

## A. Introduction

- A.1. To interpret this constitution it must be considered in total and in relation to the constitution of the University of Surrey Students' Union the constitution of the Guild of Societies, and the constitutions of individual Societies.
- A.2. In this Constitution, except where the text forbids, all words implying males shall include females, all words implying singular form shall include the plural, and vice versa.
- A.3. In this constitution the following words shall have the meanings hereby assigned to them:
- A "Society" means a properly constituted and ratified Society of the University of Surrey Students' Union.
  - The "University" means the University of Surrey.
  - The "Union" means the University of Surrey Students' Union.
  - The "Guild of Societies" means the University of Surrey Students' Union's Guild of Societies.
  - The abbreviation of "GM" will stand for the General Meeting of a Society.
  - The abbreviation of "AGM" will stand for the Annual General Meeting of a Society.
  - The abbreviation of "EGM" will stand for the Extraordinary General Meeting of a Society.
  - "relevant Sabbatical" shall mean the elected fulltime Sabbatical Officer with responsibility for Societies

## B. Individuality

- B.1. The society shall be known as the \_\_\_\_\_ of the University of Surrey Students' Union's Guild of Societies.
- B.2. The aims of the society are

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- B.3. The society will represent its members and their interests at a Union, University and national level.

### C. The Union

- C.1. A Society and all members of a Society are subject to the rules of the University, the Union Constitution and Policies, the Guild of Societies Constitution and Policies, and the rules laid down herein.
- C.2. Changes to these rules must be made in accordance with the procedures for amending the Union Constitution Rules.
- C.3. A Society's finances shall be administered in accordance with the financial guidelines as set out by the Union and the Guild of Societies.
- C.4. All Society activities shall be run in accordance with the Health and Safety guidelines as set out by the Union and Guild of Societies.

### D. Membership

- D.1. Full membership of a Society may be granted to any Full Member of the Union wishing to further the aims of a Society, provided that they are also a full member of the Guild of Societies. This will be done without discrimination as noted in Section 3 of the Union's Core Constitution.
- D.2. Full members of a society shall normally be entitled to:
  - Join and participate in any activities organised by a Society.
  - Attend and address any meeting of a Society.
  - Stand for election to any post on a Society committee.
- D.3. Associate membership of a Society may be granted to any non-member of the Union with the approval of the Society committee.

### E. A Society Committee

- E.1. A Society shall be governed by the decisions of its members, taken at any Society meeting with the required quorum present, convened after the statutory period of notice as per the Meetings section of this Society Constitution.
- E.2. A Society must have a committee consisting of at least three signatories, who must adhere to the rules laid down herein, and to policy decisions made at a Society meeting at which the required quorum was present.
- E.3. There shall be the following committee posts for "Officials":
  - A Chairperson/President
  - A Treasurer
  - A Secretary
- E.4. All Officials must be Full Members of the Union and Guild of Societies.
- E.5. The Chairperson/President, Treasurer and one other Official of a Society must be signatories to the Society's budget, attend the necessary training and accept the conditions this entails.
- E.6. All posts are held for one calendar year only and any Official can stand for re-election to the same post or stand for a different post. A Member may not hold more than one post at the same time within the same Society.
- E.7. The Officials shall:
  - Be elected at the AGM/EGM of a Society.
  - Be responsible to the Student Assembly through the Activities Board and the Guild of Societies Standing Committee for the actions of the members of a Society.
  - Have the authority to act for a Society, provided that such actions do not contravene

the rules laid down in this constitution, the Union constitution and/or policies, the Guild of Societies constitution and/or policies, or with any decision taken at a Society meeting at which the required quorum was present.

