

hwunion.com

*INSERT SOCIETY NAME HERE*

*Heriot-Watt Student Union*

***SOCIETY CONSTITUTION***

*INSERT DATE PASSED HERE*

## introduction – delete this section

Below is the basic constitution every society agrees to upon affiliation.

**Bold Text** indicates a compulsory clause. Clauses not in bold must still be part of your constitution, but can be personalised and amended to match your Society’s aims. You can add new clauses if you need them.

Examples of amendments may include: a set membership fee, defining roles on committee, any ‘unwritten’ rules your society abides by but aren’t already in your constitution.

Please remember that you cannot control who stands in committee elections; every ordinary society member has a right to be elected to a committee. Committee members must be elected; not interviewed, chosen by the previous committee or go through any other selection process.

If you choose to amend your constitution, please contact the Activities Coordinator ([p.glynn@hw.ac.uk](mailto:p.glynn@hw.ac.uk)) to review the amendments.

## General

* 1. **There shall exist a** Insert name of society HERE **Society, hereafter referred to as the Society.**
  2. **The aims of the Society shall be:**
* Insert aims of society HERE
  1. **The Society shall be bound by the Articles and Bye Laws of Heriot-Watt University Student Union. The Committee members will have read and understood Section 11 of the Bye Laws and willingly adhere to these conditions of Affiliation. Failure to do so may lead to the Society being disaffiliated by the Union.**

## Membership

* 1. **Ordinary membership of the Society is open to all matriculated Heriot-Watt University students, regardless of age, gender, disability, race and/or sexual orientation.**
  2. **Membership of Liberation Societies is open to all those who prescribe to the aims of the Society and support the Society’s values.** Societies whose main purpose is to further the experience of students based on age, gender, disability, race and sexual orientation may refuse membership to students who do not support the aims and values of the society.
  3. Associate membership is open to any person not eligible for ordinary membership; honorary membership can be given to any person who has made a major contribution in the furtherance of the aims of the Society. Associate and Honorary membership is at the discretion of the Society’s Committee; such membership may be challenged at a General Meeting.
  4. Ordinary and Associate Members shall pay an annual subscription, the amount of which shall be set at a General Meeting.
  5. **The number of Associate Members shall not exceed one quarter of the total membership of the Society**.
  6. **Should the behaviour of a society member concern others in the Society or Society Committee, the Society should refer to the Student Union’s** [**Society Discipline Policy**](https://heriotwatt-my.sharepoint.com/:w:/g/personal/pg24_hw_ac_uk/ESK3_WET-G5PkX9ylJRhzFUB7d5mO47vvAoUtrtvOA4DaQ?e=5a2IIF)**. Acceptable society member behaviour is outlined in the** [**Society Standards and Behaviours Policy**](https://heriotwatt-my.sharepoint.com/:w:/g/personal/pg24_hw_ac_uk/EcP0cQuDq9hCg6xLrqOQCLUBAvn2KS6HsFNeAZ7475zsnw?e=uQgv7X)**.**

## The Committee of Office Bearers

* 1. **The Committee shall consist of at least three Office Bearers – one of whom will be the Treasurer, another will be President. Office Bearers must be Ordinary Members of the Society.**
  2. Further Office Bearer roles may be decided at a General Meeting.
  3. **The Treasurer shall be responsible for maintaining the accounts and funds of the Society in a satisfactory manner and shall submit budgets and accounts as required by the Student Union.**
  4. **A minimum of two Office Bearers must be named as administrators for any society Social Media accounts and must ensure that these accounts adhere to Student Union standards.**
  5. **Office Bearers will be elected by Ordinary Members. Voting in elections shall be by a method agreed on at a General Meeting by the majority of individuals present.**

## AGMs and EGMS

* 1. **AGMs (Annual General Meetings) and EGMs (Extraordinary General Meetings) shall be called at the request of the Committee or on receipt of a written request by no less than 10 Ordinary Members of the Society.**
  2. **An Annual General Meeting shall be called at least once per academic year.**
  3. Ten days notice for all AGMs/EGMs shall be provided in writing by the Committee to all members of the Society.
  4. The quorum for an AGM/EGM shall not be less than 1/8th of the Ordinary membership of the Society. If quorate is not met, the meeting may still continue but society members must approve any decisions after the meeting by secret ballot.
  5. **All Ordinary Members will be entitled to speak, vote and stand for election at an AGM/EGM**. **Associate and Honorary Members will have speaking rights only.** Unless otherwise specified the General Meetings shall have full authority over affairs of the Society.
  6. AGMs and EGMs should follow the Student Union’s [Society General Meeting Guidelines](https://heriotwatt-my.sharepoint.com/:w:/g/personal/pg24_hw_ac_uk/EQqdUvfoBKRGq0AtaNmkLZ8BtU40byeRI836MThAWBbQgw?e=cHOV68).

## Finance

* 1. **All monies and assets of the Society will remain the property of the Student Union.**
  2. **The Student Union retains the right to repossess any asset of the Society if the Society has violated any of the regulations laid out by the Constitution and Bye Laws of the Student Union.**
  3. **All Society funds must be held in a legitimate bank account with the exclusion of Petty Cash of up to £50 in value.**
  4. **Under no circumstances will any member of the Society use any of the Society’s assets, money or material for personal or private use.**

## Dissolution of the Society

* 1. **The Society shall be dissolved by a resolution passed by a 2/3rd majority at a General Meeting, or by failing to satisfy the conditions for affiliation to the Student Union.**
  2. **In the event of a Society being dissolved, all assets, finances and material shall revert to the control of the Student Union.**

## Amendments to the Constitution

* 1. **Any proposed amendments to the Society’s Constitution must be ratified by a 2/3rd majority vote of Ordinary Members at a General Meeting.**
  2. **Any amendments to the Constitution must be signed off by the Activities Coordinator and Vice President Community before taking effect.**

## Data Protection

* 1. **The Society will ensure its compliance with the General Data Protection Regulations to ensure data of Members and Officers is held in accordance to the principles required, and individual’s rights under GDPR are upheld at all times.** [**The Student Union’s Data Protection Policy can be found here.**](https://www.hwunion.com/privacy/)
  2. **The Society will ensure all data is held securely using relevant passwords and encryption where appropriate. Data will only be used / shared for the purposes originally outlined to the individual.**
  3. **The Society will clearly outline if personal data is shared with a third party (such as sponsors or national groups) before an individual provides personal information.**
  4. **The Society will ensure the Student Union and all society members are contacted before any changes are made to member data collected or shared with third parties.**

**We, the undersigned, confirm that this Constitution is as laid down by the Society’s Committee:**

|  |  |
| --- | --- |
| **TREASURER** | |
|  | Date: |
| **PRESIDENT** | |
|  | Date: |
| **OFFICE BEARER (e.g. Vice-President)** | |
|  | Date: |