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**UNIVERSITY OF ESSEX STUDENTS\* UNION**

**………… SOCIETY CONSTITUTION 2023-24**

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**Item 1 Name**

* 1. The name of the organisation referred to in this Constitution shall be the University of Essex ……………………….. Society, hereafter referred to as ‘the Society’, which is a Recognised Society of the University of Essex Students’ Union Student Activities department, hereafter referred to as ‘the Student Activities department’.

**Item 2 Aims and Objectives**

2.1 The Aims and Objectives of the Society shall not be contrary to the Aims and Objectives either of the Student Activities department, as stated in the Constitution for societies within the Student Activities department, or those of the University of Essex Students’ Union; and shall be as stated below:

* Add an aim/objective.
* Add an aim/objective.
* Add an aim/objective.

**Item 3 Membership**

3.1 Membership of the Society shall be open to all members of the University of Essex Student Union who wish to join on payment of an annual Society Membership fee of £…..

3.2 Honorary Membership of the Society may be conferred in recognition of outstanding service or as a token of esteem provided that:

* Proposals for candidates are made by a Full Member of the Society; and
* Such proposals are agreed by a two-thirds majority of a General Meeting of the Society; and
* The conferment of Honorary Membership is subsequently confirmed to the successful candidate by the President of the Society in writing;

however no such Honorary Members shall be entitled to vote at any meeting nor to be elected to any Executive office.

**Item 4 Executive Committee**

4.1 The Executive Committee of the Society shall be responsible to the Members of the Society for the day to day running of the society and shall have a responsibility to act in their best interests.

4.2 The Executive Committee of the Society shall at all times comprise a minimum of four individuals being both Full Members of the Society and full Members of the University of Essex Students’ Union, and being elected to the following named positions or their equivalent:

a) The PRESIDENT, who shall:

i) be responsible for the general day-to-day running of the society including but not limited to scheduling regular meetings of the Executive Committee; and

ii) be responsible, alongside the society’s Treasurer, for the finances of the Society and accountable in respect of those finances to all Members of the Society and to the Student Activities department; and

iii) be entitled to represent the Society at all times in matters affecting its interests, including but not limited to communicating with relevant organisations; and

iv) be primarily responsible for representing the Society at all Meetings of the Student Activities department; and

v) be entitled to take the Chair at all meetings of the Society at which they are present unless otherwise instructed by the Student Activities department staff; and

vi) be responsible for ensuring that all Society elections comply with the requirements set out in Article 5 of this Constitution;

b) The TREASURER who shall:

i) be responsible, alongside the society’s President, for the finances of the Society and accountable in respect of those finances to all Members of the Society and to the Student Activities department; and

ii) be responsible to the Executive Committee of the society for all the Society’s income and expenditure; and

iii) prepare reports and estimates of the society’s expenditure and income, under the general direction of the Executive Committee of the Society, at such times as such reports shall be required by the Student Activities department staff;

c) The SECRETARY who shall:

i) be responsible for assisting the President in the calling of any and all meetings; and

ii) be responsible for the preparation of agendas for such meetings; and

iii) be responsible for the keeping and preparing of minutes in respect of such meetings, their timely provision to members of the Executive Committee, and their publication and communication to Members; and

iv) be responsible for the conduct of correspondence on behalf of the Society; and

v) be responsible for keeping the Student Activities department staff informed of the names and contact details of the Executive Committee of the Society; and

vi) be responsible for keeping the Student Activities department staff aware of any amendments to this constitution;

d) The WELFARE OFFICER who shall:

i) be responsible for the safety and support of members within the society; and

ii) be responsible for attending or familiarising themselves with the relevant Student Activities welfare training session in order to know how to support members of the society in need; and

iii) be ready to signpost members of the society to the correct services (across campus/online etc) in respect of their need.

e) The COVID Officer who shall:

i) be responsible for ensuring the safety of members of the society at events by adhering to Students’ Union, University and Government guidance in accordance with COVID-19 regulations; and

ii) be responsible for recording and safely storing data of members of the society at any in-person events and destroying this data on receipt of delivery from the Student Activities department; and

iii) be responsible for keeping up-to-date with current Students’ Union, University and Government guidelines in order to ensure society events are COVID secure.

4.3 A member of the Executive Committee member may resign at any time by:

1. writing to either the Secretary or President of the Society; and
2. notifying the Student Activities department staff via susocs@essex.ac.uk

after which such resignation shall take immediate effect.

4.4 The Executive Committee of the society shall be responsible for representing the society at all Meetings of the Student Activities department and if no member of the Executive Committee of the society is available to attend such a meeting, apologies shall be provided via susocs@essex.ac.uk at least 48 hours prior to the commencement of the meeting.

