

<b>Committee Title</b>	Student Voice					
<b>Date of Meeting</b>	Monday 3 <sup>rd</sup> April 2023					
<b>Item Number and Title/Subject</b>	Updated Societies Constitution Template					
<b>Paper Presenter</b>	Societies Council Chair					
<b>Brief Summary of Issues/Topic</b>	<p>This paper requests that the approval of the updated constitution template.</p> <p>The following changes have been made to the Societies Constitution Template:</p> <ul style="list-style-type: none"> <li>• Simplification of language and layout.</li> <li>• Updating of terms and policy references.</li> </ul>					
<b>Recommendation(s)</b>	Information		Discussion		Approval	x
	<p><b><i>Any member can ask a question by raising their voting card or virtual hand and be recognised by the Chair to speak.</i></b></p> <p>Student Voice is asked <b>to approve</b> the updated Societies Constitution Template:</p>					
<b>Who have you consulted when developing the paper?</b>	Societies Council, Societies Co-ordinator, Activities Manager					
<b>Staff/Student Protocol</b>	Yes		No	x	N/A	
<b>Will any decision approved directly affect the work of staff?</b>	N/A					
<b>Should the paper be submitted to any other committee following its consideration/approval at this meeting? If yes, please state the committee and proposed date of submission.</b>	Trustee Board, 15 <sup>th</sup> May 2023					

**[Please insert Society name here] Constitution**

**1.0 Name**

- 1.1 The Society shall be known as the **[Please insert name here]** Society (hereinafter referred to as the “Society”). It shall be affiliated to Glasgow Caledonian University Students’ Association (hereinafter referred to as GCU Students’ Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students’ Association.

**2.0 Objectives**

- 2.1 The objectives of the Society shall be:

**[Please insert objectives here]**

**3.0 Membership**

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

**4.0 Committee**

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

**[Please insert other committee positions here]**

**5.0 Committee Roles**

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students’ Association. To oversee all the affairs of the Society. To be the Society representative at Students’ Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students’ Association. To be the Society representative at Students’ Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students’ Association meetings as and when required.

**[Please insert other committee roles here]**

**6.0 Committee Responsibilities**

- 6.1 Responsible for the day-to-day operation of the Society.
- 6.2 To ensure compliance of the rules and policies of GCU Students’ Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.

- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials comply with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

### **General Meetings**

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

### **8.0 Voting**

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 Voting on resolutions shall be by a simple majority.

### **9.0 Finance**

- 9.1 The Society shall operate all its financial transactions within the Financial Regulations of GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

### **10.0 Amendments to Society Constitution**

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

### **11.0 Affiliation**

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

### **12.0 Interpretation**

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision shall be final.