

[Club/Society Name] Constitution

2024-25

This Constitution is intended to provide your club with structure and procedures so that you are able to run your club efficiently. It can not and will not supersede the constitution, schedules and bye-laws of the Students’ Union.

1. **Name and definitions**

The name of the club shall be

**“University of Aberdeen Club/Society**”

The logo of the Club shall be

*Please note, your logo should comply with the University’s and Students Union brand guidelines.*

*Please see Designing Your Activity Logo if you are (re)designing your logo.*

1. **Aims, Beliefs and Objectives**
	1. The aims of the club shall be
	2. Whilst the Club will promote the aims, beliefs and objectives outlined in 2.1., no individual student or staff member will be the focus of direct campaigning as per university guidelines on harassment.
	3. Each Club must abide by the University of Aberdeen [Data Protection Policy](https://www.abdn.ac.uk/staffnet/documents/policy-zone-governance-and-compliance/Data%20Protection%20Policy.pdf).
2. **Membership**
	1. Membership of the Club shall be open to all, providing they are a full member of the Students’ Union, unless they have exercised their rights to opt out of membership to the Students’ Union
		1. By joining the Club, members express their agreement with the aims and objectives outlined in 2.1
	2. Ordinary membership of the Club shall be restricted to matriculated students of the University of Aberdeen
		1. University of Aberdeen Students should make up a minimum of 51% of Club membership
		2. Ordinary membership of the Club grants the right to
* Attend all meetings and participate in the activities of the Club, subject only to the constraints arising from resources
* Vote for officers and stand for election to office within the Club
* Vote on all questions of policy within the Club
	1. Honorary membership of the club shall be granted to

Please detail which member(s) may be granted an honorary membership, if applicable. This could be e.g. alumni or old committee members. Please note, you do not have to include honorary memberships.

* + 1. Honorary members shall be elected annually by the committee
		2. Honorary members are restricted from voting
		3. Honorary members shall not constitute more than one third of the total membership of the Club at any one time
	1. Associate membership is open to members of University of Aberdeen staff, ordinary members of the Robert Gordon’s University Student Union and the Aberdeen College Students’ Association
		1. Associate membership grants the right to
* Participate in activities and to attend but not vote at all meetings
	1. Termination of membership of the Club
		1. Serious offences or serious breaches of the Club or Students’ Union Code of Conduct by a Club member may constitute grounds for termination of Club membership by a Sabbatical Officer or an authorised member of Students’ Union staff
		2. Any such offences should be brought to the attention of the Students’ Union and dealt with according to the [Members Complaint Procedure](https://www.ausa.org.uk/about/constitution/)
		3. Any member who feels that they have been unjustly excluded shall have the right to appeal to the Students’ Union and shall additionally have recourse to the Students’ Union or University’s complaints procedure
1. **Officers and Committee**
	1. Election of Committee members
		1. Only current Members of the Club shall be eligible for office in that Club
		2. Committee members must comply with the Club’sConstitution
		3. The Committee shall be elected at the AGM of the Club or at bye-elections.
			1. In the event of a vacancy arising in any Committee of a Club, an extraordinary general meeting of the Club may elect another person to fill the vacancy. If no member is elected, then the Committee may co-opt a member
		4. Upon election, each executive member of the Committee shall register their name, and any contact details required, with the Students’ Union within the timeframe agreed annually by the Students’ Union
		5. After election, the incoming Committee should reaffiliate the Club by providing reaffiliation documents to the Students’ Union within the timeframe annually agreed by the Students’ Union
		6. A handover meeting shall take place within a month after the AGM. Following the handover, the newly elected Committee shall take over responsibility

The new committee will officially take up office, at the latest, at the start of the first semester of the subsequent academic year on 1st August\*

*\*You can have an overlap period over the summer where the new committee shadows the outgoing committee in their roles. The new committee should take over by 1st August*

