



HUU SOCIETY CONSTITUTION FORM 2014-15

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

"The Hull University Union [redacted] society"

1.2 The shortened name of the society is:

"The [redacted] society"

1.3 Hereinafter referred to as **the society**.

2.0 Society Aim & Objectives

2.1 The aim of the society is:

[redacted]

2.2 The objectives of the society are:

(a) [redacted]

(b) [redacted]

(c) [redacted]

3.0 Membership

3.1 Full membership is open to any University of Hull student.

3.2 Associate membership is open to:

- all staff of Hull University Union;
- all staff of the University of Hull;
- anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws).

3.3 The society's annual membership fee, payable by full and associate members, is £ [redacted] payable in Hull University Union and via the Hull University Union web site (www.hullstudent.com).

3.4 The society's annual membership fee is payable in full no later than four weeks after Societies and Volunteering Fair in Semester One, or if submitted during the year, no later than four weeks after the date the constitution is submitted.



3.5 Society membership shall run from the 1st September – 31st August of the following year.

4.0 Committee

4.1 The committee shall consist of at least 5 full members, whose minimum requirements are:

a. **President. Responsible for:**

- attending Societies Council;
- the society overall;
- chairing meetings of the society and its committee;
- ensuring all income received by the society is paid directly into the society's account;
- ensuring that Hull University Union is not brought into disrepute by the actions of the society;
- ensuring the society does not incur a financial deficit;
- ensuring **all** society events comply with health and safety laws, rules and regulations and that risk assessments are filed and approved in advance of all events and activities.

b. **Secretary. Responsible for:**

- the general administration of the society;
- minute taking;
- communication with all members of the society;
- collecting up to date membership records from Student Activities.

c. **Treasurer. Responsible for:**

- keeping records of all financial transactions;
- keeping the society financially viable;
- submitting an annual equipment inventory form and adding additional equipment purchased throughout the year;
- ensuring all income received by the society is paid directly into the society's account;
- ensuring the society does not incur a financial deficit.

d. **Two other Executive positions. Responsible for:**

- any other duties as deemed necessary by the society for its running.

4.2 The committee as a whole are responsible for:

- promotion of the society throughout the year to actively encourage membership;
- ensuring health and safety is complied with and risk assessments completed for society events;
- preparing a written handover for their successors;
- ensuring they attend all relevant training during Semester One;
- sending apologies in advance if the society is not represented at Societies Council;
- ensuring grant money shall be used exclusively as specified on the grant application form;
- ensuring that the activities of the society reflect the aims and objectives of the society and are for the benefit of all members;
- complying with the *Data Protection Act 1998* and its eight principles;
- upholding Hull University Union's Policies and Procedures. Including, but not limited to:
 - HUU Equal Opportunities Policy
 - HUU Harassment and Bullying Policy
 - HUU Zero Tolerance Policy
 - HUU No Platform Policy
 - HUU External Speakers Policy.

4.3 The committee must be elected by the society at an Annual General Meeting (AGM), which must be held in week 6 or week 7 of Semester Two of the academic year.

4.4 If any vacancies occur in the society's committee during the academic year, they shall be democratically filled as soon as is convenient via an Extraordinary General Meeting (EGM).



4.5 Committee members may be removed from their position by a motion of no confidence by a two-thirds majority of society members present at an EGM.

5.0 Annual General Meetings (AGM), Extraordinary General Meetings (EGM) and meetings

5.1 An EGM can be called by:

- The President of a society;
- A society's Committee;
- The voting membership of a society upon written request;
- Chair Societies at the request of a simple majority of the Societies Executive Committee.

5.2 The President or Secretary shall inform Hull University Union of the intention to hold an EGM.

5.3 The quorum for an AGM or EGM is 20% of the voting membership.

5.4 The time, date, place and minutes of an AGM or EGM must be made available to all society members and Student Activities.

5.5 Notice of an AGM or EGM must be given seven clear days (excludes Saturdays, Sundays, Public Holidays, and University Vacation periods) in advance and be made in writing to all voting members.

5.6 Voting shall be by secret ballot, and in the case of an election the vote is by simple majority. Where there are 3 or more candidates, then if the candidate with the most votes does not have 50% or more of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out members will be asked to vote again. This will continue until the candidate has got 50% or more of the votes or there is only 2 candidates left.

5.7 Full and associate members of the society are entitled to attend, speak, and place items on the agenda at all society meetings.

