 **Peer Support 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. Peer support groups have no recorded membership and are open to all ordinary members, and associate members with permission of the committee.

### Committee:

1. The Committee shall consist of a) the President, b) the Treasurer, c) the Vice-President, and d) two others. All members of the Committee have membership of the Peer Support Group.
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.
3. The Committee shall:
4. Administer and organise the group’s activities and rules.
5. Allocate specific responsibilities to Committee members.
6. Decide in conjunction with the group’s members, the group’s policies.
7. Ensure the group abides by, and fulfil their duties in accordance with the Bye-Laws, this Constitution and policy.
8. Decisions at a Committee meeting shall be reached by a simple majority of those present and voting.
9. Any decisions made by the Committee can be overruled by a 2/3 majority of those present and voting at a group meeting.
10. Quorum for a Committee meeting shall be 1/2 of Committee members.
11. 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 five 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. 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.
4. 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 Vice-President \_\_\_\_\_\_\_\_

How do you feel the support group will benefit members?

Please explain how you are different from other student groups?

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

How do you plan to provide a supportive and enjoyable 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 safeguard your committee and members, including safety, well-being and healthy boundaries?

Are there any events you would like to run annually?

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

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| --- | --- | --- |
| **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. fundraising, contacting relevant University Departments).

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