**The SU Activity Group TEMPLATE Constitution**

This document is a template for The SU Activity Groups to use when writing their constitution. Please rename it with your activity group name.

The SU expects Activity Groups to use the template, adapting it as appropriate by inserting Activity Group details where identified.

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**1.** **Name**

The Group will be called *NAME OF ACTIVITY GROUP* (‘the Club/Society’), and may also be known as *ABBREVIATION OF NAME.  NAME OF GROUP* will be affiliated to Falmouth & Exeter Students’ Union (‘The SU’) and the *NAME OF ANY REGIONAL AND/OR NATIONAL GOVERNING BODY.*

**2.** **Aims and Objectives**

*Aims = Particular improvements, changes or differences the Activity Group will make to students (e.g. The group aims to offer its members the opportunity to play competitive football).*

*Objectives = The areas of activity or overall practical steps a project or organisation plans to take to accomplish its aims.*

2.1 The aim of the Activity Group is:………………………………………….

2.2 The objectives of the Activity Group are:

1. …………………………………………….
2. …………………………………………….
3. …………………………………………….

**3.** **Membership**

*State eligibility criteria, membership fee and date of when payment is due.*

* 1. Membership of the Activity Group is open to all Falmouth University and University of Exeter (Cornwall Campus) students interested in promoting, coaching, volunteering or participating in *NAME OF GROUP,* regardless ofsex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
	2. The membership shall consist of the following categories:
* Standard member
* Associate member

3.2.1 Associate membership is available to persons aged 18 years and over who are:

* Staff of The SU, Falmouth University, University of Exeter, Falmouth Exeter Plus
* Students at other higher education and further education institutions
* Members of the community

 *(The SU is only able to subsidise the activities of its students so there should always be two classes of membership; The SU students and non-students).*

* 1. The group shall be affiliated to The SU (Falmouth and Exeter Students’ Union), by way of a *£1* fee per standard member and *£2* fee per associate member of the Activity Group. The fees are retained by The SU.
	2. Members will pay a membership fee annually as set by the group. The associate membership fee should be at least £5 more than the standard fee.

*You may wish to consider offering different membership rates depending on level of membership.*

* 1. Membership fees are payable through the activity group’s webpage on The SU website. Members can join at any time throughout the year.
	2. The activity group membership shall run from start of Autumn Term – 31st July of the following year.

**4.** **Subscription and Finance**

*State the main financial responsibility of the members as well as the means of administration. A separate budget proposal giving detailed information about the expected income and expenditure should be submitted annually to The SU as part of the re-affiliation process for the next academic year.*

* 1. Activity Group accounts shall be held with The SU and all finances will be processed in accordance with The SU guidelines and procedures.
	2. The financial year of the Club will run from 1st August and end on 31st July.
	3. A membership fee is required from all Activity Group members. The group will set this fee through the budgeting process. All membership fees must be paid by the individual directly to The SU.
	4. There may be a charge to take part in and attend some activities in addition to the membership fee.

**5. Fundraising**

*State details of intended fundraising or means of additional income.*

* 1. The Social or Fundraising Secretary shall be responsible for all fundraising activities.
	2. The purpose of the fundraising event/activity and how funds that are generated will be used will be advertised and made clear to all contributors and participants.
	3. The committee will decide how funds raised through organised events shall be used, although all suggestions from the Activity Group shall be considered.
	4. The Activity Group may seek sponsorship to contribute to the running costs/new equipment/team kit.

**6. Committee**

6.1 The committee shall consist of at least 3 current Falmouth University or University of Exeter, Cornwall Campus students.

*Delete and add roles to the list as appropriate:*

* President/Chair/Captain
* Secretary
* Treasurer
* Fixtures Sec
* Social Sec
* Fundraising Sec
* Safety Officer
* Members Rep

6.2 The committee as a whole are responsible for:

1. Promotion of the Activity Group throughout the year to attract membership.
2. Ensuring that activities and the use of funds reflect the aims and objectives of the group and are for the benefit of all members.
3. Adhering to all Students’ Union guidelines, policies and procedures as detailed on the website and at committee training (including financial, health and safety, drinking policies, Equal opportunities and data protection).
4. Preparing agendas and recording minutes for all Activity Group meetings including the AGM.
5. Ensuring that the Activity Group is represented at all relevant training and meetings (including Forum) held by The SU.
6. Complying with the data Protection Act 1998 and GDPR.
7. Preparing a handover for their successors.
8. Preparing termly reports and an annual report at the end of the year.

**7. Voting/Election of Committee**

7.1 Voting will take place for the election of committee members and on any other issue deemed of importance.

7.2 Elections will be held online through The SU Website.

7.3 Only current Standard Members are entitled to stand for elections and/or permitted to cast a vote. This does not include Associate Members.

7.4 After the election takes place The SU will perform the count and the existing committee will announce the new committee to the Membership. This can be done at an AGM if it is held after the election.

*Elections should take place during the Spring term.*

7.5 All Officers are elected for a period of one academic year, but may be re-elected to the same office or another office for subsequent years.

7.6 If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an Extraordinary General Meeting (EGM). A member may be co-opted on to the committee, but they will not have the same decision making powers as an elected Officer.

7.7 Committee members may be removed from their position by a motion of no confidence by a two thirds majority of Full Members present at an EGM.

**8. AGMs, EGMs and Meetings**

*State how often official group meetings will take place and outline the purpose of the meetings.*

8.1The committee shall meet ……… *(week/ bimonthly/ termly)* at a time and place agreed by the committee members (called by the Chair/President/Captain). The purpose of these meetings is to:

* Receive reports of matters arising since the last meeting
* Ensure the general smooth running of the Activity Group.
* The committee has the power to fill vacancies and co-opt other members.

8.2 Annual General Meeting (AGM)

The committee shall agree the date of this meeting at the earliest convenience and it should take place by the end of Spring Term (Easter). The purpose of this meeting is to:

* To discuss the new committee structure for the following year if necessary or to announce the new committee
* To receive the annual report from the Chair which has been compiled by the outgoing committee
* Present a financial report
* Prepare plans for the following year

8.3 An Extraordinary General Meeting (EGM) can be called by:

* The President/Chair/Captain
* Committee
* The voting membership, upon written request
* At the request of The SU Student Opportunities Committee

8.4 The President/Chair/Captain shall inform The SU of the intention to hold an EGM.

8.5 The quorum for an AGM or EGM is 25% of the voting membership.

**9. Resignation**

*Detail what the group intends to do should a committee member resign from their post.*

9.1 Any member wishing to resign their position must give written notice to the committee and The SU, so that an alternative member can be elected to take on the position.

**10. Alterations to the Constitution**

10.1 Any changes to this constitution must be agreed by a *(two thirds)* majority vote obtained at an annual or a general meeting of the Activity Group and with consent from The SU Student Opportunities Team where appropriate.

10.2 Amendments to this constitution or dissolution of the Activity Group must be conveyed to The SU Student Opportunities Team formally in writing.

**11.** **Dissolution**

11.1 The Activity Group may be dissolved if deemed necessary by the members in a majority vote at an official group meeting (AGM / EGM). Any assets or remaining funds after debts have been paid shall be retained by The SU and held for two years. If the Activity Group (or one similar) does not start up again within this period the funds will be reallocated within The SU Activities.

**12. Club Grievances and Complaints Procedure**

12.1 This procedure allows members to raise complaints about any issues relating to the Activity Group this may include:

* The safety of activities
* The standards of instruction or leadership
* The standard of equipment used for the activities
* Disregarding The SU Equal Opportunities policy.

12.2 Complaints should first be addressed to the Activity Group President/Chair. If this does not prove satisfactory, a complaint should be made to The SU in writing.

12.3 The SU complaint/grievance procedure will be adhered to in order to address any formal complaints.

**13. Discipline Procedure**

*Details the Activity Group’s proposed procedures in cases where the group’s or The SU rules and code of conduct are broken.*

13.1 As part of the affiliation process all committee members must complete the Compliance & Governance training agreeing to behave in accordance with The SU Constitution whilst representing or working on behalf of an Activity Group.

13.2 Breaches of The SU Code of Conduct for affiliated Activity Groups will be addressed in accordance with The SU Complaints and Grievance process.

Penalties for a breach of The SU Code of Conduct for affiliated Activity Groups could be as follows;

  Imposing a fine on the Activity Group or individuals

  Suspension of Activity Group activities

  Restricting the Activity Group from applying for funding

  Disaffiliation from The SU of the Activity Group concerned

  Disciplinary proceedings by The SU against individual members

  Disciplinary proceedings by the University academic schools against individual Activity Groups and their members

  University sanctions including disqualification

**14. Declaration**

The …………………….Activity Group, its officers and activities shall operate in accordance with this constitution, The SU Constitution, The SU policies, procedures and as per The SU guidance.

This constitution was adopted at an AGM held at ………………………… on ………… (*Date)* by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_