**Constitution**

1. **Name of the Activity**

1.1. The name of the Activity shall be the ‘University of Suffolk Students’ Union [Activity]’, hereinafter referred to as ‘the Activity’. The only permitted abbreviated name shall be ‘SU [Activity]’.

1. **Aims of the Society**

2.1. The aims of the Society shall be to:

1. [Aim a];
2. [Aim B};
3. [Aim C];
4. [Aim D];
5. [Aim C].
6. **Affiliation**

3.1. The Activity shall be affiliated to the SU and shall be subject to any regulations and/or conditions imposed by the SU. This is inclusive of the Activities Bye-Laws.

3.2. The Activity may affiliate with external organisations that help further society aims, subject to approval of the affiliation from Activities Committee, as per bye-law 3.5.

1. **Membership**
   1. All students of University of Suffolk shall be eligible to become members of the Society/Sport.
   2. Any eligible person will become a member of the Society/Sport on payment of the appropriate membership fee.
   3. The membership fee amount will be determined annually by the Committee of the Society/Sport, subject to justifications posed and approved by the SU.
   4. Staff members of University of Suffolk may become affiliate members of the society. Affiliate members cannot stand or vote in society/sport elections, or vote in meetings, but may attend society/sport events.
2. **The Committee**
   1. A Committee shall conduct the business of the Activity.
   2. The Committee of the Activity shall be elected as per bye-law 5 or, if necessary, at an Extraordinary General Meeting.
   3. All members of the Committee shall be required to be members of the Society. The members of the Committee shall be jointly responsible for the successful running of the Society. The Committee shall consist of the following members:

* + - President (Signatory Role)

They must abide to the responsibilities listed in bye-law 5.5.

* + - Secretary (Signatory Role)  
      They must abide to the responsibilities listed in bye-law 5.7
* Treasurer (Signatory Role)  
  They must abide to the responsibilities listed in bye-law 5.6
* An additional role/s can be created to fulfil the following responsibilities:

(i) Allocate a safeguarding role.

(ii) Ensure smooth reporting of wellbeing concerns and put signposting measurers in place.

(iii) Establish a programme of appropriate activities to cater for the interests of the memberships.

(iv) Organise appropriate regular social functions and themes.

(v) To liaise with the Student Opportunities Coordinator to book accessible venues, catering and entertainment as required.

(vi) Oversee and manage the social media, recruitment advertising and run communications (chats, forums, etc.).

(vii) Organises awards, incentives and recognition.

(viii) Collaborate with other activities to provide a variety of activities to maximise outreach.

* The additional roles (capped at 3 maximum) are in the form of:

[additional role]

[additional role]

[additional role]

**6. Meetings**

*6.1 Annual General Meetings*

6.1.1. The activity is required to have at least one General Meeting a year, to be known as their Annual General Meeting. The AGM will take place [state during which period] and must be after the end of year elections.

6.1.2. The meeting will have a quorum of 40% of all members.

6.1.3 Calling an Annual General Meeting: Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.

6.1.4. Any agenda items must be submitted to the President of The Activity at least two working days prior to the meeting taking place.

6.1.5. The agenda must be publicised for at least one working week prior to the start of the meeting.

6.1.6. Minutes and actions from AGM must be submitted to Activities Committee for review.

*6.2. Extraordinary General Meetings*

6.2.1. An Extraordinary meeting may be called by a signatory or by its members, provided that they present the President of The Activity a petition of names amounting to 1/3 of the society/sport membership and that the rules of the timing of the meeting, as stated in 6.1.3 are observed.

*6.3. Committee Meetings*

6.3.1. Committee meetings are to be held formally and occur monthly. Minutes must be taken but the committee are only required to show the SOC when asked.

6.3.2 All members of the Committee shall be entitled to attend and vote at such meetings.

6.3.3. Meetings of the Committee shall be convened by the President or Secretary. At least three term days’ notice of a Committee meeting shall be given by the President or Secretary to the members of the Committee.

6.3.4. The Committee shall hold office and host meetings as stated in the Activities Bye-Laws, part 5.

**7. Election of the Committee**  
  
 7.1. Committee members, inclusive of signatory roles, will be elected during

the society/sport election period, hosted when appropriate by the Students’ Union, online. All committee members must be elected through this system or The Activity will be subject to disaffiliation process.

7.2. Elected committee members for the next academic term take office from the 1st August to the 31st July the year following, unless stated otherwise [state here or disregard] and as approved by the SOC; this will be subject the SU’s election period.

7.3. The Returning Officer for these elections shall be the Student Opportunities Coordinator.

7.4. All members of the Society shall be eligible for election to the Committee.

7.5. No person may hold more than one Committee position at any one time.

7.6. All members of the Society shall be entitled to vote in the election of the Committee.

**8.** **Resignations/Disaffiliation from The Activity**

8.1. The resignation of any member of the Committee shall be instituted by a letter of resignation to the President of the Activity. In the case of the resignation of the President, resignation may be instituted by a letter of resignation to the Secretary. This must then be declared at an EGM, where a new committee member shall be elected or the Activity may be subject to disaffiliation.

8.2. The position of a committee or paid member of a society/sport shall be vacated if evidence is provided to the SOC or Vice President, with regards to any of the following:

8.2.1. He or she is no longer a member of The Union.

8.2.2. The committee member in question does not perform the responsibilities detailed in this bye-law or the society/sport’s constitution.

8.2.3. He or she violates, bye-laws, code of conduct or policies.

8.2.4. A motion of no confidence is passed by a two thirds majority of the society/sport’s members at a General Meeting, AGM or EGM.

8.2.5. The member failed to conduct themselves in an appropriate manner whilst engaged in business relating to the activity.

8.2.6. Financial misappropriation.

8.2.7. Theft of, or failure to declare whereabouts of equipment.

8.2.8. Involvement of illegal activity.

8.2.9. Participating in an activity that you do not have valid membership for.

8.2.10. Insufficient monitoring/ misuse of the Students’ Union or own activity website

8.3. If a member wishes to appeal their role termination, they must follow the process as stated the Activities Bye-Laws in part 4.3.

8.4. If a member wants to hold a vote of no confidence in regards to the President role, it is the responsibility of the secretary or treasurer to call the EGM.

**9. Finance**

9.1. All financial activity must adhere to the regulations as set out in part 11 in the Activities Bye-Laws.

**10. Amendments to the Constitution**

10.1. Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Activity .

10.2. Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the Society shall require the formal approval of the Activities Committee before taking effect.

**11. Promotion of SU Initiatives, Projects and Campaigns**

11.1. The Activity will promote and support the initiatives, projects and campaigns of the SU and elected student representatives whenever and wherever possible.

11.2. The Activity shall adhere to the regulations as stated in part 10 of the Activities Bye-laws.

**12. Disaffiliation**

12.1. The Activity is subject to disaffiliation as set out in part 4 of the Activities Bye-Laws.