**Society Constitution**

(Last updated June 2023)

As a club or society, you are required to have a constitution. This is essentially a rule book for your group that governs how it runs. It sets out role descriptions for each of the committee positions and how different processes work. It’s also a great way to keep your processes and traditions alive to pass down to each new committee. You can find a template and guidance of how to write one below.

Societies/Clubs will adopt the existing standardised constitution unless an alternative is voted for by the society/club at a general meeting and this alternative does not contravene the SU governing documents. We would recommend reviewing your constitution at least once a year at an AGM or during the handover period, to ensure it is up to date in time for the next academic year.

*Italic: Guidance of what information to put here. This can be deleted.*

[Brackets]: Insert appropriate wording here.

**Name**

This society shall be known as [Name of Club/Society].

*This name should be the same as what is written on the Keele SU website.*

**Aims & Objectives**

* *All societies must outline at least three key aims in their constitution. This is where you would list them.*
* *All societies must work to outline key objectives each academic year. This might be to grow your membership, explore new ideas for events or run a group trip. This is where you would list your objectives.*

**Membership**

* The cost of full membership for this [club/society] shall be [insert price here].
* Full membership is available to any member of Keele University Students’ Union (Keele SU) on payment of the membership fee, purchased through the Keele SU website.
* All memberships expire on 31st July and are available to purchase for the next academic year from the 1st August.
* The membership fee will be reviewed at the start of every year by the committee.
* Full members are entitled to join and participate in any activity organised by the society, attend and address any general meeting of the society, attend any Committee meeting and at the discretion of the committee be granted speaking rights.
* Non-members of Keele SU may join the society at the discretion of the committee, but permission must be obtained by the AU & Sport Officer or the Activities & Community Officer, in writing.
* Non-members of Keele SU who wish to join the [club/society] will be known as associate members. The percentage of associate members may not exceed one third of the committee/full membership.
* Associate members are not permitted to hold any committee positions or have voting rights.
* All full and associate members of the society are subject to the Keele SU Members Code of Conduct & Disciplinary Policy.

 **The Committee**

* The committee should, as a minimum, consist of three students: President, Treasurer and a third position of the group’s choosing.
* *Other committee positions may be defined at your group’s discretion, and must be reflected in this document. This is where you would list them.*
* All students on committee must be full members of the [club/society] and elected through an official Keele SU election, facilitated by the Activities Department.
* The committee will hold [weekly/fortnightly] meetings to discuss how to take the [club/society] forward and host activities for its members.
* The quorum for a committee meeting is at least half of all committee members. *E.g. If you have five committee members, decisions can only be made if at least three of you are in attendance.*

President [Chair/Captain]

*This is where you would write a role description for the President/Chair. As a minimum, we would recommend these duties & responsibilities:*

* The President will be the principal spokesperson and representative of the society.
* The President or their nominee shall chair committee meetings.
* The President shall attend all Keele SU all-student meetings in the interests of the society, or nominate another committee member to attend in their place.
* The President shall have overall responsibility for the development and growth of the society.
* They shall be responsible for performing the duties of any unelected officers in their absence.
* The President has the power to approve expenditure claims through the Keele SU website, the same as the Treasurer.
* *Insert here any further responsibilities that your President has that might be unique to your club/society.*

Treasurer

*This is where you would write a role description for the Treasurer. As a minimum, we would recommend these duties & responsibilities:*

* The Treasurer shall be ultimately responsible for the society account and shall ensure that society funds are spent prudently and within the society’s means.
* They shall be responsible for ensuring membership fees are paid and approving expenditure claims.
* They shall be responsible for keeping financial records and producing a financial report to the society Annual General Meeting (AGM).
* They shall be responsible for writing and submitting any grant application the society needs to make.

*Please list the roles and responsibilities of each of your other committee positions.*

**Committee Expectations**

*It's important as a committee that you agree on expectations of one another and write them down. These are the recommended minimum requirements, although you are welcome to add more if needed:*

* All Committee Members will be responsible for the upkeep, good reputation and development of the [club/society].
* All Committee Members are responsible for continuously striving to provide the best provisions for [club/society] members possible.
* All Committee Members are required to attend committee meetings and must send apologies if unable to attend.
* All Committee Members are encouraged to do between 2-5 hours of volunteering for the [club/society] per week, and let the rest of the committee know if/when this isn’t possible.
* All Committee Members must engage with training provided by Keele SU.
* The Committee are collectively responsible for providing risk assessments for all group activity and must share these with Keele SU at a date determined by the Activities Department.
* All Committee Members must provide a written handover for their successor at the end of the academic year.
* If a Committee Member wishes to resign, they must submit their resignation in writing to the Activities Department.
* A ‘Vote of No Confidence’ can be called by a majority of the committee or 10% of the {club/society]’s members to remove a committee member for reasons relating to their role and responsibilities as part of the [club/society].
* A ‘Vote of No Confidence’ can only be done as a last resort, after contacting the Activities Department and following other attempted resolutions.
* The full ‘Vote of No Confidence’ procedure can be found in the Keele SU Bye-Laws.
* If 3 consecutive [Club/Society] Committee Meetings pass without any contact from a certain committee member, the current committee has the right to report the absence to the Keele SU Activities Department who will give the student committee member 2 weeks’ notice. If Activities receive no reply within the 2 weeks from the absent committee member Keele SU will deem that they have resigned.

**General Meetings**

*All student groups are required to call and hold an annual meeting of the full membership, these are typically called Annual General Meetings. These need to include an update of what the committee have been working on, an overview of the past year and a presentation of the financial status of your group. You can also use this opportunity to gather member feedback or member votes on controversial issues that affect your group. You decide the agenda, but you must hold one at least once a year.*

*An Extraordinary General Meeting (EGM) is a meeting that can be called to discuss something urgently.*

* An Annual General Meeting (AGM) must be held at least once per academic year.
* An Extraordinary General Meeting (EGM) can be called by a majority of the committee or 10% of the [club/society]’s members.
* AGMs/EGMs must be held at a time that enables the largest possible number of members to fully participate, and the committee must give members at least 7 days notice
* Quorum for an AGM/AGM is 20% of full student members of the [club/society].
* Full instructions and the expected conduct for these meetings can be found in the Keele SU Bye-Laws.

**Elections**

* The Annual Committee Elections will be held through the Keele SU website during a bulk election cycle for all affiliated student groups. This will be administered by staff in the Students' Union. During this time membership sales are frozen.
* By-elections for unfilled committee roles may be held at any time during the year, with possible limits on this to be determined by the Activities Department.
* A by-election must be arranged within 1 week following the resignation of a core committee member (President/Treasurer). In the meantime, an existing committee member may temporarily fill their position
* All elections must be advertised for a minimum of 1 week to give fair opportunity to the full society membership to run.
* Members are only allowed to vote if they’ve joined before nominations have opened.
* Non-student members are not allowed to run for a committee position.
* Candidates in club/ society elections must abide by the candidate regulations set out in Chapter 11 of the Keele SU Bye Laws.

Please contact su.activities@keele.ac.uk for more information.