Membership**

**4.1 Standard Membership**

All students within the University of Wolverhampton will be afforded the right to join any society created through the Students Union.

4.1.1 No non-students will be able to benefit from the society.

4.1.2 Membership will not be open to any university staff members.

**4.2 Committee Members**

The Society must be run by students, who will also be referred to as committee members.

4.2.1 Committee members, with the approval of the Societies Support Coordinator, will operate their society and make decisions on society activities and events.

4.2.2 There must be at least three elected committee members:

(i) A President or Chairperson - represents the society, is responsible for chairing meetings with the committee, and responsible for all society activities.

(ii) A Secretary - responsible for providing agendas and minutes for any committee meetings and for the running of the election process.

(iii) A Treasurer - responsible for the financial outlook of the society, ensuring that all memberships are purchased by students attending society meetings and that any financial claims are processed through the Societies Support Coordinator.

(iv) Other committee positions must first be created in the society’s constitution before any election for the said positions takes place.

4.2.3 Committee members shall serve for a term of one year, and may seek re-election.

4.2.4 Committee members cannot serve more than two terms of office in a single position.

**4.3 Membership Fee**

Committee members will have discretion as to whether or not members will be expected to pay a fee before joining the society. The fee must be reasonable and proportionate to the activities offered by the society

**5. Affiliation**

5.1 Societies of the students’ Union are bound by The Students’ Unions bye-laws and policies.

5.2 Societies are supported by the Students’ Union but operated and led by students themselves. Societies must be student led and not run by an academic department of The University of Wolverhampton

5.3 Student Societies will be overseen on a day to day basis by the Societies Support Coordinator

**6. Ratification of the Society**

**6.1 Conditions to be met before the ratification of a society:**

6.1.1 There must be a minimum of 10 members to establish a society

6.1.2 There must be a minimum of 3 committee members

6.1.3 The society must sign the constitution and make themselves familiar with The Students' Unions Bye Laws and policies

6.1.4 Each committee member’s details must be filed with the Societies Support Coordinator

6.1.5 Core aims and objectives of the society must be established

6.1.6 There must not be a similar society in existence with the same or similar aims or objectives

6.1.7 The society must be open to and physically accessible to all students within the University of Wolverhampton

6.1.8 The society must not disadvantage or conflict with any union activities

6.1.9 It must be student led.

6.1.10 The society must demonstrate a benefit to all its members.

6.1.11 The society must have a unique name and a logo to represent the core purpose of their society

6.1.12 Committee members must arrange a meeting with the Society Support Coordinator before the society can be ratified. The society application is then sent to the Exec Committee for ratification

6.2 Once ratified it is the responsibility of the society to remain active. To be considered active they are required to do the following:

6.2.1 Hold elections for new committee members

6.2.2 Committee members must attend mandatory Society Training which includes training on: Committee roles, Students’ Union Finances and Social Media

6.2.3 Demonstrate that the society is working towards its core aims and objectives, by providing evidence of your societies activities to the Societies Support Coordinator

6.2.4 Provide up to date information to the Students’ Union upon request

**7. Benefits of being a Students’ Union Society**

7.1 Ability to hire university rooms for events and meetings (bookings must come through the Societies Support Coordinator)

7.2 Provide Health & Safety advice and guidance. We will help you to ensure all activities are safe All members are insured for society activities on and off campus and

7.3 Presence on Students’ Union website, with visibility to the whole student body, and event promotion through our social media channels. (Updating the society webpage is the responsibility of the society)

7.4 Access to funding from the Society Development Fund

7.5 Advice and support in developing and organising events and activities

7.6 Access to skills workshops

7.7 Support from the Societies Support Coordinator

**8. Annual General Meetings**

**8.1. The purpose of the AGM is to provide a summary of your society’s year including any events, activities and financial information to your members. AGM’s are also used to elect your committee for the next academic year and to ratify or change your constitution.**

