**SUBU Clubs and Societies Constitution**

All Clubs and Societies require a written constitution 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 is important we have consistent guidelines.

Any amendments to the Constitution template aside from the clearly identified fields must be discussed with the Student Opportunities Team prior to any changes being made to ensure the document remains fit for purpose.

1. **Club/Society Name:**
   1. The Club/Society full name is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. The Club/Society may be known as:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Club/Society annual administration:**
   1. Standard membership fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Associate membership fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Patron name, relationship and contact information if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Affiliations (If the society intends to become a member of an external organisation provide a brief description of the relationship between the society and the organisation.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Purpose and Objectives:**
   1. The Purpose of the Club/Society is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. The Objectives of the Club/Society shall not be contrary to the aims and objectives or any policy of the Students’ Union. Our objectives for 2024/25 are as follows:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. The Club/Society shall abide by SUBU and BU policy relating to the operation of Clubs and Societies.
4. **Commitments:**
   1. All SUBU Clubs and Societies shall commit to maintaining a high standard of quality by adhering to set criteria 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 or society should have a membership base that consists of more than 50% of Associate 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 or society 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/Society description, current meeting times and events.
5. **Membership:**
   1. Membership of a Club/Society shall run from August 1st of the academic year until July 31st of the same academic year. A membership purchased within this period will only be valid for the period in which it was purchased and will not roll over into the next period.
   2. For Club/Society memberships available from SUBU, there are two categories:
      1. **Standard members:** All current students at Bournemouth University. Standard members are eligible to take full part in the Society democratic processes including standing as a candidate for all Committee roles and voting in the Club/Society elections.
      2. **Associate members:** any external members of the Club/Society that fit in the other categories of Union membership. Associate members are not eligible to participate in certain Club/Society democratic processes including standing as a candidate for Core Committee roles or voting in the Club/Society elections.
   3. Associate Members may not form more than 50% of the total club or society membership.
   4. Recognised members shall be those that have paid the current membership fee, which shall be determined by the Committee of the Club/Society 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/Society and shall be entitled to full use of the Club or Society’s equipment.
      1. 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.
      2. Associate members are excluded from standing for Core Committee roles and voting in club/society elections.
   7. SUBU shall set a minimum number of members for a Club/Society to be recognised. Groups failing to recruit sufficient members shall not be recognised as a Club or Society of SUBU.
   8. All Membership shall be expected to follow SUBU’s policies, procedures, and code of conduct.
6. **Club/Society Risk rating**
   1. All SUBU affiliated Clubs and Societies are subject to a Club/Society Risk Rating. The risk rating will determine additional expectations on the Club or Society to ensure that their activity is safe for both members and the public.
   2. High Risk Clubs and Societies will be expected to elect a Health and Safety officer in addition to the compulsory roles detailed in 8.1. and attend additional health and safety training as determined by SUBU.
7. **The Committee**
   1. The Committee shall typically 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/Society’s principal representative and be responsible for the overall development and delivery of the Club/Society’s plans, the President will be a Club/Society signatory and must be a full member of SUBU.
      2. **The Treasurer,** who shall be the Club or Society’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/Society. The Treasurer will also present a statement of the financial position of the Club/Society to the AGM. The Treasurer will be a Club/Society 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/Communications Officer,** who shall be responsible for all administrative functions of the Club/Society, including the preparation, delivery and appropriate record keeping of all meetings, including the AGM. The Communication Officer will be a Club/Society signatory and must be a full member of SUBU.
   2. Clubs and Societies who have been allocated a High-Risk rating will be expected to elect a **Health and Safety Officer** as a compulsory role. This role will be provided specialised training and receive direct support from Student Union staff.
      1. 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 Associate members.
      1. It is permissible for no more than 40% of the committee to be Associate 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/Society members as outlined below.
   5. No member may be a Club/Society 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/Society. Failure of this will result in repercussions for the club/ society deemed appropriate by SUBU.
      3. Administer and organise the Club or Society’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/Society meetings.
