University of Glasgow Clubs and Societies Model Constitution

**GUIDANCE**

*Please note that this model constitution is a guide only. It sets out* ***the minimum requirements for all clubs and societies to acknowledge in their own constitution, as required for affiliation with the GUSRC****. The onus is on each club/society to design a constitution that is relevant to their individual characteristics.*

*In order to fully make the most out of your constitution, feel free to add additional clauses and clarifications where you feel necessary. As stated above, this model is the absolute bare minimum.* ***SRC affiliation is much more likely to be granted if it is clear time and effort has gone into producing the constitution and all SRC Policies have been included.***

*Text in* ***Bold*** *should not be changed.*

*Sentences highlighted in yellow indicate SRC Policy and, as such, must be included within your constitution.*

*Text**in italics is there to offer guidance and should be* ***deleted*** *from the final document before it can be accepted. Failure to do so will delay your affiliation process, as further changes will need to be made.*

 *Please read this carefully as it includes important details on what information is compulsory to include.*

1. **NAME:**

*[Insert the title of the Club/Society]*

1. **PURPOSES (OR AIMS):**

*Note - it is compulsory that all clubs and societies include a description of the aims and objectives of their Club/Society within their constitution. Please refer to the guidance below when writing these sections.*

*Consider what your society seeks to achieve that is not provided or covered by already existing clubs and societies on campus. Examples are below and you could use one of them or part of one.* Please provide a minimum of 3 aims and give as much detail on how your club or society can benefit students and the wider community as you can.

*Examples*

*"To advance the arts, culture, education, heritage, science and sport for students by providing amenities and supporting activities for students.”*

*"To provide recreational facilities to students who are in need by reason of financial hardship or other disadvantage.”*

*“To serve as a space for students passionate about a particular subject to come together and meet like-minded students.”*

1. **ACTIVITIES**:

*Note - it is compulsory that all clubs and societies include detail on how they will achieve their purpose or aims as set out above. Give as much detail on what activities you will undertake as possible (e.g. events, group visits, debates).*Provide a minimum of three activities

1. **MEMBERSHIP**
	1. **Full membership shall be open to registered students of Glasgow University only**  *FOR INFORMATION: Full membership of the club/society must be open to all students of the University of Glasgow. Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim and in compliance with anti-discriminatory legislation and best practice****. Do not include names or GUID’s in the******constitution,*** *this must be provided on a separate Membership List as instructed by the affiliation guidance.*
	2. **Non-students may join as Associate members** (*This is entirely optional*)**.** *This includes Glasgow University staff, students from other universities and members of the public.* **Associate members have no voting rights.**
	3. **Associate members (non-Glasgow University students) shall not account for more than 20% of the total membership.**
2. **GOVERNANCE:**
	1. **The Club/Society shall be under the control of membership**. *Information only: This still allows for the membership to delegate finance etc. to a board or executive or committee, provided this is specified by the constitution and is open to amendment by the membership.* **Society/club bank accounts must always be under the control of the CURRENT treasurer and president.** *No club or society finances should be held within a student’s personal bank account or cash tin. All clubs or society funds should be held within a club/society bank account or SRC holding account****.*** *It is advisable to use an SRC holding account to safeguard from potential misuse and to ensure effective financial handovers between committees if your society does not have a society bank account.*

*Information: This also concerns accountability and allows for the membership to delegate finance functions, administration etc. to a board, executive or committee. This must be specified in the constitution which itself must be open to amendment by the membership. Dual control of finances must be in place within the society - this is normally the President and the Treasurer but can be any two elected committee members.*

* 1. **The Business of the society shall be conducted by an elected committee of full members.** *All members of the committee should be elected student officers.*
	2. **Any society member who is a registered student of the University of Glasgow shall have full voting rights at General Meetings of the Club/Society. Associate members have no voting rights.**
	3. **The Club/Society shall have at least four office-bearers, including a Welfare Officer.** *(e,g. President, Treasurer, Secretary & Welfare Officer) The SRC needs to be aware of who has responsibility in the club/society for correspondence, finance etc. You may assign different titles to these individuals or have additional office bearers.*
	4. **Office bearers shall be elected by the membership at the Annual General Meeting or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy.** *Additional Information: all office-bearers must be elected by the board by the full membership at the AGM. Each Office Bearer must be elected by the membership, even in the event of a vacancy. Other vacancies can be filled by co-option etc., but the method must be specified in the constitution.*
	5. **Any full member of the club/society is entitled to stand for the office bearer positions.** *Information:* Only a registered student of the University of Glasgow can be an office bearer.
	6. **No full member should be barred from standing for office in the club/society unless the position is in existence for a particular group or community of interest**, *e.g. First year students or faculty groups. It is not acceptable to limit positions such as president to particular groups.* A returning officer should be appointed for elections.
	7. **All elections must be held by secret ballot.** Rules on elections procedures must be made available to candidates in advance of any election . *Your election rules and process should include details on how votes are collated and calculated. These rules should be made available to society members in advance of any election. Please refer to our new election guidelines page.*
	8. **All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.**
	9. **The Annual General Meeting, at which office bearers shall be elected and where the clubs/societies accounts shall be submitted and approved by the membership, shall be called with no less than 10 working days' notice to the membership**. Additional information: The membership must be given a financial statement on the year's accounts. Reasonable notice must be given by posters or a mailing list. The executive committee must investigate any complaints regarding inadequate notification.
	10. **Resignations from the Committee shall be instituted by a letter of resignation to the secretary of the Club/Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.**
1. **EQUAL OPPORTUNITIES STATEMENT:**

