

Constitutions

1. Every Club and Society shall have a Constitution recognised by the SU.
2. The Constitution cannot contravene or be at odds with the SU's governing documents. The SU's Governing documents will take precedence over the Club or Society Constitution where there is conflict.

Contents of a Constitution:

1. A Society or Club Constitution must contain at least the following:
 - a. The name of the Society or Club
 - b. The Aims and Objectives of the Society or Club.
 - c. Recognition of the relevant SU By-Law's and Appendices.
 - d. Affiliations the Society or Club may have.

Changing a Society or Club Constitution:

1. Changes to a Society or Club Constitution are made by a Club or Society General Meeting.
2. Motions to change the Constitution must have a proposer and seconder who may be any two standard members of the Society or Club.
3. All members should have at least 7 days' notice of a General Meeting. This notice should include the proposed changes to the Constitution.
4. Members shall have equal access and opportunity to speak for and against the motion.
5. The motion shall be decided by a majority vote of the General Meeting. In the event of a tie, the motion shall not pass.
6. If requested by at least one member, a secret ballot must be held.
7. Votes should be counted by a current member of the Society or Club without a conflict of interest. A SU Returning Officer, Sabbatical Officer or appropriate member of SU Staff can be requested to carry out this role depending on availability.
8. All changes to the Constitution must be ratified by the SU Societies or Sports Exec before they take effect.

Quorum:

1. The quorum for all Society and Sports Clubs constitution changes shall be the cumulative total of Quorum 1. a) – f) in 'Club and Society Election Appendix' multiplied by 1.5 and then rounded up to the nearest whole number.
2. The minimum quorum for any Society or Sports Club constitution change is 8.

Constitution Template:

Society or Club Name Constitution

1. Name

- a. The name of the Society or Club:

2. Aims and Objectives

- a. The Aims and Objectives of the Society or Club describe its primary purpose.
- b. All activities and of the Society or Club must be in line with its Aims and Objectives.
- c. The Society or Club's Aims and Objectives are:

3. Warwick SU

- a. This Constitution shall abide by SU Rules and By-Laws at all times. This includes:
 - i. By-Law 10: Clubs and Societies
 1. Appendix A Club and Society Constitution Appendix
 2. Appendix B Recognition and De-Recognition of Societies and Clubs
 3. Appendix C Club and Society Financial Responsibilities
 4. Appendix D Club and Society Elections and Democracy
 5. Appendix E Sports and Societies Federation Membership
 - ii. By-Law 11: Equality and Diversity
 - iii. By-Law 12: Disciplinary
- b. Any proposed changes to this Constitution must be approved by a General Meeting of the Society/ Club and the Warwick SU Societies/ Sports Exec before taking effect.

4. Affiliations

- a. The Society is affiliated to the following organisation(s):

Recognition of Clubs and Societies

1. The SU Sports and Societies Execs are responsible for the recognition of Clubs and Societies. In reaching a decision the Exec will give due consideration to recommendations from relevant partners and impact assessment from relevant SU Staff and Officers.

2. Recognition of a Club or Society by the SU does not imply agreement or otherwise with the Aims and Objectives of the Club or Society, nor an entitlement to funding or use of SU facilities.

3. Full Members of the SU wishing to form a Club or Society must present a Club or Society

4. The Sports and Societies Execs may refuse recognition of a Club or Society if:
 - a. A Club or Society with broadly similar Aims and Objectives is already recognised and the Sports or Societies Exec believes that the new Club or Society would merely duplicate activities already available.

 - b. Its proposed activities are not aligned with the SU governing documents and its charitable purpose.

 - c. The Sports or Societies Exec believes there are other substantial reasons for doing so.

5. The Sports Exec may also refuse recognition of a Club if:
 - a. The sport is not recognised by a National Governing Body.
 - b. There are insufficient facilities to support the proposed Club and there is no prospect of this position being reasonably rectified.

De-recognition of Clubs and Societies

1. The Sports and Societies Execs can de-recognise Clubs and Societies. This can happen if:
 - a. Its activities are, in the opinion of the Sports or Societies Exec, not in accordance with its Constitution.
 - b. The Club or Society breaches SU Rules.
 - c. The Club or Society fails to submit an annual budget.
 - d. The Club or Society's total membership is below 30 for at least 6 weeks (during the academic term) and the Club or Society does not demonstrate willingness to work with the Sports or Societies Officer to reach the required level.
 - e. The Sports or Societies Exec believes there are other substantial reasons for doing so.