4.5 If the Executive Committee of the Society is absent from any meeting of the Student Activities department without apologies being provided in accordance with section 4.4 of this Constitution the Society will be subject to the following disciplinary actions:

a) After a first occurrence, a formal written warning shall be issued to the Executive Committee of the Society by the Student Activities department staff; and

b) After a second occurrence, the Society shall be fined a sum equivalent to 10% of total revenue from membership fees to date; and

c) After a third occurrence, all Members of the Executive Committee of the Recognised Society shall be removed from office and an interim election shall be held;

and it shall be the duty of the Student Activities department to notify the society faced with any one of the above sanctions within 14 days of relevant non-attendance.

4.6 Any member of the Executive Committee of the Society may be removed from office with immediate effect following a vote of no confidence, provided that:

1. previous attempts to resolve the issue, including discussions and/or mediation involving the Student Activities department, have been attempted and proved unsuccessful; and
2. a motion calling for a vote of no confidence is brought by two Members of the Society who are full members of the University of Essex Students’ Union and notified in writing either to:

(i) the President of the Society; or

(ii) where the motion concerns the President of the Society, to the Secretary of the Society; and

1. the vote of no confidence takes place at a General Meeting of the Society; and

(d) notice of the fact that the General Meeting shall contain a vote of no confidence is provided:

(i) to all Members of the Society via www.essexstudent.com, and also:

(ii) in writing to the Student Activities department staff via socs@essex.ac.uk at least seven days before the General Meeting takes place; and

(e) the motion is agreed by at least two-thirds of the voting members present at the General Meeting

**Item 5 Executive Committee Elections**

5.1 The President of the Society shall be responsible for the fair conduct of all elections to the Executive Committee of the Society.

5.2 Elections for the Executive Committee of the Society shall take place online during the second term of each academic year using the means and procedures established by the Student Activities department at the time.

5.3 In addition to the annual election, a core executive committee election (President, Secretary, Treasurer, Welfare Officer or COVID Officer) shall take place online either:

1. immediately following the resignation of the President, Treasurer or Secretary of the Society, in order to fill the vacancy created; or
2. within three weeks of term following the resignation of any other member of the Executive Committee, in order to fill the vacancy created.

5.4 Elections of non-core executive committee roles can take place at any point during the year in accordance with section 7.7 of the Societies Terms of Reference.

5.5 In respect of any executive committee election:

a) Members of the society wishing to stand for election must submit their nominations online (only for core roles) within the period specified by the Student Activities department, which shall be no less than a period of 72 hours’ duration, and nominations received outside of this period shall be invalid; and

b) Voting must take place online (only for core roles) within the period specified by the Student Activities department, which shall be no less than a period of 48 hours’ duration, and votes cast outside this period shall be invalid.

5.6 Election to the Executive Committee of the Society shall be by simple majority, however:

a) in the case of a tie a second vote shall be taken between the tying candidates, and

b) in the event of a second tie the decision shall be attempted to be resolved by mediation with the Student Activities department, and

c) if no decision is reached then a decision will be resolved by a lot.

5.7 Members elected to the Executive Committee of the Society shall take office from 1st July in the year of their election until 30th June of the following year, or until such a time where they are removed from officer or their membership for the University of Essex Students’ Union expires.

5.8 The quorum for any election for the Executive Committee of the Society shall be twenty-five percent of that Society’s voting membership, or 30 voting members, whichever number is smaller.

5.9 In all elections there shall be the option to vote for ‘RON’ or Re-Open Nominations which shall serve as a ‘none-of-the-above’ option, and if the candidate for a given position with the highest number of votes receives less votes than RON, than that candidate shall not take up office and another election will be called at the earliest available opportunity.

**Item 6 Society Finances**

6.1 The financial year of the Society shall start on 1st August each year and end on 31st July the following year.

6.2 The finances of the society shall at all times be conducted in accordance with

a) the Students’ Union’s Financial Policies and Procedures for Clubs and Societies; and

b) any and all relevant sections of the Societies Terms of Reference from the University of Essex Student Activities department; and

c) any other regulations, including but not limited to Supplementary Regulations, established by the Student Activities department.

6.3 The Society's accounts shall be:

a) available for inspection at all times by the Student Activities department staff or any persons appointed by them for this purpose; and

b) presented to Members for approval and adoption by a formal report by the Treasurer of the Society at the Annual General Meeting of the Society, and a written copy of such report shall be provided to all Members via www.essexstudent.com concurrently with such Meeting.

**Item 7 Meetings**

7.1 At least one General Meeting of all Members of the Society shall be held in each term, and one such General Meeting held in the third term shall be the Annual General Meeting of the Society.

