**CONSTITUTION FOR SOCIETIES 2025/26**

**ARTICLE 1: NAME**

The name of this society shall be known as \_\_\_\_\_\_\_\_\_

**ARTICLE 2: PURPOSE**

The purpose of \_\_\_\_\_\_ is to \_\_\_\_\_\_\_\_

**ARTICLE 3: SOCIETY STATUS**

In order to be a society, you will need eight members and you will receive full support from the Students' Union and can apply for up to £500 (£750 if outstanding from the previous year), to assist with the development of your society, from organising events, attending trips or inviting guest speakers which can give you new perspectives, outside of what you might be learning in lectures.

Societies with 3-7 members will have society status but be known as a Start-up Society where you will receive full support and guidance, however funding will not be available.

**ARTICLE 4: MEMBERSHIP**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does not discriminate on the basis of gender/race/sexual orientation, disability or any other protected characteristic in accordance with the Equality and Diversity Policy.

* Membership shall be open to all members of Bucks Students’ Union (as laid out in clause 12 of Bucks Students’ Union Constitution).
* Membership shall be open to anyone who is interested in taking part at any level.
* Members must abide by the rules covered in the Students’ Union code of conduct.
* All Members must obtain a society online membership for the society and adhere to the policies laid out in the Society Handbook.
* All full members as laid out in the Constitution of Bucks Students Union under section 12 and 13 shall be entitled to join, take part in activities and hold office in the society. Opted -out, Associate and life members of Bucks Students’ Union shall not be entitled to hold office in the society.
* **COMMITTEE MEETINGS**

Notice and submission of business will be run in accordance with Article 5 of this constitution.

* **AMENDMENTS**

All proposed changes to the constitution need to be agreed with the Student Activities team before any amendments are put forward. Amendments may be made to the constitution at the AGM or an Ordinary General Meeting of the society. Such meetings must be advertised for at least five working days. A simple majority vote is enough to amend the constitution provided at least 40% of the society’s members are present.

* **REMOVAL OF COMMITTEE MEMBERS**

The removal of a committee member can happen in two ways it can be decided by a two thirds majority at a General meeting of the society. Five signatures are needed to call a General meeting and 50% of the voting members must attend for the meeting to be quorate. A committee member can also be removed as a consequence of a disciplinary procedure.

**ARTICLE 5: EXECUTIVE/COMMITEE BOARD MEMBERS/OFFICERS**

The committee shall consist of a minimum of a Chair, Vice Chair and Finance Manager officer must be elected and/or appointed by its members. A non-essential committee position can be eliminated by a vote that takes place at a General meeting before Christmas, if that position is deemed not needed anymore. For the vote to pass there must be a two thirds majority where 50% of the voting members must attend for the meeting to be quorate.

*Section 1*: Any member of \_\_\_\_\_\_ can run or be appointed as a member of the committee.

*Section 2*: If for any reason an officer can’t fulfil their duties, they may step down by sending an e-mail to the Activities Co-ordinator (Recreational Sport and Societies) or be subject to being removed by the process outlined above. A by election will then be held to fill the vacant position.

Section 3: The committee will meet at least once a month during the academic year to discuss socials and events, fundraising, session aims, officer duties and/or any other issues affecting the group etc.

* **COMMITTEE AND OFFICERS**

The following posts shall be elected in accordance with our election laws. Once elected please state post, name and student ID as laid out below;

|  |  |  |
| --- | --- | --- |
| **Post** | **Name** | **Student ID** |
| Chair\* |  |  |
| Vice Chair\* |  |  |
| Finance Manager\* |  |  |
| Social Secretary |  |  |

\*Compulsory Position

The Chair shall:

* Overall responsibility for the society and ensuring everyone fulfils their roles
* To ensure volunteering activities are organised
* Chair all meetings, ensure all items are discussed fairly and help set the agenda
* Attend meetings or ensure a representative is in attendance. This is for AU and/or Societies Council
* Keep medical information safely but accessible for when needed
* Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre \*

The Vice Chair shall:

* Be the first point of contact for all members and deal with correspondence
* Take and distribute minutes for the first committee meeting, the AGM, and any meeting that requires a vote. Forward all minutes to the Activities Coordinator
* Set agendas of meetings with the chair and distribute before the meeting.
* Have overall responsibility for the registers and update them within 24 hours to the excel
* Distribute information to all members, signposting relevant services where needed
* Update and maintain the minisite
* Keep medical information safely but accessible for when needed
* Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre.

The Finance Manager shall:

* To keep an overview of the fundraising account
* To organise all fundraising activity for your own account and RAG
* To write a detailed grant form and submit it to the Activities Coordinator.
* To organise a budget funding meeting with the Student Activities Manager,
* To provide a termly report to committee
* To be responsible for any requests for funds from the fundraising account, with a confirmation from the chair
* To pay in all money collected to the Fundraising account.
* Keep medical information safely but accessible for when needed
* Be mindful of the welfare of your members and refer anything serious to the appropriate Bucks SU staff member or the Advice Centre.

The Social Secretary shall:

* Attend any and all meetings and /or events unless otherwise stated.
* Be responsible for organising social events for the society.
* Be responsible for promoting the social side of the society within the University.
* Be responsible for organising and running fundraising events for the society.

**Article 6: Dissolution**

If the society fails to function as a society over the course of three years, the money that is sitting in their fundraising account will be prioritised to go to Societies through the Societies Grant Funding Committee if not used it will go to the Students’ Union.