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###### UCSU SOCIETY

###### STARTER PACK

UCSU Society Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTENTS

[1. Introduction 1](#_Toc422300998)

 [1.1 Students’ Union Contacts 2](#_Toc422301000)

 1.2 Committee Details

[2. Code of Conduct 3](#_Toc422301001)

 [2.1 The Society Committee will 3](#_Toc422301002)

 [2.2 The Students’ Union will 4](#_Toc422301003)

[3. Society Constitution 5](#_Toc422301004)

[4. Society Election Results Form 9](#_Toc422301005)

# INTRODUCTION

A Society is a great way to meet new like-interested people, engage in activities outside of your course and have fun.

It is quite simple to set up a Society and there are staff and student Officers at the Students ‘ Union to help you along the way.

All you need to create your Society are:

**A Committee** - 3 current students, usually President, Treasurer and Secretary

**A Code of Conduct** (agreement to act responsibly)

**A Constitution** (what you are planning to do)

There are generic examples of the Code of Conduct and the Constitution in this pack you can use, but you can draft your own if you prefer.

These 3 pieces of information will get you set up on the UCSU.org website, a Society bank account, a Society email address, give you access to the Freshers’ Fair and noted as a fledgling Society, to become a full society you will need:

 A minimum of **10 paid members**

 Hold an **Election** for the committee positions

When this has all been completed your application will be taken to the **Societies Federation** for approval.

Once approved you are all set to go. You will then be able to apply for funding and access staff support and more.

## STUDENTS’ UNION CONTACTS

At the Students’ Union there are a number of dedicated student officers and staff to support you in running your Society including:

**ELECTED OFFICERS**

**Jack Greenwood**

President

supresident@chi.ac.uk

01243 816394

Societies Federation President

susocieties@chi.ac.uk

**STAFF**

**Casper Beade Rioseco (Primary Contact)**

Volunteering & Activities Coordinator

d.beade@chi.ac.uk

01243 816339

* 1. **COMMITTEE DETAILS**

**President**

Name:

Email:

Mobile No.:

**Secretary**

Name:

Email:

Mobile No.:

**Treasurer**

Name:

Email:

Mobile No.:

**Additional Committee Members:**

Name:

Email:

Mobile No.:

Name:

Email:

Mobile No.:

Name:

Email:

Mobile No.:

Name:

Email:

Mobile No.:

# 2. CODE OF CONDUCT

This code of conduct is to be adhered to in conjunction with the Students’ Union Constitution, By-Laws and Equality and Diversity Policy.

All committee members must read, agree to and abide by this code of conduct and be aware of the repercussions of any breaches prior to the Society president, secretary and treasurer signing the document on behalf of the Society.

## 2.1 THE SOCIETY COMMITTEE WILL

* Make a commitment to provide a quality service to all Society members
* Fulfil committee roles to the best of their ability (role and responsibility descriptions can be found at

<http://www.ucsu.org/sports-societies/societies/resources/>

* Act professionally and responsibly in all matters regarding their Society and the Students’ Union and treat members, fellow committee members, Students’ Union officers and staff with respect at all times
* Promote and facilitate the activities and interests of the Society above their own, especially where these are inconsistent with the constitution of the Society.
* Ensure their duty of care to their members within all activities undertaken by the Society whilst working within the Health and Safety guidelines of the Students’ Union and the University
* Abide by the Students Union’s Equality and Diversity Policy and not discriminate against any members or potential members on the base of their age, disability, race, sex, sexual orientation, gender assignment, religion or belief, cultural origin, care responsibilities, employment status, marriage/civil partnership, political beliefs, pregnancy/maternity, social class, trade union activity, unrelated criminal convictions or any other relevant distinction
* Shall abide by the University and the Students’ Union’s Social media policies and act responsibly in the presentation of their-selves and the Society thereon
* Abide by the rules associated with the use of the UCSU or hired vehicles, including the safe driving of such vehicles and the cleanliness and maintenance of such vehicles for the duration of use
* Hand over the Society to a newly elected Executive at the end of their term of office with the purpose of ensuring that the Society continues to function well for the following year.