**8.2 Composition**

8.2.1 The AGM will be open to all members of your society to attend and vote

8.2.2 A Society committee member will either be selected or volunteer to chair the AGM

8.2.3 Current committee roles are assessed and committee elections are held.

8.2.4 At least three committee members must be elected to carry on the society for the next academic year.

8.2.5 Non Society members will not be permitted to vote and may only attend as observers

8.2.6 The Quorum (A Quorum is the fixed number of members that must be present at a society general meeting to make proceedings valid) for the AGM should consist of no less than 20% of the society membership (Bye Law 6.15)

8.2.7 The Society Coordinator must be informed about the AGM no later than 14 days before the commencement of the AGM

**8.3 Elections**

8.3.1 All full members of the society may stand for election to become a committee member

8.3.2 The election process should be democratic and, where possible, anonymous. If you need assistance with this process then please contact the Societies Support Coordinator

**8.4 Written Report**

8.4.1 A Report must be created outlining the key issues raised in the AGM. The report must be available for all members (via email) within 14 days working days of the meeting

**8.5 Handover**

8.5.1 A handover to the new committee must be prepared and details of the new committee sent to the Societies Support Coordinator. This process must be completed by the end of Semester 2.

**9. Resignation and Removal of a Committee Member**

**9.1 Disqualification, Resignation and Removal of committee members.**

A committee members post shall be vacated if:

9.1.1 They are no longer a member of The Union

9.1.2 They resign

9.1.3 They do not perform their responsibilities detailed in this constitution

9.1.4 They violate The Students’ Union's bye-laws, or policies.

9.1.5 A motion of no confidence is passed by a two thirds majority of the Society’s members, attended by union staff.

9.1.6 If a committee member position is vacated a General Meeting shall be called to hold an election.

**10. Development and Support for Societies**

10.1 The Students’ Union will offer a comprehensive training programme throughout the academic year. Including training on; committee roles, events, finances, and social media

10.2 A section of the Students’ Union's website will be available for each Society. Societies will be able to manage their section of the website once they have attended the relevant social media training provided by the Students’ Union

10.3 Society pages on social networking sites are permitted. However, due to the provision already available, no funding for advertisement or otherwise will be available

10.4 The content of social media pages will be periodically monitored, and any website that is linked to a Society should be in line with The Students’ Union's bye-laws and policies

**11. Finance**

**11.1 All society accounts will be managed by the Students’ Unions Finance department and the Societies Support Coordinator.**

11.1.1 Societies are not permitted to operate an external Society bank account. If a society is found to have an external account, it will cease to be recognised as a Students’ Union society and receive no further funding

11.1.2 Any surplus of funds at the year end will be donated to the Students’ Union if the society is not going to be active in the future

**11.2 Society Development Fund**

11.2.1 The Society Development Fund is available to all ratified societies

11.2.2 Completed ‘Society Development Fund’ application forms must be presented to the Societies Support Coordinator no less than 14 working days before the funds are needed. Late submissions could result in the application being disregarded

11.2.3 Societies will not automatically be entitled to the amount requested. The decision to award the amount requested lies with the Societies Support Coordinator and the Community Officer. They could decide on one of the following:

(i) To award the full amount requested

(ii) To award part of the requested amount

(iii) Or not to award any of the amount requested

11.2.4 Funds provided by the society may be used for the following purposes only:

(i) All funds must be used to benefit the society and to enhance society activities

(ii) The Funds must not be used for personal gain

**11.3 Payment of the Society Development Fund**

Once the society has received confirmation on the approval of their Society Supports Fund Application, they may retrieve the funds in one of the following ways

(i) Purchase the goods as a society and provide a valid receipt (containing the date, amount paid and the company/organisations details) to the Societies Support Coordinator. Once a valid receipt has been provided, the society/committee member will be reimbursed. Without receipt there will be no reimbursement

(ii) Supply the Societies Support Coordinator with a link to the item(s) or an invoice at least 14 days before the goods or services are needed. The Societies Support Coordinator will then purchase the goods and or service