      7. Use the correct communication channels with regards to any official communication. (i.e. SUBU Club/Society 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/Society members the Club/Society 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/Society and are in keeping with good financial practice.
   8. All Committee members are subject to a three-strike rule regarding disengagement overseen by the Student Opportunities Team. Strikes are allocated for the following:
      1. Not attending annual Committee Training
      2. Not signing the Club/Society Constitution
      3. Not responding to a direct communication from the Student Opportunities Team within a reasonable time frame
   9. In the event these criteria are met, the individual will be deemed to have resigned from their role and it will be open to re-election in a SUBU facilitated by election through the SUBU website.
   10. Committee members may be removed from post by the Student Opportunities Team if a two-thirds majority of the Club or Society’s members present and voting at a Club Meeting vote in favour of a motion of no confidence presented at that meeting.
8. **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/Society Meeting.
9. **Club/Society Meetings**
   1. The quorum for Meetings shall be 25% of the Club/Society membership.
   2. Each Club/Society Meeting must be publicised appropriately at least three days in advance. Meetings shall be held in term-time.
   3. A Club/Society Meeting may be called if 25% of members present a petition to the Committee requesting a meeting. In the absence of a committee, the petition should be presented to the President of SUBU.
   4. The Club/Society Meeting shall take place within three days.
   5. Only BU students who are members of the Club/Society may vote at Meetings. Affiliate and other members of the Club/Society may have speaking rights if the Meeting agrees, but do not have voting rights.
10. **Annual General Meeting**
    1. It is recommended that the Club/Society will hold one Annual General Meeting (AGM) each year to share a statement of the financial position of the Club/Society presented by the Treasurer and agree the development plans for the Club/Society.
    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/Society after the meeting within seven days of the meeting.
11. **Elections**
    1. All Committee members will be elected by a fair ballot of Full (Standard) Members of the Club/Society via the SUBU website.
    2. Any Club/Society member may stand for election to the Committee of the Club/Society, subject to eligibility outlined below.
       1. 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) and the candidates musth old valid Standard membership to be eligible.
       2. Affiliate members may stand for election for additional roles but will not be eligible to become a signatory on the club or society’s accounts (the signatories are President, Treasurer or Secretary).
    3. Should any committee position (mandatory or additional) become vacant, the club/society must notify SUBU immediately who will support in the re-election of the position via the next scheduled SUBU by-election.
    4. The Club/Society’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.
    5. Elections will be run by a secret ballot via the SUBU website.
    6. In the case of a dispute about the process or outcome of a Club/Society 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.
12. **Finance and resources**
    1. The Club/Society shall abide by all SUBU’s Financial processes and regulations in the administering of club/society 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/Society, unless the payment is directly to the Treasurer.
    2. The Club/Society 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/Society 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/society account.
    5. No Club/Society signatory may sign any payment to themselves.
    6. No Club/Society may enter into a contract with a third party without the prior written consent of SUBU, this includes sponsorship agreements.
    7. All Club/Society equipment shall remain the property of SUBU, and will be cared for and maintained appropriately by the Club/Society.
    8. Should the Club/Society 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.
13. **Constitution and Complaints** 
    1. Any change to this Constitution shall require a two-thirds majority of those present and voting at a Club/Society 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.
    5. Any complaint about a committee member, club or society members, or activity of the club/society 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.
14. **SUBU/AUBSU Collaborative clubs and societies**
    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.
    2. An additional AUB student must be elected to the role of AUB Representative on the committee via an election on the SUBU Website for the academic year.
    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.
    4. An official SUBU & AUBSU collaborative club/ society is recognised via SUBU only once the collaborative agreement has been signed by the appropriate parties.
    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 to the role of AUB Representative on the SUBU committee.
15. **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.
16. **Declaration**

*“As the appropriate Committee members, we agree that this Society will abide by this Constitution, SUBU Policy, and national Law.”*

It is the responsibility of the Committee to ensure that the constitution is read and signed by all Committee members, including those who hold additional roles.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Committee Position** | **Date Signed** |
|  |  | President |  |
|  |  | Secretary/Communications |  |
|  |  | Treasurer |  |
|  |  | Health and Safety Officer  (*Required in High Risk Groups)* |  |
| **Additional roles:** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Once completed, the signed Constitution must be returned to the SUBU Clubs and Societies team at** [**suclubs@bournemouth.ac.uk**](mailto:suclubs@bournemouth.ac.uk) **by 04/10/24.**