5.8 Full members of the society are also entitled to stand and vote in society committee elections (both EGM and AGM), and vote on all questions of policy within the society.

6.0 Finance

6.1 All society finances shall be paid into the society's Union account without exception within three clear days of receiving the funds.

6.2 Society accounts will be created upon ratification. No funds will be accessible prior to ratification by the Governance Zone.

6.3 **No society shall hold its own bank account or any external funds.**

6.4 Society members may not receive financial payment or profit as a result of the society's activities.

6.5 Societies themselves are able to make a profit.

6.6 Hull University Union has a legal obligation not to incur a financial deficit and the President and Treasurer have a personal responsibility.

6.7 The President/Chairperson and Secretary/Treasurer and other nominated authorised signatories shall ensure there is money available in the society accounts before authorising payments. In the event of there being insufficient money in the account and it going overspent, the signatories may be held personally liable for the outstanding amount regardless of the figure.



6.8 All society membership fees must be paid directly to Hull University Union by the member wishing to join the society. No member of committee executive is authorised to take membership money on behalf of anyone else

6.9 All society fundraising for external charities must be approved by and be paid through RAG

6.10 No executive member shall be a financial signatory for their own expenses on claim forms

7.0 Restriction & Dissolution

7.1 A society will become restricted if they meet one of the criteria. A society is dissolved for a period of one month, if they meet two or more of the criteria:

- One or more committee members have not paid their membership fee 2 weeks after the Societies and Volunteering Fair held in Semester One or 2 weeks after the submission of the constitution;
- Student Activities have received no correspondence from the society committee in 1 month;
- All relevant committee members have not attending their basic training in Semester One (unless the society is starting during the academic year);
- The society has not completed a general risk assessment;
- The society has not held an AGM in week 6 or 7 of Semester Two;
- The society fails to be represented at Societies Council;
- The society fails to gain 15 members 4 weeks after the Societies and Volunteering Fair in Semester 1 or if the society is started during the academic year, 4 weeks after the date of submission;
- The society has not undertaken any society activity with its members for more than 4 weeks;
- Student Activities receives a complaint from a member of the society that is upheld by the Vice President Activities;
- Any of the society's executive is found to not be fulfilling their duties as outlined above;
- The society does not pay funds into the society accounts within three clear days of receiving the funds;
- The society incurs an unauthorised overspend (overdrawn) on either of its accounts;
- The society spends money on restricted items, or on items and services that are not in line with its aims and objectives;
- The society is found to have breached any of HUU's policies (see above 4.2 point 9);
- The society is found to be collecting membership money directly from members;
- Any other reason defined by the Vice President Activities.

7.2 Following a society becoming restricted the following procedure will come into effect:

- a) The society executive will be contacted by the Student Activities Coordinator or the Vice President Activities to notify them of the restriction. They will be instructed to contact the Chair Societies or if absent the Vice President Activities to arrange a progress meeting. The society membership will also be contacted to inform them of the restriction and the reason for it.
- b) At the progress meeting the Chair Societies or the Vice President Activities will develop with them an action and support plan to develop the society with the aim of removing the restriction.
- c) After 1 month, the society will either be reactivated (if it successfully completes its action and support plan), have an extension granted to the restriction (extenuating circumstances), or will be dissolved (in which case all members will be contacted notifying them of this).

7.3 In the case of dissolution the society's accounts will be zeroed and all money and assets will be claimed by Hull University Union for other societies



7.4 If a society is dissolved, it cannot be restarted for a period of 3 months from the time of dissolution. If a society is dissolved twice within 6 months it cannot be restarted for a period of 6 months. What constitutes continuity between societies is to be determined by the Vice President Activities.

7.5 The dissolution of a society can be appealed in writing to UEC up to 1 clear week after the notification of dissolution.

8.0 Ratification

8.1 A society may apply for recognition by Hull University Union provided:

- a) It has submitted and filled out this constitution in **full** and logged it with Student Activities/Chair Societies/Vice President Activities.
- b) It has completed a general risk assessment.
- c) Following the submission of this Constitution in full, it attains at least 15 full members through Hull University Union or www.hullstudent.com.

8.2 Following the society completing the above, it will be brought before the Societies Executive Committee for approval, followed by the Governance Zone for approval. For it to be considered for ratification the constitution of the society must not conflict with the constitution of Hull University Union, or bring its charitable aims into disrepute.

