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**New Club / Society Proposal – Constitution**

Every Club and Society at Queen’s needs a constitution in order to operate. A constitution is essentially a set of rules and instructions which determine how your Club / Society will run, what its goals will be, and how the committee will be structured.

Most relevant rules are already determined by Rule 8 of the Students’ Union Constitution, which oversees all individual Clubs and Societies and applies equally to all committees. You can access the Students’ Union Constitution [here](https://qubsu.org/YourUnion/TheRules/), and find Rule 8 starting on page 82. You cannot change any rules laid out in the Students’ Union Constitution and it will always take precedence over external policies, committee preferences, or in any cases of ambiguity.

The areas of your Club / Society constitution which you can change are highlighted below. Please download a copy of this template, customise each of these areas, and then submit your version to the SU.

**How to complete your constitution:**

* Phrases highlighted in yellow mean you have to choose one word only. For example, Club / Society means that you have to choose “Club” or “Society” and delete the other word.
* Areas highlighted in green mean that you have to enter some of your own text. For example, you will need to replace Aim 1 with your own sentence describing your primary aim.
* Text with no highlight cannot be changed. This will be checked before your draft constitution is accepted.
* If you would like to add any new lines, please leave these highlighted in blue. Remember that any new lines you add must follow Rule 8 of the Students’ Union Constitution.

**Please use the checkbox below to confirm the following:**

*I confirm that I have read Rule 8 of the Students’ Union Constitution and I understand that its contents will apply to my new Club / Society if it is successfully ratified.*