## 2.2 THE STUDENTS’ UNION WILL

* Provide support and aid in the development of the Society
* Provide training in Committee roles and relevant changes in policy
* Advise and assist the Society on matters relating to the Society and its members
* Liaise with National Governing Bodies, external partners and stakeholders on behalf of the society as required

I declare that I have read and understood the above Code of Conduct and agree to abide by it and the directives outlined in the other documents to which it refers.

**Society President** (on behalf of the Society)

Signature: Name: Date:

**Vice-President**

Signature: Name: Date:

**Volunteering and Activities Coordinator**

Signature: Name: Date:

**Please note: Scanned or word typed signatures are acceptable**

# 3. SOCIETY CONSTITUTION

1. **TITLE**

The Society shall be called the University of Chichester

<insert Society name>

Hereinafter referred to as “the Society”

**2. AIMS/OBJECTIVES OF SOCIETY**

1. <Insert overall aim of Society >
2. <Insert overall aim of Society >
3. <Insert overall aim of Society >
4. <Insert overall aim of Society >

**3. MEMBERSHIP**

1. Ordinary membership of the Society shall be open to all Ordinary members of University of Chichester Students’ Union who are not opposed to the aims and objectives of the Society.
2. Membership shall last from the payment of membership dues till the end of the academic year

**4. OFFICERS**

1. The Officers of the Society shall be the President, Secretary and the Treasurer.
2. The President shall be main spokesperson for the Society, shall direct the Society and be responsible for its activities
3. The Secretary shall be responsible for the organisation and administration of the Society and assume the role of the President in her/his absence.
4. The Treasurer shall be responsible for managing the Society’s finances.
5. The Officers must be Ordinary Members of the Union. The Officers shall be the recognised spokespersons and signatories of the Society. All Officers are expected to attend the Student Unions’ Societies AGM.

**5. COMMITTEE**

1. The Committee shall consist of all the Officers, plus the following positions (delete and amend as needed):

	* 1. President (Mandatory)
		2. Treasurer (Mandatory)
		3. Secretary (Mandatory)
		4. <Insert Committee Position Tittle>
		5. <Insert Committee Position Tittle>
		6. <Insert Committee Position Tittle>
		7. <Insert Committee Position Tittle>
		8. <Insert Committee Position Tittle>
		9. <Insert Committee Position Tittle>
2. All Committee members shall be elected at the Society’s Annual General Meeting from the ordinary members using a method approved by the members and the Students’ Union.
3. The Committee may co-opt an ordinary member of the Society to fill in any casual vacancy on the Committee which may arise.
4. The function of the Committee shall be to control generally all matters pertaining to the social, and financial aspects and purposes of the Society, and to carry out the wishes of the membership as expressed by resolution of the General Meeting
5. At all meetings of the Committees half the officially filled posts shall constitute a quorum. Each member of the Committee shall have one vote with the President having the casting vote in the event of a tied vote.

**6. ANNUAL GENERAL MEETING**

Once per academic year the Society shall hold its Annual General Meeting. The Agenda shall include:

1. Overview of Society achievements of current year
2. Presentation and Approval of Society Accounts
3. Election of Officers and Committee

**7. EMERGENCY GENERAL MEETING**

An Emergency General Meeting of the Society shall be convened after at least one weeks notice by the Secretary of the Society on receipt of a request signed by 5 members or as many as the Officers deem necessary. The quorum for a general meeting shall be half the registered members of the Society plus one.

**8. FINANCE**

1. Accounts
	1. The Treasurer and President shall be jointly responsible for all monies of the Society. Accounts will be regularly checked with the Students’ Union against budgeted expenditure.
	2. All Society monies shall be held in Students’ Union accounts only, no external bank accounts shall be held by the Society.
	3. The Society will ask the Students’ Union to hold any funds it may raise and any cheques must be made payable to UCSU. The Treasurer or President must authorise all requests for Society money. All requests must be countersigned by a UCSU Site administrator.
2. Ordering Goods and Services
	1. Society equipment shall be ordered through the Volunteering & Activities Coordinator and the UCSU. If the officers or members of the Society orders equipment without prior approval from the Societies Federation and the Students’ Union, those individuals who ordered the equipment may become liable for the purchase.
3. Equipment
	1. The Treasurer and President shall be jointly responsible for maintaining a list of equipment owned by the Society. A copy of this list shall be submitted to the Students’ Union annually, along with any other relevant information to enable the correct level of insurance for Society equipment.

