

# University of the West of England Students' Union Society Constitution

This document is located: [www.uwesu.org/societies](http://www.uwesu.org/societies)

Please complete blank sections in order to satisfactorily complete this constitution pro forma. This is a *minimum* constitution guideline so add sections to your club constitution as necessary.

## University of the West of England \_\_\_\_\_ Society

### 1. Name

The name of the society shall be The University of the West of England \_\_\_\_\_  
\_\_\_\_\_ Society, referred to hereafter as 'the society'.

### 2. Address

The address for all correspondence shall be:

UWE \_\_\_\_\_ Society

University of the West of England

UWESU Activities Centre

Frenchay Campus

Coldharbour Lane

Bristol

BS16 1QY

T: 0117 32 823291

### 3. Aims & Objectives

The aims & objectives of the society are to promote & contribute towards the  
furtherance of the activity of \_\_\_\_\_ at the University of the West  
of England. The society shall seek to provide opportunities for like-minded students \_\_\_\_\_

\_\_\_\_\_. In pursuing this aim,  
members of the society shall uphold the good reputation of society in relationships,  
with the UWESU, the University & the wider community.

### 4. Membership

#### a) Full Membership

i) Full Membership of the Society shall only be available to students of the  
University of the West of England who are members of the Activities Council &

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Full Members of the University of the West of England Students' Union (UWESU) in accordance with the Students' Union Constitution.

ii) All Full Members of the society must pay an annual membership fee as determined on an annual basis by the Club's Committee.

### **b) Associate Membership**

i) Individuals who are not students of UWE may join (as 'Associate Members'), but are required to pay one & a half times the standard fee, or ex-UWE students – one & a half times the fee & do not enjoy the same democratic rights as full members. UWE & UWESU staff may join (as 'Associate Members') & are required to pay the annual membership fee of that of a Full Member. This is upon receipt of the appropriate forms & fees in accordance with the relevant regulations agreed by both the Society Committees & the Activities Council.

### **c) Rights of Membership**

i) All full members of the Society shall be entitled to the following:

- To take part in all activities of the society according to their ability
- To stand for election to office in the committee
- To attend all General meetings of the society & direct the work of the society
- To be fully informed about the nature & possible risks of all activities
- To be informed about the finances of the society
- To be fully insured by UWESU for participation in activities

ii) Associate members of the Society shall be entitled:

- To take part in all activities of the Society according to their ability
- To be fully informed about the nature & possible risks of all activities

## **5. Society Subscriptions & Society Finance**

- a. Membership fees are required from all society members, including committee members & must be paid annually. The society committee will determine this fee & are responsible for it's collection (minimum membership fee is £5.00).
- b. Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the society, save attendance of Activities Council Meetings.
- c. All money shall be paid through UWESU. The Society shall not keep a separate or external bank account.

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### 6. Governance

The elected Society Committee shall be responsible for the running of the Society on a day to day basis. The Society Committee shall formally meet at least once a month. The Society Committee **must** comprise of the following officials:

#### **Include additional committee members positions & responsibilities**

- **President** (Full member only)
- **Treasurer** (Full member only)
- **Secretary** (Full member only)
- **Equipment Officer – where applicable**
- **Safety Officer – where applicable**
- **Qualified 1<sup>st</sup> aider (@ least 2 per trip/outing)**

NB: Student physiotherapists/nurses do not qualify as 1<sup>st</sup> aiders unless they possess a current 1<sup>st</sup> aid qualification

- a. Each official shall hold office for a period of one academic year. Elections for new officials shall take place in the month of February. In addition, the President of the Society shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Societies members or half of the Societies Committee. All General Meetings shall be conducted in accordance with the Standing Orders of the Students' Union as defined in the UWESU Constitution. The Activities Council shall be informed promptly of the outcome of all elections.
- b. The new committee shall serve alongside the old committee for the remainder of the second term to promote the efficient handover of the society & provide a period of apprenticeship for the new committee, overseen by the existing committee.
- c. The Society Committee shall be subject to the direction of Activities Council Meetings which shall take place at least once a term.

### 7. Duties of Societies Officials

- **President** (Full member only)
  - a. To be main UWESU contact.
  - b. Ensuring that all club good practice guidelines, codes of practices, risk assessments are followed.
  - c. Arranging regular meetings of the societies including the AGM/EGM.
  - d. Maintaining effective liaison with the Activities President Activities staff.
  - e. Ensuring that the aims & objectives of the societies are achieved.

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- f. Ensuring that all accidents/incidents are reported as appropriate to the Sports & Safety Co-ordinator.
- g. Appointing appropriate Trip & Activity Leaders in conjunction with the Society Safety & Equipment Officers.
- h. Ensuring the Societies Code of Practice & Safety Policy is strictly adhered to.
- i. Attending Activities Council Meetings or sending a nominee in their absence.

- **Treasurer (Full member only)**

- a. Administer the societies finances.
- b. Producing the societies annual budget request.
- c. Manage the collection of societies membership fees.
- d. Provide a full & detailed list of societies members to the Activities President by the end of the fifth week of the autumn term (or fifth week after ratification) & keep updated throughout the year.
- e. Be the signatory on all claim forms.
- f. Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Societies Executive via the Activities President.
- g. Be accountable to the Activities President.