2. Sports Clubs may also be de-recognised if:
 - a. The Club's active membership falls below 15.
 - b. The Club has failed to inform the Sports Officer of its required Duty of Care commitment by the required date.
3. If the Sports and Societies Execs believe there are sufficient important reasons for the continued existence of a Club or Society, it can decide not to de-recognise them.
4. If a Club or Society is derecognised, the Sports or Societies Officer shall work with the current Club or Society Exec members and relevant SU Staff to fairly re-allocate that Club or Societies resources and assets.

Club and Society Financial Responsibilities

1. The Sports and Societies Officers have responsibility for overseeing the activities and finances of Clubs and Societies.
2. Club and Society Exec Members are personally responsible and liable for the finances of their Club or Society by virtue of the fact that each Club and Society is considered in law to be an Unincorporated Association.
3. Club and Society Executive Officers are required to abide by the SU's Financial Regulations and Procedures.

Bank Accounts:

In accordance with the SU's Financial Regulations and Procedures:

1. SU Clubs and Societies must process all transactions through the SU's Finance Office and are not allowed to operate their own separate bank accounts.
2. Therefore, all financial transactions will follow the standard financial regulations and procedures of the SU.

Budgets:

In accordance with the SU's Financial Regulations and Procedures:

1. Each Club and Society must submit an annual budget and bid for funds to the Sports or Societies Federations. This will include a statement of activities from the past year and those planned for the following year and a justification for the figures in the budget.
2. Clubs and Societies that fail to submit a budget may have their accounts frozen, be fined or be de-recognised by the Sports and Societies Execs.
3. The Sports and Societies Officers, in consultation with the Finance Office and Student Activities Staff, review and recommend the allocation of Sports and Societies Federation grant money and may amend a Club or Society's budget if they believe it necessary. This decision shall be approved by the Sports or Societies Execs.

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4. The Sports and Societies Officers will notify Clubs and Societies of the likely amount of their Sports or Societies Federation grant(s) by the end of Term 3. The actual grant will be made near the beginning of Term 1.

5. The Sports and Societies Officers and Student Development Staff are responsible for ensuring all Clubs and Societies have access to suitable training relating to financial regulations, procedures and budgets.

Income:

In accordance with the SU's Financial Regulations and Procedures:

1. Clubs and Societies may set their own membership fees within criteria set by the Sports or Societies Execs.

2. Clubs and Societies may approach external companies and organisations for general or specific sponsorship.

3. All fees and income once collected are to be banked with the Finance Office as soon as possible.

4. Clubs and Societies may not seek income from external companies or organisations currently boycotted by the SU as decided by an All Student Vote) so long as Policy passed specifically mandates that all Clubs and Societies.

Expenses:

In accordance with the SU's Financial Regulations and Procedures:

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1. Expenses may be paid to reimburse a member of a Club and Society for money they have spent on behalf of the Club or Society (for example, money spent on equipment or activities for the Club or Society).

2. Expenses must be approved by the Club or Society's Chair/President or Treasurer before being submitted. A Chair/President or Treasurer may not approve expenses payable to themselves.

3. Expenses must be submitted to, and can only be paid from, the Finance Office. Expenses must be approved as follows:
 - a. Expenses for activities below £500 must be approved by a Sabbatical Officer (usually Sports or Societies Officer) prior to payment.

 - b. Expenses for activities between £500 and £5000 must be approved by a Sabbatical Officer (usually Sports or Societies Officer) and a senior member of SU Student Activity Staff prior to payment.

 - c. Expenses for activities above £5000 must be reviewed by the Sports or Societies Officer, in consultation with Finance Office and Student Activities Staff. They must then make a recommendation to the Trustees for approval (as delegated to the SU Finance and Human Resources Sub Committee) prior to payment.

4. Payments can be collected from the Finance Office.

5. In the event of a Club or Society overspending this overspend is carried forward and recouped from the future years' budget allocations. Every effort must be made to clear any overspends before the year end in consultation with Student Activities and the Finance Office through debt planning.

Equipment:

In accordance with the SU's Financial Regulations and Procedures:

1. All equipment purchased remains the property of the Sports and Societies Federations.
2. The SU maintains an annual inventory of equipment which is distributed to the relevant Sabbatical Officers and Staff.
3. All equipment should be stored safely and securely by the Club or Society. If they are unable to do so, they may request the SU's help in providing safe and secure storage if available.

Charity Fundraising:

The SU is a charity. Charities fundraise for their own charitable cause and spend their funds for their primary purpose. It is very unusual for charities to raise money for other charities. In order for the SU to support fundraising by students for other charities, all charitable activity is run through RAG in accordance with the SU's Governing Document.