9.0 Executive Committee Declaration

9.1 By signing below, I acknowledge that I have understood all the information contained above and take responsibility for my specific role within the aforementioned society.

9.2 By signing below, I acknowledge that it is my responsibility to make myself aware of all relevant Standing Orders relating to my position and abide by them.

9.3 By signing below, I acknowledge that my contact details will be made available to the membership of Hull University Union, and I thus give my consent to this effect.

9.4 Signed by the Society:

<u>Position</u>	<u>Name</u>	<u>Signature</u>
1) President	: _____	_____
2) Secretary	: _____	_____
3) Treasurer	: _____	_____
4) _____	: _____	_____
5) _____	: _____	_____
6) Date: D _____ M _____ Y _____		



10.0 Presidents Declaration of Responsibility

I, _____ (full name), as President/Chairperson of _____ (society name) understand that I have duty of care towards all persons on an activity/trip/excursion organised for the above society.

I understand that I have a duty to ensure as far as reasonably possible that all activities are conducted with a due regard to safety and well-being of participants and members of the general public.

I agree to report any occurrence of an incident or near miss involving members, spectators or members of the general public to the relevant personnel in all instances by calling University Security (01482 465555) at the time of the incident and as soon as possible to Hull University Union directly where I will submit all details for an **Incident** or **Near Miss Report**.

All members taking part on an activity/trip/excursion will be briefed by the trip leader, and I ensure the trip leader will be registered with the HUU as a listed trip leader prior to departure. The briefing will include the aims of the trip, the administrative and emergency procedures and the individual responsibility of each person attending.

I understand that a thorough risk assessment must be completed, all HUU equipment be accounted for and all individual club/society members are fully registered with the Hull University Union before an activity/trip/excursion.

I understand that Hull University Union has an equal opportunities policy and a zero tolerance to harassment or discrimination and I will fulfill my obligation to carry out these policies and all other policies of the Hull University Union.

I am aware of my responsibility to ensure the Hull University Union is not brought into disrepute by actions of _____ (society) and will abide by the disciplinary procedure of the HUU.

I understand that the Hull University Union has a legal obligation to not incur a financial deficit and that I am personally responsible to ensure _____ (society) does not incur a deficit in order to meet the Hull University Union budget.

As President/Chairperson of _____ (society name), I understand the duty of care that I owe to my members and Hull University Union.

Signed: _____ Print name: _____

Date: D _____ M _____ Y _____



11.0 Financial Signatures

Hull University Union Societies Financial Responsibility

Upon signing this document, you accept:

- Responsibility in respect of the society's and the Union's funds, which are restricted by the Charities Acts and Education Act (1944);
- That the funds shall be used not only within the law and within the rules and regulations of Hull University Union, but also wholly in accordance with the interest of society members.

Any transgression of these guidelines will result in disciplinary action and you may be held liable for misused funds.

Before money can be withdrawn from your primary account, you must ensure that:

- 1) All expenditure is in the aims, objectives and rules of the society, as written in the constitution.
- 2) All expenditure is in the aims, objectives and rules of Hull University Union as written in the Standing Orders, Constitution, Bye Laws and Policy as agreed by Union Council or General Meeting.
- 3) You are abiding to the law.
- 4) All receipts are presented and are correct.
- 5) Two signatories from your society, the Student Activities Co-ordinator and the VP Activities have signed a claim form.

The Cash Office staff will verify the account balance as no deficit will be allowed without agreement from the Union Executive Committee (UEC).

Before money can be withdrawn from your secondary account, the Cash Office staff will verify the account balance, as no deficit will be allowed.



**HUU Societies- Authorised Signatories
Financial year 2014-15**

This is an official document. When you sign it, you accept responsibility in respect of the society's and the Union's funds, which are restricted in use by the Charities Acts and Education Act (1994). You accept that the funds shall; be used not only within the law and within the rules of HUU, but also wholly in accordance with the interests of society members. Any transgression of these guidelines will result in disciplinary action and you may be held liable for misused funds. Before money can be withdrawn from your account, the Cash Office staff will verify the account balance as no deficit will be allowed.

Society Name:

President/Chair

Name:
Student number:
Phone number:
Email address:

Signature:

Secretary

Name:
Student number:
Phone number:
Email address:

Signature:

Treasurer

Name:
Student number:
Phone number:
Email address:

Signature:

Nominated Member

Name:
Student number:
Phone number:
Email address:

Signature: