# Clubs and Societies - Constitution Template

*So you’re want to start a new club or society – congratulations! Whilst running a club or society is very rewarding, there’s also some work that has to be done before you can start. Every group needs a Constitution – a list of rules that lay out how your own club or society is going to operate. As no two groups are the same, you are encouraged to tailor certain parts of this to your own needs (adding/removing ordinary committee positions etc.) but please note –* ***anything in red cannot be changed!*** *The Students’ Union constitution lays down some rules for how every club and society operates, and you must agree to follow these if you wish to be an official QUB club or society.*

*This document isn’t meant to be completed in 10 minutes like an overdue essay – it will shape your society for years to come, so make sure it’s up to the task! Get your co-founders to review it, come back to it after a good night’s sleep, and make doubly sure you’ve replaced every “your society here” with your actual name!*

# “YOUR CLUB/SOCIETY NAME HERE” Constitution

## Name:

###  The name of the Club/Society *(delete as applicable throughout this document)*, shall be Queen’s University Club/Society hereafter referred to as “the club” or “the society.”

## Objectives/Aims

### The objectives/aims of the Club/Society shall be: *(This is the reason you exist! Is it to promote a hobby, build a community amongst your classmates, or something else?)*

## Membership:

### Student membership is open to all registered students of Queen’s University.

### The Club/Society will charge/will waive (*delete as applicable*) an annual membership fee as set by the Club/Society committee.

### Associate Membership is open to *(e.g. graduates, non-students, academic staff, union staff, students from another university etc.*) upon the payment of a membership fee as set by the committee of the Club/Society. *(You may set a different cost for graduate membership, associate student membership etc if you want – each category must be listed separately. You may also waive all membership fees as long as that has been specified in this document)*

### Membership fees shall be set by the committee prior to the Freshers’ Fair each year. (*Delete this if you plan to permanently waive all membership fees)*

## The Committee:

### The Club/Society shall have an Executive Committee elected annually by the membership (hereafter referred to as “the committee”) to direct ongoing activities and foster the aims of the Club/Society.

### The full membership of the committee shall be composed of the following:

* + 1. Chairperson/Captain/President *(delete all but one throughout the document)*
		2. Treasurer
		3. Secretary
		4. (*You can add or remove any additional committee positions as you see fit and list them below. Some examples are Public Relations Officers, Events Officer, and Vice Chairperson)*

### Additional Committee Members

Assistant positions shall be filled by co-option by the committee as the need arises. Sub-committees may be co-opted where the need arises and at the discretion of the committee.

* 1. Committee terms of office
		1. New committee members shall normally take up office at the beginning of the summer holidays, as their predecessors leave. It is the responsibility of both incoming and outgoing committee members to ensure a proper handover occurs to facilitate the smooth operation of the society
		2. Committee members shall serve for a term of one year, and may seek re-election.
		3. Executive committee members cannot serve more than two terms of office in a single position.

## Responsibilities of the Officers:

* 1. Chairperson/ Captain/President: The Chairperson/ Captain/President will oversee the general running of the Club/Society and shall be answerable to the committee.
	2. Treasurer: The Treasurer will have responsibility for all of the Club/Society’s finances. They will be responsible for the collection of membership and the maintenance of accounts. The Treasurer will provide reports to the committee on the financial standing of the Club/Society and a detailed report of the Society’s financial status at the Annual General meeting. The Treasurer is also responsible for communication with the Student Officer of Activities on financial matters including the provision of estimates for expenditure. Where the Club/society is eligible to apply for funding from the Students’ Union/Queen’s Sport, the Treasurer shall work with the committee to submit a Recurrent Grant Application alongside the Annual Report.
	3. Secretary: The Secretary will take minutes of all meetings of the Club/Society. The Secretary will be responsible for all correspondence of the Club/Society and shall keep record of it. They shall also maintain a record of all relevant accounts and passwords for social media, mailing lists and any other relevant data. The Secretary is also responsible for providing the Student Officer of Activities with an annual report, produced in conjunction with the rest of the committee, not later than 30th June for the previous academic year’s activities.
	4. *Example of an additional committee role. You will need to write up a description like this for all committee roles you plan to create:* The Public Relations Officer (PRO): The PRO will be responsible for the publicity relating to the Club/Society, such as social media, mailing lists, posters, flyers and other mediums used to advertise the Club/Society’s activities. The PRO will produce these in consultation with the committee. The PRO will also be responsible for all publicity outside of the University in relation to the Club/Society’s activities, contacting members of the media and other people deemed appropriate by the committee.
	5. Ordinary members: The ordinary members of the committee shall be delegated any duties by the Chairperson as are seen fit.
	6. Vice Chairperson/ Vice-Captain/ Vice- President: The Vice Chairperson/ Vice-Captain/ Vice- President will deputise for the Chairperson/Captain/President whenever they are unable to fulfil their duties. In the event of the Chairperson/Captain/President’s resignation, the Vice-chairperson/ Vice-Captain/ Vice-President will act as a temporary Chairperson/Captain/President until the latter is replaced at a general meeting of the membership. In the Chairperson/Captain/President’s absence the Vice-chairperson/ Vice-captain/ Vice-President will carry out the duties as outlined in item 5.1 of the constitution.

