**SUBU Clubs and Societies Template Constitution 2023/24**

All Clubs and Societies require a written constitution in order to operate; a constitution is set of rules that guide how a group works. As a club or society, your group is a representative of SUBU and BU so it’s important we have consistent guidelines. We’ve created this template constitution for you to simply fill in the blanks [**in bold text**] and make any additions you see as appropriate.

If you do want to change or add anything please talk to a member of the Student Opportunities Staff team who will be happy to help you incorporate your wishes and still ensure that your constitution is fit for purpose. Just get in contact with suclubs@bournemouth.ac.uk or come to the Student Centre.

Firstly, please fill in some basic information below:

**Club/ Society Name: [Name]**

**Year Society Started (if known): [Year]**

**What is your 2023-24 Membership Fee? Please note you can now choose to be a free to join club/ society: [Fee]**

Your committee all need to sign and date their agreement to abide by your constitution.

These signatures are the only signatures that can remove funds from your society bank account.

You can electronically sign using digi-signer <https://www.digisigner.com/free-electronic-signature/esign-document>

Please add any additional committee member roles you have within your society if they are not already listed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signatory Name** | **Committee position** | **Signature** | **BU Student Number** |
| **[Name]** | President*(must be a BU student)* | **[Sign]** | **[BU student number]** |
| **[Name]** | Communications /Secretary *(must be a BU student)* | **[Sign]** | **[BU student number]** |
| **[Name]** | Treasurer*(must be a BU student)* | **[Sign]** | **[BU student number]** |
| **[Name]** |  *(optional- Please specify)* | **[Sign]** | **[BU student number]** |
| **[Name]** |  *(optional- Please specify)* | **[Sign]** | **[BU student number]** |

***Do you have a Coach or Instructor Affiliated with your club or society?*** *If so, please note that they MUST fill in and sign either a paid or voluntary Coaches Agreement form with SUBU and your club before they can train or teach your members. For a copy of this form please head to the* [*Committee Zone on the SUBU website.*](https://www.subu.org.uk/involved/clubs_societies/committeezone/info/)

***Do you have a patron (BU staff member or other non-student, invested community member) Affiliated with your club or society?*** *Please note their name, position or relationship to the club/society, and contact email below:*

Name**:** **[Name]**  Contact Email: **[Email]**

Relationship to Club/Society: **[Relationship]**

**Constitution of [*name of club or society*]**

1. **Name and Objectives**
	1. The Club/Society shall be `The Students’ Union at Bournemouth University Club/Society', hereinafter referred to as `the Club'.
	2. The objectives of the Club shall not be contrary to the aims and objectives or any policy of the Union and will be:
	3. **[objective 1 the of club of society]**
	4. **[objective 2 the of club of society]**
	5. **[objective 3 the of club of society]**
	6. The Club shall abide by SUBU and BU policy relating to the operation of Clubs and Societies.
2. **Commitments**
	1. All SUBU Clubs and Societies shall commit to maintaining a high standard of quality by adhering to set criteria in order to be fully operational;
		1. All SUBU clubs/ societies must have a minimum of 15 fully paid members (including committee members) to operate.
		2. No club should have a membership base that consists of more than 50% of Affiliate members.
		3. All SUBU clubs/ societies must have at least one active social media platform to engage with their members.
		4. All SUBU clubs/ societies should hold at least one meeting with their members each month.
		5. No club should hold a negative bank balance for more than 2 consecutive months.
		6. Your SUBU website page is up to date including an accurate and relevant Club description, current meeting times and events
3. **Code of Conduct**
	1. The SUBU Clubs and Societies Code of Conduct is in place to ensure that all members participating in clubs and societies understand the University’s and Student Unions’ expectations when they are involved in activities Affiliated with their organisation.
	2. Members should at all times remember that they are representing the Student Union at Bournemouth University and as a student or affiliate student of the university, they are obliged to abide by all policies and procedures found at [www.bournemouth.ac.uk/student/rules](http://www.bournemouth.ac.uk/student/rules)
	3. Any member, and if appropriate entire organisations, who are found to be in breach of this Code are likely to be subject to disciplinary action as outlined in the SUBU constitution and by-laws; Schedule 8 – Disciplinary Code.
	4. As members of SUBU, all members are at all times expected to be committed to and deliver equality of opportunity and freedom from discrimination on the grounds of race, religion, colour, nationality or ethnic origin, sex, sexual orientation, marital status, age, disability, class or other considerations.
	5. SUBU members are expected, at all times, to behave in a way that does not put others at harm or in distress, directly or indirectly.
	6. SUBU members should behave in a manner that is positive to the reputation of SUBU and Bournemouth University at all times.
		1. Members are to understand that the public’s perception of your activity can be misinterpreted or different from your own. This should be taken into consideration during all stages of activity participation.
	7. This code applies to activities both on and off campus, online activities and includes social activities
	8. The university and SUBU have a zero tolerance approach to initiations.
	9. SUBU encourages the use of Social Media as it can be a valuable tool for communication and learning and can assist in the work of students and employees, however there are considerations that need to be applied.
		1. SUBU members should be aware that privacy does not exist in the world of Social Media and should consider what could happen if a post became widely known and how that may reflect both on the person and the Student Union.
		2. It is also important to note that Social Media websites are public, and as such individuals could be liable under law for anything that is said.
4. **Membership**