- **Secretary (Full member only)**

- a. To deal with all incoming communications & pass these on to the committee &/or members.
- b. To maintain accurate membership lists
- c. To keep members up to date about all society activities.
- d. Publicise meetings.
- e. Provide secretarial support to the society committee & issue minutes of meetings & agendas to society members & the Activities President.
- f. Compile introductory material for new members in conjunction with the society committee.

- **Equipment Officer – where applicable**

- a. Produce an annual equipment inventory & submit this document to the Societies Administrator by the deadline provided. Failure to do this will result in no budget allocation in the Autumn term.
- b. Store & maintain all equipment in accordance with manufacturers & governing body guidelines.
- c. Keep accurate & up to date safety records of equipment checks in the society Logbook.
- d. Ensure along with the Safety Officer that all equipment issued for an activity is suitable for that purpose.
- e. Ensure that society equipment is not used for unofficial trips.

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- f. In conjunction with the Safety Officer arrange the repair & disposal of unsafe equipment in consultation with the Sports & Safety Co-ordinator.
- g. To arrange in conjunction with the Sports & Safety Co-ordinator for the purchase & replacement of items of capital equipment with the Sports President & to advise the Society committee of purchase.

- **Safety Officer – where applicable**

- a. Ensure that the society/group/trip has a minimum of 2 1<sup>st</sup> aiders.
- b. To ensure that risk assessments are regularly updated & revised.
- c. To ensure that the Code of Practice is regularly updated & revised.
- d. To ensure that society safety policy regularly updated & revised.
- e. To ensure that all sections of the society Logbook is updated.
- f. In conjunction with the Safety Officer arrange the repair & disposal of unsafe equipment in consultation with the Sports & Safety Co-ordinator.
- g. Report all accidents to the Sports & Safety Co-ordinator.

### 8. Meetings

- a. A minimum of five working days notice is required for all society general meetings, to be called by the secretary
- b. The President shall chair the meeting ensuring that the meeting runs smoothly & that all members have an opportunity to contribute
- c. The UWESU Activities President shall have the right to attend committee meetings as an ex-officio member
- d. The quorum of all societies meetings shall be 25% of the club membership.
- e. The secretary shall take minutes of the meeting, which shall be copied, to **all** members, the UWESU Activities President, & then located in the Societies Logbook, situated in the UWESU Activities Centre, or your respective UWESU Site Office.

### 9. Annual General Meeting (AGM)

- a. An AGM, to which all full members & the UWESU Activities President are invited, will be held in February of each academic year. The Society members & UWESU should be given **at least** one-week notice of the AGM
- b. The agenda of the meeting shall also include the following:
  - Minutes of the last general meeting
  - Matters arising from the minutes
  - Report from the committee
  - Proposal for amount of the membership fee for the next academic year
  - Elections for the new committee
  - Items for discussion

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### 10. Committee Meetings

- a. Committee meetings should be held at least once every fortnight
- b. All Societies members can attend meetings as observers

### 11. Voting

- a. Voting will take place for the election of society officials & on any issue that the society deem of importance
- b. Only full Society members will be entitled to vote
- c. The UWESU Activities Centre **must** be informed immediately, in writing, of the results of all elections, by submitting the *Society Committee Information*

### 12. Safety

- a. All Societies shall have at least two qualified First Aider's at **all** activities/trips. UWESU will fund & provide free First Aid training
- b. Only Society members that have completed the Minibus Drivers Awareness Scheme (MiDAS) training provided free & funded by UWESU may drive UWESU minibuses/transit vans. All drivers irrespective of the vehicle **must** be insured through UWESU
- c. UWESU will endeavour to support all initiatives that seek to improve the safety awareness & practice of Society officials & the members

### 12. Complaints

- a. Society members have the right to raise complaints about issues that might affect the Society, these might include the following:
  - The safety of activities
  - Poor standards of instruction or leadership
  - The standard of equipment used for activities
  - Poor Society administration
  - The lack of suitable activities for their level of participation
  - Disregard to the UWESU Equal Opportunities Policy, &/or Activities Safety Handbook
- b. Complaints should initially be addressed to the Society committee. If this does not prove satisfactory a written complaint should be made to the Society President. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the UWESU Activities President who will then deal with the complaint

### 13. UWESU Commitments

- a. Societies shall send at least one representative to Activities Council, the President or a nominee in their absence
- b. Societies shall send at least one representative to the UWESU AGM.

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### 14. Discipline

- a. UWESU requires that Society members behave in a fitting manner, as others perceive them as its ambassadors when engaged in Society activities. This includes adherence to the Equal Opportunities Policy, precluding discrimination on grounds of:  
*Gender, Disability, Sexuality, Class, Ethnicity, Nationality, Ethnic or National Origin, Colour, Creed, Religion, Age, Health Status, Caring Responsibilities, Marital Status.*
- b. UWESU can & will take disciplinary action against students &/or Society itself for unacceptable behaviour during Society activities or events, which may include terminating membership & reporting the relevant party to the University.

### 15. Changes to Society Constitutions

Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Society. The decision must be forwarded to the UWESU Activities President in writing, for approval by Societies Exec & ratification by Activities Council.

### 16. Declaration (All officers must sign & print their names)

As a Society Official I agree to abide by & enforce the rules of the Society Constitution & office to which I hold:

<b>President:</b> _____	<b>Print name:</b> _____
<b>Secretary:</b> _____	<b>Print name:</b> _____
<b>Treasurer:</b> _____	<b>Print name:</b> _____
<b>Safety:</b> _____	<b>Print name:</b> _____
<b>Equipment:</b> _____	<b>Print name:</b> _____