**Proposed name of Club / Society**: \_\_\_

**Constitution**

Version 1.0

Date of writing: \_\_\_

1. **Name**
   1. The name of the Club / Society shall be \_\_\_ hereafter referred to as “the Club” / “the Society”.
2. **Aims and Objectives**
   1. The aims and objectives of the Club / Society shall be:
      1. Aim 1
      2. Aim 2
      3. Aim 3
      4. Add other aims as appropriate
3. **Membership**
   1. Student Membership of the Club / Society is open to all registered Students of Queen’s University.
   2. Associate Membership is open to individuals who are not registered Students of Queen’s University.
   3. The Club / Society will charge / waive an annual membership fee. If a fee is charged, this will be set by the committee prior to the Freshers’ Fair each year.
4. **Committee Structure**
   1. The Club / Society shall have an Executive Committee elected annually by the membership to direct ongoing activities and foster the aims of the Club / Society.
   2. The full membership of the committee shall be composed of the following:
      1. Executive Committee
         1. Chairperson / Captain
         2. Secretary
         3. Treasurer
      2. Non-executive Committee
         1. Add other roles as appropriate
   3. Assistant positions shall be filled by co-option by the committee as the need arises. Sub-committees may be co-opted where the need arises and at the discretion of the committee.
5. **Committee Terms**
   1. Incoming committee members for the following academic year shall be elected between 1 March and 30 July annually. The Students’ Union may, at its discretion, set the date of Club / Society committee elections, the format, and the count method.
   2. Incoming committee members shall officially take up office on 1 August annually.
   3. It is the responsibility of both incoming and outgoing committee members to ensure a proper handover occurs to facilitate the smooth operation of the Club / Society.
   4. Committee members shall serve for a term of one year, and may seek re-election.
   5. Executive committee members cannot serve more than two terms of office in a single position.
6. **Committee Responsibilities**
   1. Chairperson / Captain: This member shall oversee the general running of the Club / Society and shall be answerable to the committee. This member shall ensure that the committee is aware of and abides by the policies and procedures of the Students’ Union and University.
   2. Treasurer: This member shall be responsible for the finances of the Club / Society. They shall be responsible for the collection of membership fees, if levied, and the maintenance of accounts. The Treasurer will provide reports to the committee on the financial standing of the Club / Society and will present a detailed report of the Society’s financial status at the Annual General Meeting. Where the Club / Society is eligible to apply for funding from the Students’ Union, the Treasurer shall work with the committee to submit a Recurrent Grant Application.
   3. Secretary: This member shall take minutes of all meetings and be responsible for all correspondence. They shall maintain a record of all relevant accounts and passwords for social media, mailing lists and any other relevant data. The Secretary is responsible for providing the Students’ Union with an Annual Report, produced in conjunction with the rest of the committee, no later than 30 June.
   4. Add role descriptions here for any other committee roles
   5. Non-executive members: Members of the non-executive committee shall be delegated any duties by the Chairperson/Captain as are seen fit.
   6. It is the responsibility of the Executive Committee to ensure that at least two Committee Members complete Students’ Union Training annually.
7. **Eligibility, Nomination and Election of Committee Members**
   1. Eligibility in the case of the Executive Committee is derived from all registered Student Members of the Club / Society.
   2. Eligibility in the case of the Non-executive Committee is derived from all registered Student and Associate Members of the Club / Society.
   3. The Executive and Non-executive Committee shall be elected at the Annual General Meeting.
   4. Associate Members shall have the same privileges as Student Members, except the privilege to hold Executive Committee roles in the Club / Society or to vote in elections or meetings.
   5. Only registered Student Members of the Club / Society are eligible to cast votes in elections, on constitutional amendments, in referenda, and at Annual General Meetings.
   6. Any Member standing for election must be proposed and seconded by registered Student Members of the Club / Society. Nominations for committee elections shall normally be received at the AGM, or by a given deadline in advance of the AGM.
   7. No new Members shall be admitted to the Club / Society less than fourteen clear days before an Annual General Meeting or Extraordinary General Meeting.
8. **Meetings of the Club / Society**
   1. Annual General Meeting and Extraordinary General Meetings
      1. The Annual General Meeting (AGM) of the Club / Society shall be held in the second term each year, between 1 March and 30 July.
      2. An Extraordinary General Meeting (EGM) may be called at any date, either by the Executive Committee or by any Student Member submitting a petition to the Executive Committee signed by 10% of the registered Student Membership.
      3. Notice of the AGM shall be issued at least fourteen clear days in advance.
      4. Notice of an EGM shall be issued at least ten clear days in advance.
      5. Notice should be given through posting on the Club / Society’s notice board, on the Club / Society’s social media accounts or otherwise publicised to the members giving the date and time of the meeting and the fact that the elections to the Committee will take place thereat.
      6. The matters to be discussed at the AGM or EGM must be posted on the Club / Society’s notice board and social media accounts or otherwise publicised to members not less than three days prior to the meeting.
      7. The AGM or EGM shall be open to all Members of the Club / Society but only Student Members of the Club / Society shall be entitled to vote. The meeting shall be chaired by a nominated member of the Executive Committee.
      8. At the AGM, the Committee of the Club / Society shall read their reports of the Club / Society’s activities over the past academic year, and election of a new Committee shall take place.
      9. The quorum of the AGM or EGM must be 35% of the total number of registered Student Members. Only Student Members may be counted towards the quorum.
   2. Committee meetings
      1. The Committee shall meet at least twice during each term. The quorum for such meetings is deemed to be 50% +1 of the Committee.
9. **Member Conduct and Absence**
   1. When any issue regarding member conduct, or a member complaint, is brought to the attention of the Committee, the Committee shall contact the Students’ Union Clubs & Societies staff team for guidance. If appropriate, the Students’ Union will provide the committee with the relevant regulations and procedures concerning member conduct and/or member complaints, which must then be followed. These procedures may result in member/s receiving a verbal warning, a written warning, a suspension, dismissal from the Club / Society, or another appropriate action. Neither the Committee nor the Students’ Union will investigate criminal matters or conduct which could be considered illegal, but shall instead await the conclusion of appropriate external investigation into such matters.
   2. If an Executive or Non-Executive Committee member is absent from a committee meeting or other Club / Society meeting on three consecutive occasions without supplying apologies, they are deemed to have resigned.
10. **Amendments to the Constitution**
    1. This Constitution may be amended by a two-thirds majority of those Student Members present at an Annual General Meeting or Extraordinary General Meeting.
    2. Amendments to the Constitution shall be proposed by the Committee or by any Student Member of the Club / Society. Proposed amendments shall be sent to the Secretary, in writing, at least ten clear days in advance of the AGM or EGM.
    3. Any accepted amendments must be communicated to the SU Clubs & Societies team before 31 July annually, for formal ratification by Students’ Union Council.
    4. No amendment contravening Rule 8 of the Students’ Union Constitution shall be ratified.
    5. This constitution is binding from the date on which the Club / Society is ratified by Students’ Union Council.