## Eligibility, Nomination and Election of Officers:

* 1. Eligibility in the case of the Executive Committee is derived from all registered student members of the Club/society.
	2. Eligibility in the case of the ordinary committee is derived from all registered student and associate members of the Club/Society.
	3. The Executive and ordinary committee shall be elected at the Annual General Meeting.
	4. Associate members shall have the same privileges as student members, except the privilege to hold Executive office in the Club/Society or to vote in elections or meetings.
	5. Only registered student members of the society can vote at election and Annual General Meetings.
	6. Each candidate must be proposed and seconded by registered student members of the Club/Society. Nominations for committee elections shall normally be received at the AGM.
	7. No one shall be admitted to membership less than fourteen (14) clear days before an Annual General Meeting or Extraordinary General meeting. *(This helps make sure that only committed members get a vote)*

## Meetings of the Society – Annual General Meeting and General Meetings:

* 1. The Annual General Meeting (AGM) of the Club/Society shall be held in the second term each year.
	2. Notice of the AGM shall be issued at least fourteen (14) clear days in advance. Notice should be given through posting on the Club/Society’s notice board, on the Club/Society’s social media accounts or otherwise publicised to the members giving the date and time of the meeting and the fact that the elections to the Committee will take place thereat.
	3. The matters to be discussed at the AGM must be posted on the Club/Society’s notice board and social media accounts or otherwise publicised to members not less than three (3) days prior to the meeting.
	4. The AGM shall be open to all members of the Club/Society but only student members of the Club/Society shall be entitled to vote. The meeting shall be chaired by \_\_\_\_\_\_\_\_*(Provision should be made here for chairing the meeting)*
	5. At the AGM the committee of the Club/Society shall read their reports of the Society’s activities for the academic year, and election of a new Committee shall take place.
	6. The quorum of the Club/Society’s AGM must be (*e.g. half the membership*)
	7. The committee shall meet at least twice during each term. The quorum for such meetings is deemed to be (*e.g. Half the committee*.)
	8. A general meeting of the Club/ Society may be called by the committee or *by (insert number or percentage here)* of members of the Club/Society. There must be a signed petition to the committee in this case. Notification must be given to the membership at least ten (10) clear days in advance, via the Club/Society’s notice board and social media accounts.

## Member Conduct and Absence

* 1. When any issue regarding member conduct, or a member complaint, is brought to the attention of the committee of the Club/Society, the committee shall contact the Students’ Union Clubs and Societies staff team for guidance. If appropriate, the Students’ Union will provide the committee with the relevant regulations and procedures concerning member conduct and/or member complaints, which must then be followed. These procedures may result in member/s receiving a verbal warning, a written warning, a suspension, dismissal from the Club/Society, or another appropriate action.
	2. If an Executive or ordinary committee member is absent from a committee meeting or a Club/Society meeting on three consecutive occasions without supplying apologies, they are deemed to have resigned.

## Amendments to the Constitution

* 1. This Constitution may be amended by a two-thirds majority of those present at an Annual General meeting or Extraordinary General Meeting.
	2. Amendments to the Constitution shall be proposed by the committee or by (*insert number or percentage here*) members of the Club/Society to the secretary, in writing at least ten (10) clear days in advance of the AGM.
	3. This constitution is binding as and from the date of being approved by the Club/Society and the Students’ Union Council. All amendments must be approved by Council before they become effective.