1. Student Activities must formally review and approve the fundraising for external charities. This may be either at the start of or throughout each year. The external charities must be registered in the UK.

Fundraising Procedure:

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1. A Club or Society wishing to fundraise for an external charity should complete a Fundraising Form containing the contact details, date and nature of collection and the external charity chosen. This form should be submitted to the appropriate member of SU Staff prior to the fundraising event.

2. Clubs and Societies may count and donate all funds raised for their chosen Charity themselves. They may also ask the Finance Office to do this if the resources are available. In either case, the SU should be made aware how much was raised by the Club or Society.

3. The SU monitors the actual collections and ensures safe practices around cash collection such as:
 - a. Appropriate collection buckets.

 - b. Guidance around conduct when collecting cash in accordance with prevailing fundraising practice or legislation.

 - c. Guidance on best practice for cash counting and storage during fundraising.

Elections

Core principles:

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1. All Club and Society Exec members shall be democratically elected by Club and Society members annually.

2. Each standard member of a Society or Club has one vote, all votes are counted equally.

3. Any standard member of a Society or Club can stand in an election to become a member of the Exec regardless of their membership of any other Society or Club.

4. Associate or Honorary members of a Society or Club may not vote or stand in any election.

Organising an Exec Election (for annual Exec Elections and By-Elections):

1. All members must receive notification of an election at least 7 days before the voting period.

2. The nomination period for the election should be at least 7 days.

3. The date by which someone must be a member of the Society or Club in order to vote is 14 days before the voting begins

4. Notification of an election must include:
 - a. The positions for election.

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- b. The nominations period and how a member might nominate themselves.

- c. The voting period and how a member can vote.

During an Exec Election:

1. All members must have equal opportunity to access hustings and voting. This includes consideration of the following:
 - a. Disability access

 - b. Length of time elections are held over if conducted in a physical meeting.

 - c. That all elections be conducted in or accessible by the English language

 - d. Allowing members to vote who are currently on a year abroad, a distance learner, part-time student or unable to attend through no fault of their own.

2. Votes must be counted using a First Past the Post or Single Transferable Vote electoral system agreed by a Society or Club General meeting/ specified in the Constitution prior to the election.

3. Re-Open Nominations (R.O.N) shall be a candidate for every position.

4. If requested by at least one member, a secret ballot must be held.

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5. Votes should be counted by a current member of the Society or Club without a conflict of interest. An SU Returning Officer, Sabbatical Officer or appropriate member

of SU Staff can be requested to carry out this role or offer independent scrutiny depending on availability.

6. No candidate may use Society or Club resources to promote their campaign. Likewise no Exec member may, in their capacity as an Exec member, promote or use Society or Club resources to promote any particular candidate over another.

After an Exec Election:

1. Society or Club members should receive the provisional Exec election results no later than 3 working days after voting has closed.
2. All results are provisional for 7 working days after members have been notified. In this period members may submit complaints regarding the elections to the current Exec, SU Returning Officer, Sabbatical Officers or a relevant member of SU Staff.
3. Complaints received by the Returning Officer, Sabbatical Officers or members of SU Staff can be put to an Adjudication Panel (see By-Law 9) for a decision. Any decision is subject to an appeals process.

Quorum:

1. The quorum for each Club and Society election are as follows:

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- a. The first 100 Society or Club members shall be subject to a quorum of 10%.

 - b. Membership between 101 and 200 inclusive shall be subject to a quorum of 9%.

 - c. Membership between 201 and 400 inclusive shall be subject to a quorum of 8%.

 - d. Membership between 401 and 800 inclusive shall be subject to a quorum of 7%.

 - e. Membership between 801 and 1600 inclusive shall be subject to a quorum of 6%.

 - f. Membership of above 1600 shall be subject to a quorum of 5%.

 - g. The quorum calculations in a) – f) are cumulative and the total shall be rounded up to the nearest integer.

 - h. The minimum quorum for any Society election is 5.
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2. Club and Society Execs may in circumstances that they consider exceptional temporarily amend a Society's quorum, any such decision being reviewed at the next Student Council.

 3. The minimum quorum does not apply to self-defining positions.

Resignations and No - Confidence:

1. If an incoming Exec member resigns their position within two weeks of the Exec election, the current Exec should:
 - a. If possible, recount the votes cast (if preference voting was used, redistribute preference votes of the withdrawn candidate starting again in round 1) and award the position to the candidate with the subsequent highest votes.
 - b. Re-Open Nominations for that position.