* 1. Membership shall be open to all Full Members and Life Members of SUBU.
	2. Membership shall also be open to affiliate Members of SUBU (members of the public, students from other institutions, staff members, BU alumni).
	3. Affiliate Members of SUBU may not form more than 50% of the total club membership.
	4. Recognised members shall be those that have paid the current membership fee, which shall be determined by the Committee of the Club or signed up as a free member via the SUBU website.
	5. The membership fee may be subject to a minimum set by SUBU each year. SUBU may also determine an additional minimum fee for Affiliate Members if deemed appropriate.
	6. Members shall be entitled to participate in all the activities of the Club and shall be entitled to full use of the Club's equipment.
	7. For sports clubs, this is subject to national governing body regulations and any other restrictions properly laid out in a Club code of practice presented with this constitution and accepted by SUBU.
	8. SUBU shall set a minimum number of members for a Club to be recognised. Groups failing to recruit sufficient members shall not be recognised as a Club of SUBU.
	9. All Membership shall be expected to follow SUBU’s policies, procedures, and code of conduct.
1. **Committee**
	1. The Committee shall consist of 3 mandatory roles filled by BU students who act as the only signatories for the club or society and their responsibilities shall be:
		1. The President, who shall be the Club’s principal representative and be responsible for the overall development and delivery of the Club’s plans, the President will be a Club signatory and must be a full member of SUBU.
		2. The Treasurer, who shall be the Club’s principal representative for all financial matters and be responsible for the development of the budget and effective delivery of the financial activities of the Club. The Treasurer will also present a statement of the financial position of the Club to the AGM. The Treasurer will be a Club signatory and should countersign all financial transactions, unless the payment is to them personally, and must be a full member of SUBU.
		3. The Secretary/Communication Officer, who shall be responsible for all administrative functions of the Club, including the preparation, delivery and appropriate record keeping of all meetings, including the AGM. The Communication Officer will be a Club signatory and must be a full member of SUBU.
	2. All mandatory committee members will have responsibility for overseeing the health and safety of the club/ society and its members.
	3. The committee may also contain additional roles (no more than 5) that may be filled by Affiliate members.