**11.4 Sponsorship**

Sponsorship contracts should not conflict with The Students’ Union's Articles of Association, Memorandum, Union Council, Bye Laws or policies. All sponsorship contracts need to be authorised by the Union. Any sponsorship money is subject to VAT

**12. Events**

12. 1 Before arranging an event all society’s must complete an events planning document and a Society Development Fund form if required. The Societies Support Coordinator and the Events and External Relations Coordinator must sign off the event and the request for funds before the society can start implementing their plans

12.2 Societies must liaise with the Students’ Union in regards to public liability insurance and licenses for events

12.3 Tickets for any Society event must be sold through the Students’ Union’s website and/or tills. It must be noted that all tickets are subject to VAT. Plan your event and ticket prices with this in mind.

12.4 No event will be publicised by the Students’ Union until it has been cleared by the Societies Support Coordinator and the Events and External Relations Coordinator

12.5 The Students’ Union reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met

12.6 Societies must take responsibility for all students attending their events

**13. Freedom of Speech**

13.1 If you are organising an event and are inviting an External Speaker you need to complete a freedom of Speech form, this can be found in the Societies sections of our website.

13.2 The procedures in this code must be observed by societies of the University in respect of any event to be held on University premises.

13.3 The Freedom of Speech form must be completed and submitted at least 20 working days before the event. It must be appropriately detailed otherwise you risk having your event postponed

**14. Equipment**

14.1 The Society is responsible for maintaining a list of equipment owned by the Society. A copy of this list must be given to the Societies Support Coordinator along with any other information asked for.

**15. Dissolution of the Society**

15.1 The Societies Support Coordinator may suspend some or all support given by the Students’ Union to a society upon evidence of one or more of the following:

15.1.1 It being inactive for a period of two semesters or longer.

15.1.2 There being financial mismanagement.

15.1.3 There being a violation of the Students’ Union's bye-laws or policies.

15.1.4 A contravention of their own Constitution.

15.2 Upon Disaffiliation, or suspension of support, the society has 10 working days within which to appeal to the CEO of the Students’ Union. The evidence given will then go to the next meeting of the Union Council, to which the society concerned will be allowed to also present their case.

The Union Council will then decide one of three options:

(i) To lift the suspension (ii) Continue the suspension (iii) Disaffiliate the society

15.2.1 If the Council decides to lift the suspension, then the society must enter a trial period to demonstrate they are active in accordance with this bye-law. This trial period shall last either 6 weeks or until the next meeting of the Societies Committee, whichever is shorter.

15.2.2 At the end of the trial period if the Society is considered active there suspension will remain lifted, if the Society has not proven to be active they will automatically be disaffiliated.

**16.  Amendments to the Constitution**

16.1 This Constitution may be amended by a two-thirds majority of those present at an Annual General meeting.

16.1.1 Amendments to the Constitution shall be proposed by the committee or 20% of the members of the Society to the secretary, in writing at least 10 days in advance of the AGM.

16.1.2 This constitution is binding as and from the date of being approved by the society and the Societies Support Coordinator. All amendments must be approved by The Societies Support Coordinator and Union Council.