* + 1. Each Committee member shall notify, in writing, the Students’ Union of any change of contact details whilst in office
	1. The Committee of the Club shall comprise
* President
* Secretary
* Treasurer
* *And any other roles*
	+ 1. The composition of the Committee shall also be stated in full, to all members of the Club and a record kept by the Students’ Union
	1. Roles of the Club Committee
	2. To be To be responsible for ensuring that their Club complies with the Constitution, Bye-laws, Health & Safety Policy, Financial Regulations and other policies.
	3. To be responsible for ensuring that the Club shall only hold accounts with the Students Union, and that the Club and its members comply with financial procedures and rules made by the Students Union from time to time.
	4. To ensure that the membership registration procedures defined are properly complied with.
	5. To ensure that the members are kept up-to-date.
	6. To inform the Students Union of contact details of all Club Committee members.
	7. At least two (2) Committee members are expected to attend the General Meetings of the Students Union.
	8. Role descriptions of the Club Committee
		1. President
* Coordinate activity of the Club
* Set aims and objectives for the year
* Monitor progress towards goals
	+ 1. Secretary
* Take minutes at meetings
* Etc.
	+ 1. Treasurer
* Create and manage budget for the year
* Manage Club finances
	+ 1. *Please Add other roles below*
1. **The Annual General Meeting**
	1. The Annual General Meeting (AGM) will be held once every academic year, `not less than 9 months after the previous one
	2. Club AGMs shall be open to all members of the Club
		1. Only Ordinary Members of the Club are entitled to vote
	3. Notice of the AGM shall be given to all Club Members and advertised to all students at least fourteen days before the meeting
	4. The business of the AGM shall include the election of the Club Committee and the presentation of the annual financial accounts of the Club
	5. The Committee shall keep proper records of the receipts and payments of the Club and shall submit the minutes of the AGM to the Students’ Union and thereafter forward a copy of the accounts to the Students’ Union, which shall have the power at any time to appoint two of its members to audit the books of the Club, subject to a week’s notice
	6. The quorum shall be 15% of ordinary members
	7. Minutes shall be taken of the AGM together with a record of the names and matriculation card numbers of those attending. These shall be submitted to the Students’ Union at a timeline agreed by the Students’ Union, annually
	8. Extraordinary General Meetings
		1. Extraordinary general meetings can be called to discuss a particular question and may be called by a simple majority vote of the Committee.
		2. The quorum shall be 15% of the ordinary members.

*This is all that is required for an EGM, if you feel you want more added to this section or make changes to it please check with the Societies Union Chair beforehand*

1. **Finance**
	1. Funding belonging to the Club shall only be used in furtherance of the aims, beliefs and objectives as defined in clause 2.1 of this constitution. Also, as long as it does not contravene the Students’ union constitution, schedules, bye-laws or the law of the Land
	2. The Treasurer shall be responsible for the proper accounting of the funds in accordance with Students’ Union regulations
		1. The Treasurer shall keep clear records of any purchases and transactions made to/from the Activity’s bank account
		2. They will present a report of the Activity’s finances at the AGM at the end of the year, and submit these records to the Students’ Union, and the incoming Treasurer at the time of handover
	3. In the event of the Club ceasing to exist, all remaining funds shall revert to the Students’ Union after 2 years of inactivity
	4. In the event of suspected financial malpractice, the Students’ Union has the right to suspend the activities of the Club. Whilst undertaking an investigation to ascertain the facts, during this time the Students’ Union will take control of the running of the Club affairs. In the event of this happening, the office-bearers of the Club will be deemed to have resigned and the Students’ Union will be empowered to appoint any persons it sees fit to these posts, pending an emergency AGM is called to elect new officers
2. **Amendments to the Club Constitution**
	1. If a Club wishes to amend their constitution, prior approval and advice should be requested from the Students’ Union
	2. A motion to alter the Constitution should be out forward at least 14 days before a General Meeting of the Club
		1. Notice of the proposed changes should be published in the agenda
	3. Amendments to the Constitution must be approved by 2/3 of the Ordinary members present
	4. All alterations to the Constitution are subject to the approval of the Students’ Union
3. **Relations with the Students’ Union**
	1. As a recognised Students’ Union Club, the Club shall at all times abide by the Constitution and Byelaws of the Students’ Union
	2. The Club shall also abide by all regulations issued by the Students’ Union
4. **Affiliations with outside Organisations**
	1. The Club may affiliate to an outside organisation(s), providing the affiliation is approved by two-thirds of the voting delegates at a general meeting
	2. The Club should also seek approval from Students’ Union before affiliating with external organisations
		1. This applies also to any sponsorship agreements and contracts
	3. The Club may only affiliate to an outside organisation(s) whose beliefs and activities are in strict conformity to the principle outlined in sub-clause 2.1.
	4. The Club may not affiliate to any organisation that perpetrates or advocates any kind of violence or criminal activity whatsoever
	5. No affiliation to any outside organisation must be allowed to compromise the autonomy of the Club