**9. AMENDMENTS TO CONSTITUTION**

A resolution passed by a two thirds majority of members at a Society General Meeting may amend this Constitution. At least five working days’ notice of the proposed amendments shall be given by the Secretary to all members. Any amendment which is in breach of the Students’ Union’s Constitution, By-Laws or policies will be void.

1. **RESPONSIBILITY**

The Society and its officers are responsible to the Students’ Union for their conduct in all matters, and its constitution may not be interpreted in such a way as to break University Regulations or the Students’ Union Constitution, By-Laws and policies.

1. **ASSETS**

All assets of the Society shall remain the property of the Students’ Union whether the Society exists or disbands.

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# 4. SOCIETY ELECTION RESULTS FORM

**AGM (ANNUAL GENERAL MEETING) DETAILS**

Date of AGM:

Location:

No. of Members Present:

Dates of Elected Committees term in office: From To

**RETURNING OFFICER DETAILS**

Name:

Position within Society/Students’ Union (if any):

I confirm that this AGM/EGM was held in accordance with the Society’s Constitution and the Students’ Union Society Election rules.

Signed:

**COMMITTEE SUPPORT SIGNATURES**

The Committee should be democratically elected each year through a vote by all your members. We require 2 Society members who are NOT Committee members to indicate that they are happy to support the Committee’s election by signing the declaration below.

We the undersigned certify that the method of election detailed above was true and accurate and the results outlined were the true outcome and the process of election was fair and democratic in that all members and the members had the opportunity to participate and vote in the process.

|  |  |
| --- | --- |
| **Signature:** | **Signature:** |
| **Name:** | **Name:** |
| **Student No.:** | **Student No.:** |
| **Date:** | **Date:** |

**Please note: Scanned or word typed signatures are acceptable**

**CANDIDATES NOMINATED FOR PRESIDENT**

(mandatory position)

|  |  |
| --- | --- |
| Candidates Name(add rows as required) | No. of Votes |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| RON (Re-Open Nominations) |  |
| Abstentions/Spolit |  |
| Total Votes |  |
| Majority needed to win 50% of quota\*+1\*The total number of members present with a vote |  |

**ELECTED PRESIDENT**

**Name:**

**Society Membership No.:**

**Mobile No.:**

**Email:**

**CANDIDATES NOMINATED FOR TREASURER**

(mandatory position)

|  |  |
| --- | --- |
| Candidates Name(add rows as required) | No. of Votes |
|  |  |
|  |  |
|  |  |
|  |  |
| RON (Re-Open Nominations) |  |
| Abstentions/Spolit |  |
| Total Votes |  |
| Majority needed to win 50% of quota\*+1\*The total number of members present with a vote |  |

**ELECTED TREASURER**

**Name:**

**Society Membership No.:**

**Mobile No.:**

**Email:**

**CANDIDATES NOMINATED FOR SECRETARY**

(mandatory position)

|  |  |
| --- | --- |
| Candidates Name(add rows as required) | No. of Votes |
|  |  |
|  |  |
|  |  |
|  |  |
| RON (Re-Open Nominations) |  |
| Abstentions/Spolit |  |
| Total Votes |  |
| Majority needed to win 50% of quota\*+1\*The total number of members present with a vote |  |

**ELECTED SECRETARY**

**Name:**

**Society Membership No.:**

**Mobile No.:**

**Email:**

**CANDIDATES NOMINATED FOR ADDITIONAL COMMITTEE POSITION**

(optional position)

|  |  |
| --- | --- |
| Candidates Name(add rows as required) | No. of Votes |
|  |  |
|  |  |
|  |  |
|  |  |
| RON (Re-Open Nominations) |  |
| Abstentions/Spolit |  |
| Total Votes |  |
| Majority needed to win 50% of quota\*+1\*The total number of members present with a vote |  |

**ELECTED TO COMMITTEE**

**Name:**

**Society Membership No.:**

**Mobile No.:**

**Email:**