	5.3.1 It is permissible for no more than 40% of the committee to be affiliate members, e.g., AUB students.
	4. The Committee members shall be elected annually via the SUBU Website and shall hold office for one year, unless they resign of their own accord or receive a vote of ‘no confidence’ from the Club members as outlined below.
	5. No member may be a Club Committee member for more than 4 years in total.
	6. The Committee shall:
		1. Comply with the law, University policies and Union regulations.
		2. Keep SUBU informed and up-to-date of all activities (including those that have invitations to guest speakers), trips and events and comply with all requirements/ processes of SUBU in relation to the operation of the Club. Failure of this will result in repercussions for the club/ society deemed appropriate by SUBU.
		3. Administer and organise the Club's activities and rules.
		4. Attend the essential Committee Training provided by SUBU.
		5. Be actively engaged, lead by example and ensure good communication with current and prospective members; Student Union and university staff.
		6. Act upon agreements made in Committee or Club meetings.
		7. Use the correct communication channels with regards to any official communication. (i.e. SUBU Club email address)
		8. Allocate specific responsibilities to Committee members whom shall fulfil their own roles before taking on additional responsibility; and
		9. Decide in conjunction with the Club's members the Club's policies.
	7. Committee members shall recognise that they have an obligation to ensure that their actions do not adversely affect the future viability of the Club and are in keeping with good financial practice.
	8. Any Committee member shall be deemed to have resigned if they have on 3 or more occasions disengaged from the Club or if a two-thirds majority of the Club's members present and voting at a Club Meeting vote in favour of a motion of no confidence presented at that meeting.
2. **Committee Meetings**
	1. Quorum for a Committee meeting shall be 50% of elected Committee members.
	2. Decisions at a Committee meeting shall be reached by a simple majority of those present and voting.
	3. Once motions have been democratically voted on during committee meetings (of those in attendance) the issue is then considered closed. The only time an issue can be reopened is if new information has come to light.
	4. Any decisions made by the Committee may be overturned by a simple majority of those present and voting at a Club Meeting.
3. **Club Meetings**
	1. The quorum for Meetings shall be 25% of the Club membership.
	2. Each Club Meeting must be publicised appropriately at least three days in advance. Meetings shall be held in term-time.
	3. A Club Meeting may be called if 25% of Club members present a petition to the Club Committee requesting a meeting. In the absence of a Committee, the petition should be presented to the President of SUBU.
	4. The Club Meeting shall take place within three days.
	5. Only BU students who are members of the Club may vote at Club Meetings.
	Affiliate and other members of the Club may have speaking rights if the Meeting agrees, but do not have voting rights.
4. **Annual General Meeting**
	1. It is recommended that the Club will hold one Annual General Meeting (AGM) each year to share a statement of the financial position of the Club presented by the Treasurer and agree the development plans for the Club.
	2. Written notice of the AGM will be publicised at least seven days before the meeting and sent to the membership base stating the date, time and venue of that meeting.
	3. Minutes and decisions from the AGM, including election results, will be publicised appropriately by the Club after the meeting within seven days of the meeting.
5. **Elections**
	1. All Committee members will be elected by a fair ballot of Full Members of the Club via the SUBU website.
	2. Any Club member may stand for election to the Committee of the Club, subject to eligibility outlined below.
	3. The President, Treasurer and Secretary must be Full Members of SUBU. (i.e. not Affiliate Member, past member, Life Member, or current BU student who has ‘opted out’ of SUBU membership)
	4. Should a mandatory committee position become vacant, the club must notify SUBU immediately who will support in the re-election of the position via the next scheduled SUBU by-election.
	5. Affiliate members may stand for elections but will not be eligible to become a signatory on the club’s accounts (the signatories are President, Treasurer or Secretary).
	6. Should a non-mandatory position become vacant, the club must notify SUBU immediately who will support in the re-election of this position at the next scheduled by-election via the SUBU website.
	7. The Club’s Election Returning Officer (ERO) will be the SUBU Student Opportunities Manager who is responsible for ensuring that there is a fair process for all elections.
	8. Elections will be run by a secret ballot via the SUBU website.
	9. In the case of a dispute about the process or outcome of a Club election, or a decision of the ERO, the President of SUBU will be asked to arbitrate. The decision of the President of SUBU will be final.
6. **Finance and resources**
	1. The Club shall abide by all SUBU’s Financial processes and regulations in the administering of club accounts. The relevant form should be completed and supported by relevant paperwork and signed by 2 mandatory committee members (President, Treasurer, Secretary), one of whom should always be the Treasurer of the Club, unless the payment is directly to the Treasurer.
	2. The Club must not hold a separate bank account and shall place all its funds with SUBU.
	3. All income must be paid into the appropriate Club account with SUBU. Expenses must not be deducted from income before depositing.
	4. Expenditure in excess of £500 should be notified to SUBU before it is spent to ensure sufficient funds are available in the club account.
	5. No Club signatory may sign any payment to themselves.
	6. No Club may enter into a contract with a third party without the prior written consent of SUBU, this includes sponsorship agreements.
	7. All Club equipment shall remain the property of SUBU, and will be cared for and maintained appropriately by the Club.
	8. Should the Club become inactive for two full academic years, it shall be deemed to have ceased operating and all funds and assets shall revert to SUBU’s direct control.
7. **Constitution and complaints**
	1. Any change to this Constitution shall require a two-thirds majority of those present and voting at a Club Meeting.
	2. These changes must subsequently be approved by the SUBU Clubs and Societies Awarding Committee in order to take effect.
	3. The SUBU Clubs and Societies Awarding Committee may, from time to time, propose and require amendments to this constitution in order to remain in line with SUBU policy and keep up to date with best practice.
	4. In the event of any dispute over interpretation of this Constitution, the view of the President of SUBU will be sought. The President’s view will be final.

Any complaint about a committee member, club members, or activity of the club should be made using the SUBU clubs and societies informal complaints procedure in the first instance. If necessary, this can be escalated to a formal process.

1. **SUBU/AUBSU Collaborative clubs & societies**

12.1 SUBU and Arts University Bournemouth Students’ Union (AUBSU) are separate charitable organisations and entities and therefore clubs and societies who wish to represent and work across both Students’ Unions, will have to refer to themselves as a collaborative society and include students from both unions in leadership positions on the committee.

12.2 An additional AUB student must be elected in to the role of AUB Representative on the committee via an AUBSU election in line with SUBU’s election timeline for the academic year.

12.3 Should a club or society wish to become an officially recognised collaborative society, they must notify the SUBU Student Opportunities Team and work through the appropriate procedures.

12.4 An official SUBU & AUBSU collaborative club/ society is recognised via SUBU only once the collaborative agreement has been signed by the appropriate parties.

12.5 We recognise that there are currently active clubs/ societies of the same nature both at SUBU and AUBSU and therefore if the SUBU club/society wishes to become a recognised collaborative society, an additional AUB student must be elected in to the role of AUB Representative on the SUBU committee.

|  |
| --- |
| **For office use only** |
| Created by: |  |
| SUBU Approval by: |  |
| Date of last review: |  |