

London Metropolitan University's Students' Union Society Constitution

[x] Indicates to be completed and monitored through either the New Society Application form or the Society Continuation Form.

1. NAME

1.1 The name of the Society shall be [x]

2. AIMS & GOALS

2.1 The Aims & Objectives of the Society shall be agreed upon by the committee and set yearly. This year, they shall be to: [x]

3. OFFICERS

3.1 There shall be a minimum of 3 Officers of the Society, who will be Full Members of the Union.

3.2 They shall be elected annually by means of secret ballot either in-person, or online, which has been endorsed by the Union and is a simple majority vote.

3.3 The compulsory roles and their definitions shall be as follows:

a. The President, who shall oversee the activities of the society and to be the key contact to the Union, the University, and relevant externals.

b. The Treasurer, who shall understand the financial requirements of the group and to manage financial transactions. The treasurer must be able to chase each member for any necessary funds and stay informed of any changes from their relevant Coordinator

c. The Secretary, who shall assist the President in their job roles. To deal with issues which are disrupting the President. To take control during meetings and events where the President is not present.

3.4 Additional roles may be created during the affiliation process and must be agreed upon by the Student Activities Coordinator or nominee prior to affiliation. After which time, additional roles may be created via a simple majority vote at the societies Annual General Meeting.

3.5 This constitution may only be amended by resolution of a 50% + 1 of Members voting at an Annual General Meeting of the Society. Such an amendment shall be required to be ratified by the Student Activities Coordinator or nominee.

3.6 Officers may resign their position at any point by speaking to their Student Activities Coordinator or nominee. A By-Election will be held for the vacant role at the nearest possible date at the discretion of the Student Activities Coordinator.

3.7 Should an Officer miss two scheduled meetings with their Student Activities Coordinator without prior notice, they will be presumed to have resigned and a By-Election will be held.

4. MEMBERSHIP

4.1 The society is responsible for ensuring value for money for all their members.

4.2 The society must have more than 10 members within 6 weeks of their affiliation to remain affiliated. A 2-week probationary period will be put in place if this is not reached and will be enforced by the Student Activities Coordinator or nominee.

4.3 All members of the committee must pay for their membership and encourage all other members to do so as well.

4.4 All fees must be paid via the SU website. The committee must not accept any other form of payment.

4.5 All members will be subject to the regulations of the constitution and by joining the committee will be deemed to accept these regulations as well as the Students' Union Code of Conduct as outlined in the Students' Union Byelaws.

4.6. Membership fees equate to £[X] per annum must be paid by all members unless there is accepted reasoning behind the absence of payment as agreed with the Student Activities Coordinator or nominee.

5. FINANCE

5.1 All Society monies will be held by the Students' Union and no other bank accounts may be opened in the name of the society or for the purpose of storing society funds.

5.2 The society must sell all tickets associated with their student group on the Students' Union website, the society must not use any other ticketing platform for their events or for any events associated with their society unless otherwise agreed with the SU.

5.3 The Treasurer accepts responsibility for the finances of the society.

5.4 Any questions regarding funding can be posed to the Student Union or to the treasurer at any time.

6. ADHERENCE TO EU GENERAL DATA PROTECTION REGULATIONS (GDPR)

6.1 All societies must adhere to EU 2018 GDPR regulations. This means that you must not collect personal details without prior consent. Read more on ec.europa.eu

7. DISCIPLINE AND APPEALS

7.1 All complaints regarding the behaviour of members should be discussed with the President. The committee has the power to take appropriate disciplinary action with the guidance of the Student Union, including the termination of membership.

8. RISK ASSESSMENTS

8.1 The Society shall be responsible for the annual risk assessment of regular activities, and individual risk assessments from ad-hoc activities as and when required by the Student Activities Coordinator or nominee.

8.2 Should the Society not produce either risk assessments required in 8.1 they should expect their planned activities to not go ahead.

8.3 The Student Activities team will provide training, and necessary help to ensure the committee can undertake their Risk Assessment duties.

9. AMENDMENTS TO CONSTITUTION

9.1 The constitution will only be changed through agreement by majority vote at an Annual General Meeting, which must be 50% + 1, or upon request by the Student Union.

10. DECLARATION

10.1 [x] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: [x]

DATE: [x]

SIGNED: [x]

DATE: [x]

SIGNED: [x]

DATE: [x]