*Information: As previously stated Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim. Below is a suggested text that you may incorporate into your constitution.*

**Our society will provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.**

1. **Complaints and disputes**
	1. **Complaints process**

*Note - it is compulsory that all clubs and societies include a complaints process and code of conduct/disciplinary process within their constitution. Please refer to the guidance below when writing these sections.*

*Insert how your Club/Society will deal with any complaints they receive here. Please refer to* [*this link*](https://www.glasgowunisrc.org/clubs-socs/resources/handbook/safety-wellbeing/disputes/) *for guidance on what you may wish to consider here.*

*Clearly state where a complaint should be addressed to within your club/society and who will deal with complaints about the club e.g., the President, the executive, or a small sub-committee? Consider including a point of contact for complaints concerning those who deal with complaints., e.g., “if the complaint relates to the President this should be sent directly to the Secretary.”*

*Clearly outline the procedure for dealing with complaints and associated timelines (5 working days might be a good starting point for acknowledging – refer to the University complaints process* [*here*](https://www.gla.ac.uk/connect/complaints/) *as a possible benchmark). You may consider having a single stage complaints procedure, or a 2-stage process, where a review can be conducted if either the reporting or defending party isn’t satisfied (be mindful that any 2nd or review stage should ideally be conducted by someone else within the club, who was not part of the initial investigation). We recommend you also consider confidentiality within the procedure, where records of complaints will be kept and how long they will be kept for. Consider also how you might use any complaints to make your club or society function better in the future.*

* 1. **Code of Conduct / Disciplinary process**

*Your disciplinary process will be triggered when concerns around the behaviour of a member is highlighted to office-bearers.  Insert here how your Club/Society will deal with this.  Again, please refer to* [*this link*](https://www.glasgowunisrc.org/clubs-socs/resources/handbook/safety-wellbeing/disputes/) *for guidance on what you may wish to consider here.*

*Clearly outline what standards of behaviour you can reasonably expect of your members and office-bearers. Examples might include: treating each other with respect, adhering to equality best practice, not acting in conflict with the interests of the club or bringing the club into disrepute.*

*We also recommend that you make it clear to members and office-bearers in the constitution that when attending any events or trips related to the club or society that they are bound by the terms of the University’s Code of Student Conduct.*

**Serious Incidents**

*FOR INFORMATION****:*** In more serious instances, the problematic behaviour may constitute a breach of the University’s Code of Student Conduct. In these cases, the University may be better placed to deal with the matter. Any breaches of the code of student conduct can be made to theUniversity Senate, via student-conduct@glasgow.ac.uk. The [SRC Advice Centre](https://www.glasgowunisrc.org/advice/) can walk you through this process and make you aware of what to expect. Whilst the University investigate this, you may wish to defer any outcome until this investigation is concluded and instead implement a temporary suspension on any member (made clear in your disciplinary process).

**Gender-based Violence or Sexual Assault**

*FOR INFORMATION:* If the issue relates to Gender-based Violence or Sexual Assault, you should never try to resolve this internally without first seeking specialist support. If a student approaches your club or society to report this type of incident, you should talk this through with the SRC Advice Centre for advice & support.

The University, in conjunction with Rape Crisis, have trained a group of staff as Sexual Violence and Harassment First Responders, who may also be approached. You can see more information on the First Responders, and how to refer students onto them [here.](https://www.gla.ac.uk/myglasgow/students/safetyhealth/firstresponders/) They have been trained to listen to students in this specific situation and are aware of the correct procedures and appropriate support available inside and outside of campus.

1. **DATA PROTECTION:**

**The Club/Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals’ consent**. **Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.**

Note to clubs/societies: If you are affiliated to a larger organisation such as a charity, you will need to check what data-sharing agreement you have with them and inform your members of this. For some guidance on your responsibilities under the data protection rules, check out this page from Cambridge University: <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies>. You may wish to issue a privacy notice to your members to inform them of how their data is processed – for an example of a privacy notice see [www.glasgowstudent.net/about/privacy-notice/](http://www.glasgowstudent.net/about/privacy-notice/).

1. **CONSTITUTIONAL AMENDMENTS:**
	1. **The membership may make constitutional amendments at the Annual General Meeting or at an EGM.**
	2. **On receipt of a petition signed by 25 percent of the membership, the secretary shall give 7 working days’ notice of an Extraordinary General Meeting to consider submitted amendments.**