7.2 The business of the Annual General Meeting of the Society shall be to adopt formally the status of the Society’s accounts for the previous financial year and to discuss any matters that the Membership sees fit.

7.3 All Executive Committee Meetings, General Meetings and Annual General Meetings shall be called by the Secretary of the Society on the instructions of the President of the Society.

7.4 An Extraordinary General Meeting shall be called by the Secretary of the Society on receipt of a request to hold one which is,

a) where the total Membership of the Society is 30 Members or less, signed by at least 10 Members who are full Members of the University of Essex Students’ Union; or

b) where the total Membership of the Society is more than 31 Members but no more than 50 Members, signed by at least 15 Members who are full Members of the University of Essex Students’ Union ; or

c) where the total Membership of the Society is more than 50 Members but no more than 75 Members, signed by at least 20 Members who are full Members of the University of Essex Students’ Union ; or

d) where the total Membership of the Society is more than 75 Members but no more than 100 Members, signed by at least 25 Members who are full Members of the University of Essex Students’ Union ; or

e) where the total Membership of the Society is more than 100 Members, signed by at least 30 Members who are full Members of the University of Essex Students’ Union

and shall provide at least 7 days’ notice of the Extraordinary General Meeting to all Members of the Society via [www.essexstudent.com](http://www.essexstudent.com).

7.5 The President shall stand as an impartial Chairperson for all Executive Committee Meetings, General Meetings and Annual General Meetings and shall be responsible for the conduct of the debate at said Meetings, however:

a) at any meeting where the President of the Society is absent or where it would be inappropriate or impossible for them to stand as an impartial Chair, this responsibility shall fall to the Secretary, and

b) at any such meeting where the Secretary of the Society is absent or where it would be inappropriate or impossible for them to stand as an impartial Chair, this responsibility shall fall to the Treasurer of the Society, and

c) at any such meeting where the Treasurer of the Society is absent or where it would be inappropriate or impossible for them to stand as an impartial Chair, then the President of the Societies Guild shall appoint an appropriate person to take this responsibility.

7.6 The Secretary shall

a) provide at least seven days’ notice of the Annual General Meeting to all Members of the Society via www.essexstudent.com , and

invite all Members who are full Members of the University of Essex Students’ Union to submit items for the agenda, which items must be submitted within three working days of the Annual General Meeting, and

b) provide at least three days’ notice of any General Meeting to all Members of the Society via www.essexstudent.com , and invite all Members who are full Members of the University of Essex Students’ Union to submit items for the agenda, which items must be submitted prior to the commencement of the General Meeting.

7.7 The Membership of all General and Annual General Meetings of the Society shall be all Full Members of the Society.

**Item 8 Complaints Procedure**

8.1 Any Member of the Society who is a full Member of the University of Essex Students’ Union shall have the right to draw any irregularities in the running of the Society to the attention of the Student Activities department of the University of Essex Students’ Union and ask them to investigate the matter, and the decision of the Student Activities department shall be binding: however the Society may appeal any such decision made by the Student Activities department to the President of the Students’ Union provided that such appeal is made in writing within 7 days of the decision of the Student Activities department being received, and the decision of the President of the Students’ Union shall be final.

**Item 9 Amendments to this Constitution**

9.1 Amendments to this Constitution may be made by a majority decision of a General Meeting of the Society as defined by Article 7, provided that:

a) such amendments to this are proposed by a Full Member of the Society who is a full Member of the University of Essex Students’ Union; and

b) such amendments are received by the Secretary of the Society at least 5 working days before the General Meeting at which they will be discussed

however no amendment to this Constitution shall be valid unless and until it is approved by the Student Activities department staff, who must receive written notification of such amendment within 7 days of the amendment being made.

9.2 This Constitution, however it may be amended, shall at all times comply with the Societies Terms of Reference and Code of Conduct of the Student Activities department and with the University of Essex Students’ Union’s Articles of Governance, together with its Byelaws and Policies, and any section of this Constitution which does not so comply shall be invalid.

9.3 A copy of this Constitution, however it may be amended, shall be uploaded to the Society’s web pages at www.essexstudent.com and shall be available for viewing by all Members of the Society at all times.

9.4 A copy of this Constitution, together with any and all approved amendments, submitted via electronic media but not scanned, shall be retained by the Student Activities department of the University of Essex Students’ Union, and in the event of any dispute the copy of the Constitution so retained shall be deemed to be the approved version.

**Item 10 Signatures**

*Signed for and on behalf of the ……………………………. Society*

President Name ………………………………………..
President Signature ……………………………………

Secretary Name ……………………………………….
Secretary Signature …………………………………...

Treasurer Name …………………………………………
Treasurer Signature …………………………………….

Welfare Officer Name …………………………………
Welfare Officer Signature ……………………………..

Date ……………………………………………………….