- Be responsible for promoting the aims of the Society by organising activities consistent with the Union, Guild of Societies, and Society constitutions and policies.
  - Attend the Guild of Societies Standing Committee.
  - If the Officials do not attend two meetings of the Guild of Societies Standing Committee without giving a reasonable apology then the Society will become dormant, with all the removal of privileges that normally occurs when a Society becomes dormant.
- E.8. The committee of the Society shall be responsible for the safe keeping of the Society's property and shall ensure that the listed property is documented correctly and handed over to any new committee.
- E.9. Any Official wishing to resign must give notice to the senior remaining Official of a Society.
- E.10. If any Official of a Society should resign, the remaining senior Official shall immediately arrange an AGM/EGM of a Society, to elect another Official.
- E.11. If an Official fails to attend two consecutive Society meetings within their term of office without giving apologies for absence or presenting a valid excuse, that Official will be deemed to have resigned and shall have no further voting rights on the committee. The remaining senior Official of a Society must make all reasonable efforts possible to contact the absent Official to obtain their resignation verbally or in writing.
- E.12. Should a committee post become vacant; the remaining senior Official shall immediately arrange an AGM/EGM of the Society, to elect another Official. As an interim measure, the committee may appoint a member of the Society to fill the post until the election can be held, however, such an appointment will carry no voting power.
- E.13. For, and only for, the purposes of determining responsibility in the case of an absent Official, the seniority of Officials shall be in the following order:
- President/Chairperson/Captain
  - Vice President (if the committee position exists)
  - Treasurer
  - Secretary
- E.14. A Society Official may be immediately removed from office under the following conditions:
- A two-thirds majority vote at an EGM of a Society.
  - Following breach of conduct of the student disciplinary regulations on the grounds of gross misconduct resulting in suspension of Union membership.
  - Failure to attend two consecutive Society meetings without sending reasonable verbal, written, faxed or emailed apologies to Officials that did attend the meetings.
  - Breaching the Society's, Guild of Societies', or Union constitution or rules.
- E.15. The process for disciplining a member of the committee is as follows in this order:
- Initially a verbal warning from the senior member of the committee not being disciplined will be given.
  - Further breaches will incur a written warning from two of the senior members of the committee not being disciplined. The relevant sabbatical officer should be informed at this point.
  - As a final resort there shall be a disciplinary hearing held by the Guild of Societies Executive Committee to hear the case. Should the decision go against the committee member, they shall cease to hold their position in the society committee.
  - If the person holds a signatory position then the society must arrange an EGM to vote

in a new person to the post.

## F. Committee Posts

### F.1. Chairperson (or President)

A Chairperson shall:

- Take the chair at all meetings of a Society. In the absence of the Chairperson the members present will elect one of those present to chair the meeting.
- Only have a casting vote.
- Convene all meetings of a Society or its committee.
- Rule on points of precedence and policy where no clear directions have previously been given by a Society.
- Keep up to date on all aspects of the Society, coordinating all these aspects and activities so as to achieve maximum efficiency and maintain the direction of the entire Society so as to achieve the overall purpose and goals of the Society.
- Be a signatory for the Society's accounts.

### F.2. Treasurer

A Treasurer shall:

- Understand and abide by the Union rules about Society funding.
- Keep a Society's committee informed of a Society's financial situation.
- Maintain a record of all receipts and payments, giving details of the transactions and confirm the accuracy of all entries made in the Society accounts.
- Ensure that all expenditure is legitimate and that it does not exceed the Society's grant.
- Ensure that all income received by the Society is paid directly into the Union accounts.
- Be responsible for all a Society's fundraising activities.
- Present a statement of a Society's accounts at the Society's AGM.
- Be responsible for management of any property of a Society.
- Be a signatory of a Society's accounts.

### F.3. Secretary

A Secretary shall:

- Record decisions made by all meetings of the Society.
- Inform all members of the Society, within the minimum period of notice, of all the meetings of the Society, as noted in the Meetings section of this Society Constitution.
- See that all members of the Society are kept fully informed of any developments that affect them.
- Be responsible for all communications between the Society and other bodies.
- Be responsible for receiving and returning official Union documentation and, for this purpose, the secretary shall leave an address at which the chairperson of the appropriate committee can contact them.
- Be responsible for taking minutes of the General Meetings of the Society and of its committee.
- Maintain a file of all correspondence for the current and preceding year.
- Maintain a minute book containing the constitution of the Society, minutes of all meetings and, where applicable, results of elections.
- Maintain an inventory of all items of equipment.
- Maintain a copy of the report of the Society's activities, which has been submitted to the relevant Standing Subcommittee.

## G. Section 6 – Meetings

- G.1. Only Full Members of the Societies are allowed to vote at meetings of the Society.
- G.2. Any decisions to be made at any meeting shall be determined by simple majority (unless stated otherwise) and by one person one vote.
- G.3. Meetings shall be called by the Chairperson or in their absence by the remaining senior Official.
- G.4. Unless stated otherwise all meetings shall follow the spirit of the regulations for Student Assembly as defined in the Union constitution.
- G.5. The types of meeting that may be called are as follows:

### G.5.1. General Meeting (GM)

- The Society shall hold a General Meeting at least once a semester.
- The Society committee must give at least two days notice of the GM to all the Society's members.
- At the GM, the Officials of the Society shall make reports to the Society members.
- The quorum for the GM shall be at least eight Full Members.

