



The Constitution of the SU Regent's University London Societies

1) Name

There shall be a _____ Society, the name of which shall be: _____ Society

2) Aims and Objectives

- (a) To operate in a fair and democratic manner, remaining apolitical at all times;
- (b) To promote the general welfare of its members;
- (c) To advance the education and training of its members;
- (d) To pursue any matter of relevance to its members as students of the University;
- (e) To conduct all of the above in a strictly not-for-profit manner.

3) Membership

All enrolled students of the University, undertaking a programme of study, shall not be denied membership.

4) Events planned shall be subject to approval

If the society in question plans to hold an event, the Event Proposal form must be completed and sent to the Societies Officer two weeks prior to the event. The aforementioned form should be sent together with the budget request form. The planning of the event should only commence after written approval has been given by the Societies Officer.

5) The Executive Committee of the Society

The Society's Executive Committee shall consist of the President of the Society and a minimum of 5 active additional members. These members may be assigned specific roles if necessary. Any position created by the Society shall be stated in the constitution.

- Vice-president
- Secretary

The roles of the President, or any other roles, shall be appointed by an internal election by the members of the Society. An election shall be held once a year.

The Society's Executive Committee may from time to time delegate specific responsibilities to individual members and to such subcommittees as demand necessary.

The function of *the Society's Executive Committee* shall be to control matters consistent with the aims and objectives of the Society.

The Society's Executive Committee will carry out policies determined by the Student Union Code of Conduct, as well as the terms of this Constitution and attached schedules.

There shall be a Societies Officer – or any other SU Executive nominated by the Societies Officer – that shall hold an advisory position for each Society regarding any major organizational and financial decisions.

6) The President of the Society

Applicants for the post will be required to satisfy the nominated University representative(s) of their experience, suitability and commitment to the role.

In the event that there is only one candidate for an election to the position, he/she must receive more votes than the number of no confidence votes cast from the Society's members.

In the event that no candidates are put forward for election, the SU *Executive Committee* may elect a member to fill the role of acting president. Nominations and a second election should then occur at the beginning of the next term.

In the event that the President resigns or is otherwise prevented from continuing in post, the Vice-president will fill the role of acting president until the next election. If there is no Vice-President, another member shall be appointed by the vote of the Society's members.

7) Meetings

To receive funds from the Student Union there shall be a minimum of 1 meeting per month. This should be recorded in the minutes.

8) Minutes

All meetings shall have minutes recorded and confirmed with any corrections made at the next appropriate meeting. A copy of the minutes of each meeting shall, as soon as possible after the meeting, be sent to the *Student Union Secretary and the Societies Officer*. A complete record, containing all minutes of each semester, shall be signed by the President of each Society and the Societies Officer.

9) Amendments

Amendments of the Societies Constitution and Schedules may only be approved at an executive Student Union meeting.

Proposals for amendments must be seconded and put in writing to the SU President at least 7 days in advance of the meeting.

All amendments shall require a two-thirds majority of those present and entitled to vote.

Amendments to the Societies Constitution and Schedules shall require the approval of Regent's University London. The University reserves the right to propose changes to the Constitution and to implement such changes.

10) Indemnity

Every officer, appointee, or member of staff of the *Society* shall be entitled to be indemnified out of the assets of the *Society* against all losses or liabilities, which they may sustain in the execution of their duty, or otherwise in relation thereto, and no officer, or appointee, or member of staff shall be liable for any loss, damage or misfortune, which may happen, or be incurred by the *Student Union* in the execution of their duties, or in relation thereto. Provided that nothing, in this clause shall affect their liability for the consequences of any act of negligence or other illegal activity on their part.

11) Relationship with the University

The University and Student Union has no obligation (whether direct or indirect) in respect of debts and liabilities of any Society. Debts and liabilities of any society are the responsibilities of the members of each Society's Executive Committee and the members of each Society's members.

12) Dissolution of the Society

If, for any reason, a Society ceases to exist all monies and properties of the *Society* shall be held in trust by the Student Union until such time as a Society is reconstituted.

13) Interpretation

In the event of a dispute as to the interpretation of the Societies Constitution or Schedules, the ruling of the Societies Officer shall be sought.

14) Monitoring and review

The *SU Executive Committee* will review the Societies Constitution at intervals of no more than five years. The University nominated representative will monitor compliance with the SU Constitution, the Code of Practice and the Complaints Procedure and report to the University on an annual basis.

15) Removal from Office

Any members of the *Society*, elected or appointed, can be removed from office through a 'vote of no-confidence' at the Society's extraordinary meeting.

The proposal for a vote of no-confidence can be made by any officer of the *Society*, elected or appointed. The proposal must be seconded by another officer, elected or appointed and put in writing to the Secretary/ President of the *Society*, stating the reason why removal is sought.

The officer to be removed must receive notification of such procedures 7 days prior to the vote. He/she must be given the opportunity to respond to the allegations at the meeting prior to the vote.