2. If a member of the current Exec resigns their position after two weeks of the Exec election, the current Exec can:
 - a. Leave the position unfilled so long as it is not the position of Chair, Treasurer or Secretary.
 - b. Co-opt a member to temporarily take on the responsibilities of that role for no longer than 10 weeks.
 - c. Hold a by-election amongst all members if there are more than 10 weeks remaining in the tenancy of that Exec position.

3. A motion of no confidence removing a member from a Society or Club Exec may be proposed to a Society or Club Exec so long as that member's mitigating circumstances have been considered and the Sports or Societies Offer has been consulted.

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- a. A motion of no confidence should relate to the fulfilment of the role only (e.g. not fulfilling core responsibilities, not attending meetings, abusing conflicts of interest, or breaking the SU's Code of Conduct) and must have a proposer and a seconder who may be any two standard members of the Society or Club.

- b. Members shall have equal opportunity to speak for and against the motion (the person the motion concerns will be given first right of refusal to speak against).

- c. The motion shall be decided by a two thirds majority in a secret ballot of an Exec Meeting with at least half the Exec present. In the event of a tie, the motion will not be carried.

- d. A successful vote of no confidence will trigger a by-election (see 'Organising an Exec Election'). All members of the Society or Club shall be informed of the result and any subsequent by-election.

Exec members without portfolio:

1. Any club or society can have up to two Exec members without a portfolio or specific remit. These members can come in two forms:

- a) A club or society can elect an Exec member without portfolio, at the same time as the rest of their Exec or at an EGM. This member will be a voting member of the Exec and can hold the office for the academic year.

- b) A club or society Exec can co-opt, by a majority vote of the Exec, an Exec member without portfolio in an advisory capacity. This member will not be a voting member of the Exec but has access to all Exec resources.

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1. All Societies are part of the Societies Federation and all Clubs are part of the Sports Federation.
2. A Club or Societies membership of the Sports or Societies Federation entitles them to apply for annual financial support from the Sports or Societies Federation (see Finance Appendix).

Society Federation Exemptions:

1. Societies Federation fee exemptions may only be awarded by the Societies Exec.
2. Societies may be awarded exemption for their members of the required Societies Federation fees if that Societies Aims and Objectives are first and foremost to create a community and support any of the 9 characteristics protected by the Equality Act 2010 (<http://www.equalityhumanrights.com/private-and-public-sector-guidance/guidanceall/protected-characteristics>).
 - a. This primarily includes Faith-based Societies and Liberation-based Societies, although other societies may apply for consideration. Nightline members shall also receive exception.
3. These fee exemptions are applicable to an individual's membership of the Societies approved by the Societies Exec only and are not valid to that individual's membership of any other Society.

Students' Federation Memberships:

1. Standard Membership of the Sports and Societies Federations are open to all Full Members of Warwick SU, upon payment of the required fee.



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2. Associate Membership of the Sports and Societies Federations are open to all Associate Members of Warwick SU, upon payment of the required fee.
3. Students who have opted out of SU membership may still join Clubs and Societies as long as they the prevailing fee set by Student Council additional to the Sports or Societies Federation Membership and individual Clubs and Societies fees.
4. Standard Membership of the Societies Federation may be bought on an annual or multiyear basis.

Students' Federation Fee Exemptions and Discounts:

1. The following members shall be exempt from the required Societies Federation and Sports Federation fees in order to join any Society or Club:

	Societies Federation Fee Exemption	Sports Federation Fee Exemption

Regulation 9 – Club and Societies

<p>Standard members</p>	<ul style="list-style-type: none"> - Those on an outgoing intercalated year abroad as a part of their Degree programme for the duration of their time abroad. - Distance Learners who undertake the majority of their tuition or research outside of a physical and central University of Warwick site. 	<ul style="list-style-type: none"> - Those on an outgoing intercalated year abroad as a part of their Degree programme for the duration of their time abroad. - Distance Learners who undertake the majority of their tuition or research outside of a physical and central University of Warwick site.
<p>Associate Members</p>	<ul style="list-style-type: none"> - Carers of Students' with disabilities who are current full members of the SU. 	<ul style="list-style-type: none"> - Carers of Students' with disabilities who are current full members of the SU.
<p>Honorary Members</p>	<ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> - None
<p>Students who have withdrawn their membership of the SU</p>	<ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> - None

2. Full members who are current Postgraduate Students (including MbChB graduate entry students) and/or incoming Study Abroad exchange students may have a Societies Federation fees discount for the duration of their status as a registered Postgraduate Student with the University of Warwick.

a. The fee shall be revised and set annually by the Societies Officer and Societies Exec.