# Constitution

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

**Bold Text** indicates a compulsory clause, beyond that you can personalise and amend the Constitution to match your particular Society aims.

Examples of amendments may be inclusion of a set membership fee, defining roles on committee or 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 society member has a right to be elected to a committee.

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 and contact you if anything needs to be changed.

## Article 1 – General

1.1 There shall exist a Insert name of society HERE Society, hereafter referred to as the Society.

1.2 The aims of the Society shall be:

Insert aims of society HERE

**1.3 The Society shall be bound by the Constitution and Bye Laws of Heriot-Watt University Student Union. The Committee members will have read and understood Section 10 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.**

## Article 2 – Membership

**2.1 Ordinary membership of the Society is open to all matriculated Heriot-Watt University students, regardless of age, gender, disability, race and/or sexual orientation.** Associate membership is open to any person not eligible for ordinary membership; honorary membership can be conferred on 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.

2.2 Ordinary and Associate Members shall pay an annual subscription, the amount of which shall be set at a General Meeting.

2.3 The number of Associate Members shall not exceed one quarter of the total membership of the Society.

## Article 3 – The Committee of Office Bearers

**3.1 The Committee shall consist of at least three Office Bearers – one of whom will be the Treasurer.** Further Office Bearer roles may be decided at a General Meeting.

3.2 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.

3.3 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.

## Article 4 – General Meetings

4.1 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.

4.2 An Annual General Meeting shall be called at least once per academic year.

4.3 Ten days notice for all General Meetings shall be provided in writing by the Committee to all members of the Society.

4.4 The quorum for a General Meeting shall not be less than 1/8th of the Ordinary membership of the Society.

4.5 All Ordinary Members will be entitled to speak, vote and stand for election at a General Meeting. Associate and Honorary Members will have speaking rights only. Unless otherwise specified the General Meetings shall have full authority over affairs of the Society.

## Article 5 – Finance

**5.1 All monies and assets of the Society will remain the property of the Student Union.**

**5.2 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.**

**5.3 All Society funds must be held in a legitimate bank account with the exclusion of Petty Cash.**

**5.4 Under no circumstances will any member of the Society use any of the Society’s assets, money or material for personal or private use.**

## Article 6 – Dissolution of the Society

**6.1 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.**

**6.2 In the event of a Society being dissolved, all assets, finances and material shall revert to the control of the Student Union.**

## Article 7 – Amendments to the Constitution

**7.1 Any proposed amendments to the Society’s Constitution must be ratified by a 2/3rd majority vote of Ordinary Members at a General Meeting.**

**7.2 Any amendments to the Constitution must be signed off by the Societies Convenor before taking effect.**

Article 8 – Data Protection

**8.1           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.**

**8.2           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.**

**8.3           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.**

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

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