### G.5.2. Annual General Meeting (AGM)

- The Society shall hold an Annual General Meeting once a year.
- The date of the AGM must be agreed with the relevant Sabbatical.
- The Society's committee must give at least fourteen (14) days notice of the AGM to all the Society's members.
- Notice of an AGM must be available for at least fourteen (14) days before the event to the relevant Sabbatical Officer for publication in the Union Media.
- A Guild of Societies or Union Official must chair the AGM otherwise any voting is invalid. This official is usually the relevant Sabbatical Officer, but can also be a member of the Union Executive or the Guild of Societies Executive Committee.
- At the AGM, the Officials of the Society shall make their annual report to members of the Society.
- An AGM must be called if more than three committee posts are up for election.
- At an AGM all the Society's committee posts are automatically up for election.
- Nominations may be submitted in writing, in advance of the meeting or from the floor during the AGM.
- Nominees must be present at the meeting.
- Nominees must leave the room while the voting takes place on any post they are standing for.
- The quorum for an AGM shall be at least ten (10) Full Members of the Society.

### G.5.3. Extraordinary General Meeting (EGM)

- An EGM of the Society must be called if:
  - o A petition form stating the reason for calling the meeting and signed by at least three members of the Society is presented to a senior Society Official and relevant Sabbatical.
  - o Committee post(s) become vacant and a by-election is required.
- The date of the EGM must be agreed with the relevant Sabbatical.
- The EGM shall only discuss that business for which it was called.
- The Society's committee must give seven days notice of the EGM to all the Society's members, together with details of what is to be discussed.
- Notice of an EGM and details of what is to be discussed must be available for at least fourteen (14) days before the event to the relevant Sabbatical Officer for publication in Union Media.
- If an EGM is called to elect Official(s)

- o A maximum of three (3) Officials may be elected.
- o A Guild of Societies or Union Officer must chair the EGM otherwise any voting is invalid.
- o Nominations may be submitted in writing, in advance of the meeting or from the floor during the EGM.
- o Nominees must be present at the meeting.
- o Nominees should leave the room while voting takes place on any post they are standing for.
- If an EGM is called to unelect (impeach) Official(s)
  - o The Official(s) shall continue to hold their posts until the vote.
  - o A Guild of Societies or Union Officer must chair the EGM otherwise any voting is invalid.
  - o The Official being impeached should leave the room while voting takes place on their position.
- The quorum for the EGM shall be at least ten (10) Full Members.

## H. Section 7 – Finance

- H.1. Society finances are controlled by the signatories elected by the Society members during an AGM or EGM. Any Society member may deposit funds into a Society account, but only the signatories are able to withdrawal funds.
- H.2. The Union will keep financial records of all transactions made by the Society. These are available to any Full Member of the Union as detailed in UK charities law.
- H.3. The Society signatories must utilise the Union financial capabilities.
- H.4. Societies are NOT allowed to store/deposit their funds into private banks outside of the Students' Union. As the Union is a Charity, we are responsible for all funds of each of the Societies within the Union. Therefore, we must be aware of all financial transactions, income, expenses, etc. of a Society for legal reasons. Failure to do so will result in disciplinary action being taken as documented in the Union Discipline Procedure section of the Union Constitution Rules.
- H.5. The Union will pay all expenses incurred by the Society (including VAT) on behalf of the Society from the Society funds or allocated budgets.
- H.6. Funding is available through the Grants Committee and Guild of Societies fund to help Societies put on events and activities that will help the Societies grow and recruit new membership. The procedures on how to raise funding requests through Grants Committee and the Guild of Societies fund are available in the Union Activities Office.

## I. Complaints Procedure

- I.1. Complaints about a Society Official shall be dealt with via the complaints procedure as laid out in the Union Constitution. Members who complain will also be referred to the mechanisms in this constitution to remove the Officials, change the constitution of a Society and this constitution.

## J. Interpretation

- J.1. In the event of a dispute as to the interpretation of any part of this Constitution, the decision of the Guild of Societies Standing Committee shall be sought.
- J.2. In the event of a challenge to the Guild of Societies Standing Committee's ruling, the ruling of the Union Chairperson shall be sought.
- J.3. In the event of a challenge to the Union Chairperson's ruling, the decision of the Union Executive shall be final.