16) Complaints procedure

The complaints procedure for students who are dissatisfied with their dealings with the *Society* or claim to be unfairly disadvantaged by reason of having exercised their rights not to be members of the *Society* shall be in accordance with Schedule 7.

17) Code of Practice

A Code of Practice relating to the *Society* is given in the Appendix.

The *Society* must comply with this Constitution, Schedules and the Code of Practice at all times.

SCHEDULE 1 - MEMBERSHIP

Any student at the University with a genuine interest shall be welcome to become a member of the *Society*.

SCHEDULE 2 – STANDING PROPOSAL FOR MEETINGS OF THE SOCIETY

- The business of *Society* meetings shall be taken in the following order:
 - (a) Minutes of the previous meeting
 - (b) Matters arising
 - (c) Reports, statements and motions submitted
 - (d) Any other business
- The president shall take the chair of meetings. If he/she is absent or relinquishes the chair, it shall be taken by a member of the *Executive*. The Chairperson shall be responsible for keeping order at the meeting. He/she shall not otherwise take part in the debate. When the Chairperson speaks all other members shall be silent.
- Each member has one vote. In the event of a tie the Chairperson shall have the casting vote.
- No vote shall be recorded, on behalf of any members not present.
- Every motion shall have a proposer and seconder. The proposer shall move the motion and it shall thereafter be open to discussion and may be withdrawn only with the consent of the meeting.
- In the event of any situation arising not being covered in the schedule then the Chairperson shall rule on the procedure to be adopted.

SCHEDULE 3 – FINANCE OF THE SOCIETY

- The President shall be responsible to the *Society* for the keeping of accounts and shall exercise supervision over all the finances of the *Society* subject to the decisions of the *Society's Executive Committee*.
- A guaranteed income of £100 at the beginning of the semester will be assigned to each active society subject to the approval of the Societies Officer in charge.
- Further fund allocation will be channeled to the societies from the floating budget, subject to the level of activity the society has throughout the semester.
- Funds shall be requested through the budget form received at the beginning of each academic semester.
- The funds allocated from the Student Union shall be kept in the possession of the Student Union until it is needed. The Student Union require a 2 week notice for these funds to be delivered.

SCHEDULE 4 – PROCEDURE FOR ALLOCATING RESOURCES

- To enable effective financial planning, the *Society* shall determine a set of Aims and Objectives for the *Society* activity for the academic year.
- All *Society* funds and resources must be used only for the benefit of the *Society* members as students and not to support any political or religious events.

- Funds allocated to any Society/Club must be based on the size and activity of the Society. If a Society is planning an extraordinary event or has shown an extraordinary track record, application for further funding can be made and evaluated by the Student Union. This funding may not exceed more than 5% of the total expenditure of the Student Union.

SCHEDULE 5 – COMPLAINTS PROCEDURE

- Any complaints against the Society must be put in writing to the Secretary (President), who will channel the complaint to the appropriate officer. A decision should be received within 2 weeks.
- If the complainant is not satisfied with the decision, he/she can appeal against the decision and refer the matter to the nominated Student Union representative. A decision should be received within 2 weeks.

APPENDIX

Regent's University London _____ Society

CODE OF PRACTICE

1. Constitution

The Regent's University _____ Society will have a written constitution approved by the Student Union and reviewed by the SU Executive Committee at intervals of no more than 5 years. Copies of the Constitution are available from the *Student Union*.

2. Student Rights

The *Society* will operate in a fair and democratic manner to represent the interests of enrolled students of Regent's University. Each enrolled student shall be entitled to full membership.

A complaints procedure is available to any student who is dissatisfied in their dealings with the *Society*.

3. Financial Arrangements

The *Society* will be accountable for its finances to the Student Union who will approve budget and monitor expenditure. Financial reports will be submitted annually to the Student Union. The report will include details of any donations made by the *Society* to external bodies. The Constitution prohibits donation of *Society* funds to bodies with political or religious affiliation.

4. Affiliations

The *Society* will annually publish details of all affiliations with external organisations. This will include the name of the organisation and details of any subscriptions, fees or donations.

5. Charitable Status

Although the *Society* is a constitutionally and financially separate body from Regent's University London, legal case law suggests that the *Society* may share Regent's University's status as an educational charity.

Any funding or resources made available through Regent's University London should not be used for any activity other than charitable educational purposes for the direct benefit of its members as students.

The funds and resources of the *Society* must be used for broadly educational purposes which may include the social, cultural and general well-being of its members.

The above statements do not preclude specific charitable fund-raising events provided that all donations are declared and they do not conflict with the requirements to remain apolitical as determined by the Societies Constitution.

Signature: _____

Date: _____

Date Received:

Society Executive Form



Remember that all members of Society need to be invited to vote for Society Officers, the society constitution (the aims and what objective) can only be edited by a proposal to a full meeting of the society. It is important that you update this list at least once a month and return to Student Union or email copy to the Societies Officer at societies@regents.ac.uk

Name of Society	
President	
Email:	
Vice President	
Email:	
Other officer	
Email:	
Other officer	
Email:	

Society Membership Form

Name	Email

DESCRIPTION OF SOCIETY: