 **Student Group Constitution**

 Group Name: Date:

 Main group contact (uea email address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.1 The group shall be 'The Union of UEA Students' group, herein after termed 'the group'.

2.2 (if your student group **already exists** DO NOT fill this in)

The objects/aims of the group shall be:

1. The group shall abide by Union policy.

### Membership:

1. Membership shall be open to all ordinary, associate or life members of the Union and to any student registered at the UEA who has opted out of membership of the Union.
2. Members shall be those that have paid the current subscription fee, which shall be determined by the Committee of the group.

5a. (High risk clubs only) And members who recognise that their activity contains a risk of personal injury or possibly death. Members must be made aware of and accept

these risks, and agree to be responsible for their own actions and involvement.

1. Members shall be entitled to participate in all activities of the group, and shall be entitled to full use of the groups facilities (in accordance with the student group code of practice where one exists).
2. Peer support groups have no recorded membership and are open to all ordinary members, associate members, honorary associate members, life members or honorary life members.

### Committee:

1. The Committee shall consist of a) the President, b) the Treasurer, c) the Secretary, and d) two others. All members of the Committee must be ordinary members of the Union.
2. The Committee members shall be elected annually and shall hold office for a year, unless they resign of their own accord or are forced to.

10. The Committee shall:

1. Administer and organise the group’s activities and rules.
2. Allocate specific responsibilities to Committee members.
3. Decide in conjunction with the group’s members, the group’s policies.
4. Ensure the group abides by, and fulfil their duties in accordance with the Bye-Laws, this Constitution and policy.
5. Decisions at a Committee meeting shall be reached by a simple majority of those present and voting.
6. Any decisions made by the Committee can be overruled by a 2/3 majority of those present and voting at a group meeting.
7. Quorum for a Committee meeting shall be 1/2 of Committee members.
8. All or any of the Committee members shall resign if 1/2 of the group’s members present and voting at a group meeting, vote in favour of a motion presented at that meeting demanding such resignation.

### Group Meetings:

1. Each group meeting must be advertised three days in advance during term time. The meeting shall be held in that term. A group meeting shall be called if 1/4 of the group members present a petition requesting a group meeting. The meeting shall take place within five days. Only ordinary members of the Union who are members of the club may vote at group meetings.

### Elections:

1. Only ordinary members of the Union who are members of the group may stand and vote in elections within the group.
2. Notice of election process will be provided by the Union, whereby elections are processed on Student Union website.
3. Ordinary members will place their own nomination on the website. Nominations will be seen by all ordinary members of the group and will be voted upon via single transferable vote (STV). Each candidate signifies their consent to be voted up by placing their nomination on the website.
4. Each post shall be voted on separately and the candidate with the most votes shall win.
5. No individual member may hold more than one Presidency of a student group and no more than three committee positions within groups.

### Finance:

1. The group shall abide by all the Union finance regulations. The group must not hold a separate bank account and shall place all its funds with the Union of UEA Students.
2. All the group’s equipment shall be the property of the Union.
3. Expenditure in excess of £100 should be notified to Union staff before it is spent and approved as all other transactions by three committee members.
4. Should this group be inactive for a full academic year, its constitution shall become invalid and its pecuniary funds and capital assets shall become the property of the Union.
5. Peer Support Group finances are provided by and controlled by the Union, whereby an application to use this money will need to be made.

### Constitution:

1. Any change in the Constitution shall require a 2/3 majority of those present and voting at a group meeting advertised at least five days in advance. These changes must be approved by Union Council.

### Equal Opportunities:

1. The Union of UEA Students is committed to equality of opportunity for all

# We, the undersigned, being the committee of the above Union of UEA Students student group have read this constitution and accept that we are bound by its provisions.

**Signed**: President: **Date**: \_\_\_\_\_\_

Treasurer Secretary \_\_\_\_\_\_\_\_

**Student group name:**

Are there any groups that are similar to you already at UEA?

Please explain how you are different from these groups:

What are your group achievement aims (e.g. want to win an award, host a conference, etc)?

How do you plan on achieving these aims?

How many members are you aiming to recruit in your first semester and what methods of recruitment will you use?

How will you ensure you recruit a diverse range of members (e.g. master's and PhD students, international students, etc).

How will you ensure that everyone, regardless of ability/disability is able to take part in your activities (e.g. meeting in accessible rooms)?

What is your estimated budget for the year? (To know this, multiply your projected number of members by your membership fee. *E.g 20 members x £3 membership = £60 for the year).*

What potential ideas do you have to raise money?

How will you make sure your group can continue after this year/after you graduate?

How do you plan to provide a great experience for your members (e.g. what tasks will each of your committee take on, how will you ensure events are held regularly)?

How will you communicate with your members and how often (e.g. how often will you send emails, post on social media, etc)?

What collaborations could you do with other student groups?

Do Something Different is our yearlong programme to get students to try something they wouldn’t otherwise get to try. You can get up to £40 per session you put on. What would you plan as your first Do Something Different event?

Are there any events you would like to run annually?

Please provide a provisional calendar of socials for the year (including at least two non-alcohol socials):

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Alcohol or Non-Alcohol Social** |
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Do you have all the equipment you need to function, and if not have you made any plans for how to obtain this? (e.g. applying for grants through our societies executive).

What are your concerns about running the group (e.g. having enough committee members, budgets, etc)?