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| **BYE LAW 6 – CLUBS AND SOCIETIES REGULATIONS** |
| **Establishing a Club or Society** | 1. To establish a club or society, an application setting out the aims and objectives of the club or society must be made to the Union’s Student Engagement team. The club or society will then need to be recognised at the next meeting of the Executive Committee.
2. If a club or society is not recognised by Executive Committee, for whatever reason, they can appeal in writing to Union Council.
3. The conditions by which a club or society is considered to be either ‘established’ or establishing’ will be laid out in the Clubs and Societies Handbook.
4. An ‘establishing’ or ‘established’ club or society may, through its Committee:
	1. Make an application to the Club and Society Support Fund;
	2. Apply to book a Union room;
	3. Apply to book a University room, provided that they follow the Union’s room booking procedures;
	4. Use the Union’s telephone facilities and postal service;
	5. Apply to make use of the Union’s photocopying facilities.
5. No club or society can affiliate to any organisation whose aims and objects conflict with Union policy. All affiliations must be agreed by the Student Experience Vice President or their nominee.
6. All events run by clubs and societies must follow the University’s Code of Practice on the Freedom of Speech and the Union’s booking procedures.
7. All clubs and societies must complete mandatory club and society training that shall be held within the first 4 weeks of the academic year. New clubs and societies must complete the next arranged training session. If a club or society fails or refuses to do this, they will be de-recognised by the Executive Committee. They will have the right to appeal to Union Council.
8. Club and societies and their members are subject to Bye Law 7 – Complaints and Disciplinary Procedures.
9. Any club or society inactive for a period of one academic year shall be automatically de-recognised.
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| **Membership and Annual Meetings** | 1. All Members of the Students’ Union shall be eligible for membership of a club or society.
2. All clubs and societies shall hold an Annual General Meeting (AGM) each year, attended by a member of Union staff, at which the Committee shall be elected by and from the membership of that club or society.
3. The Committee for a club shall consist of at least a Captain, Vice-Captain and Treasurer and shall manage the affairs and business of the club.
4. The Committee for a society shall consist of at least a Chair, Secretary and Treasurer and shall manage the affairs and business of the society.
5. Only Members of the Union may run for Committee positions in a club or society or vote in club or society elections.
6. The quorum for a club or society AGM shall be 20% of the registered members.
7. Club or society members can remove committee members from office by a two thirds majority vote in a quorate meeting, attended by a member of Union staff. The meeting must be notified to all members of the club or society, in accordance with Bye Law 3 (Code of Conduct at Meetings). Committee members may appeal this decision to the Executive Committee and then to Union Council.
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| **Finance** | 1. No club or society shall be run for private profit of any of its members or Members of the Union.
2. Club or society Committee members must not receive payment for their services either directly or indirectly, by any source.
3. No club or society may hold its own bank account. All funds shall be held within the Union.
4. Any surpluses from club or society events or membership fees will be paid into the Union for use by that society. This must be paid into the Union within 2 working days of receipt by the club or society.
5. Activities that fall outside the aims and objectives of the club or society may not be financed from Union funds.
6. No club or society may commit funds to any expenditure without following the Union’s financial procedure, which will be clearly laid out in the Club and Societies Handbook.
7. Any equipment purchased on behalf of a club or society will remain the property of the Union and may be recalled in its entirety at any time. No personal equipment shall be purchased from Union funds.
8. Balances remaining at the end of the academic year shall be rolled forward to the following academic year, providing the club or society notifies the Student Engagement staff by the end of May.
9. No stationery shall be purchased from Union funds. Necessary stationery, however, within reason, will be supplied by the Union. No services that are already available through the Union offices shall be paid for from Union funds.
10. Applications to the Club and Society Support Fund shall be made to the Student Engagement team. Decisions on applications will be made by a panel consisting of the Student Experience Vice President or their nominee and two Union staff members.
11. All coach bookings must be made through the Union.
12. Clubs and societies may only seek sponsorship or external financial support through liaison with the Student Engagement Manager and Student Experience Vice President.
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| **Promotion** | 1. All club and society communications including leaflets, tickets, posters and publications shall carry the name of the club or society and the Union’s logo. All such material must be approved by the Union’s marketing team in advance. All clubs and societies must comply with the Union’s regulations on advertising and putting up posters.
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**Declaration**

I declare that the……………………………………………………………………………………..…………….. Society agrees to the Societies constitution and the Students’ unions bye laws as a current operating guide regulating the actions of members.

SIGNED: DATE:

NAME:

POSITION:

SIGNED: DATE:

NAME:

POSITION:

SIGNED: DATE:

NAME:

POSITION: