

TEMPLATE

SOCIETIES CONSTITUTION 2007/2008

a) Purpose of this document:

- To assist future Committees in the production of a Constitution that outlines their duties, responsibilities and guidance's which members are expected to abide by.
- To provide the Union Society with details about the Society

Contents

- Name of the Society
- Aims and Objectives of the Society
- Membership of the Society
- Society Subscriptions and Finance
- Society's Officials
- Duties of Society's Officials
- Rules of the Society
- Amendments to the Society Constitution
- Declaration

1.0 Name of the Society

- 1.1 The Society's name shall be the Society. It will be referred to henceforth as the 'Society'.
- 1.2 Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee'.

2.0 Aims and Objectives of the Society (copy attached)

- 2.1 The aims and objectives of the Society are to promote the interests of (name your society's activity) amongst members of the Society.
- 2.2 To provide an opportunity for members of the Society to meet and participate in (name your society's activity) activities together.
- 2.3 To act on behalf of and in the interests of the Society members.
- 2.4 To assist in the safe education and introduction of students to (name your society's activity) through the use of courses and experienced members.
- 2.5 These aims shall be:

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3.0 Membership of the Society

- 3.1 Membership of the Society will be open to all registered students of the Union of Newcastle upon Tyne University in accordance with the Union Constitution.
- 3.2 Membership of the Society, in addition to point 3.1, will be open to individuals who recognise the potential dangers of (name your society's activity). Members shall be aware of these risks and agree to be responsible for their own actions.

4.0 Management of the Society

- 4.1 Management of the Society will be entrusted to the Society Committee (see point 6.0).

5.0 Society Subscriptions and Finance

- 5.1 An annual membership fee is required from all Society members. The Committee, who are also responsible for its collection, determines this fee.
- 5.2 Student Union members shall receive no payment from the Society, except in legitimate expenses incurred in connection with the Society business.

6.0 Society Officials

- 6.1 An Executive Committee will conduct the Society's administration. This will not operate in an autonomous manner, but will satisfy all members.
- 6.2 The democratically elected Committee must consist of:
- * President
 - * Secretary
 - * Treasurer
- plus any another members you wish to elect to your Committee but you must name their positions below – examples of other members can be:
- * Social Secretary
 - * Sponsorship Officer
 - * Publicity/Web Page Editor
 - * Equipment and Safety Officer
- 6.3 All of the Committee shall be registered students of the University of Newcastle upon Tyne
- 6.4 Each Committee shall serve one complete academic year.

7.0 Duties of Society Officials

- 7.1 The Club President is responsible for:
- * Ensuring that all Society members read and understand the Safety Policy. They must also sign to acknowledge this.
 - * Ensuring that Society policies are adhered to
 - * Ensuring the Society Committee contains officers named in 6.2
 - * Any other duties as agreed by the Committee.
- 7.2 The Society Secretary is responsible for:
- * Administration of the Society
 - * Providing a full and detailed list of Society Members to the Union Society
 - * Providing secretarial support to the Society's Committee and issuing the minutes of meetings to Society members.
 - * Ensuring affiliation to the relevant national governing body
 - * Any other duties as agreed by the Committee

- 7.3 The Treasurer is responsible for:
- * Administering the Society's finances in accordance with the Constitution, Laws and Bye Laws of the Union Society
 - * Producing the Society's annual budget
 - * Any other duties as agreed by the Committee
- 7.4 Social Secretary is responsible for:
- * Overall organisation of all social events
 - * Any other duties as agreed by the Committee
- 7.5 Sponsorship Officer is responsible for:
- * Obtaining sponsorship for the society
 - * Any other duties as agreed by the Committee
- 7.6 Publicity/Web Page Editor
- * The maintenance of the web page
 - * Publicising society events on the Society noticeboard
 - * Wider advertisement and image upkeep of the Society
 - * Any other duties as agreed by the Committee
- 7.7 Equipment/Safety Officer
- * Producing an annual inventory of the Society equipment and filing a copy of this document.
 - * Storing and maintaining all equipment in accordance with the manufacturers and Society guidelines.
 - * Keeping accurate records of all safety checks in an Equipment Log Book.
 - * Recording information regarding equipment failure or damage in the above mentioned book
 - * Recording the whereabouts of all equipment in the Equipment Log Book and ensuring that returned equipment, intended for further use, has been returned in a satisfactory condition.
 - * Ensuring that society equipment is not misused, and is only used for the intended purpose.
 - * Ensure that society equipment is not normally loaned for personal use.
 - * Ensuring that society equipment is returned promptly to its place of storage.
 - * Preventing the use of deemed unsafe equipment, and arranging the disposal of such equipment.
 - * Maintaining the Society Safety Policy and ensuring that all members on trips have read the policy and signed to confirm this.
 - * Any other duties as agreed by the Committee

8.0 Rules of the Society

- 8.1 The Committee shall have the power to set Society rules, in accordance with the Society Constitution.

9.0 Meetings

- 9.1
- a) The Committee shall give at least 14 days notice of a General Meeting.
 - b) The quorum at a General Meeting shall be 25% of the members of the Society or 15 members, whichever is the most.

10.0 Amendments to the Society Constitution

- 10.1 The Constitution may be amended by ½ the members present at a General Meeting and notice of any amendment must be delivered to the Secretary and announced at the next AGM.

10.0 Declaration (All officers must sign)

10.1 As a Society Official I agreed to abide by and enforce the rules of the Constitution and policies as set out in the Safety Policy Documents.

- President
- Secretary
- Treasurer
- Social Secretary
- Sponsorship Officer.....
- Publicity/Web Page Editor
- Equipment/SafetyOfficer
- (plus any other society officials you elect to your Committee)