**Hallam Students’ Union**

**Societies Constitution**

The Societies Constitution is the governing document for a Hallam Students’ Union Society. The Society Committee is expected to read, complete, and sign the Constitution and submit a signed copy to the Societies Staff Team at [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk).

Sections in blue text are to be edited by the committee before signing this document.

*This document should be updated where necessary, based on changes throughout the year and resubmitted to the Societies Staff Team to review.*

1. **Society Name**

The name of the Society shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Purpose and objectives**

The purpose of the Society is to:

* 1. Add in overall society purpose (e.g. To provide a social space for students that enjoy boardgames or To provide additional career development opportunities for students that study Finance).
  2. Add additional points where necessary

The goals for the Society this year shall be:

* 1. Include a minimum of 3 society goals for the year. Inclusivity and Accessibility should be considered when deciding these (e.g. Increase our membership by X amount by Y date or Plan & deliver 2 successful showcases)

1. **Affiliations –** Committees must abide by the guidance on external organisations in section 9 of the Society Regulations. *If your Society intends to pursue sponsorship, please refer to the Sponsorship Guidelines on the Committee Portal and/or speak with the SU team* ***before*** *signing any agreements.*   
   1. Include **any** affiliations the society will have here and what the relationship is. This may include governing bodies, charities, faith or political organisations

1. **Committee** 
   1. **President**
      1. The Presidents’ primary role is laid out in Section 2.3 of the Society Regulations
      2. You may add specific details to the description of your President if you wish or delete this line 4.1.2.
   2. **Secretary**
      1. The Secretaries primary role is laid out in Section 2.5 of the Society Regulations
      2. You may add specific details to the description of your Secretary if you wish or delete this line 4.1.2.
   3. **Treasurer**
      1. The Treasurer’s primary role is laid out in Section 2.4 of the Society Regulations
      2. You may add specific details to the description of your Treasurer if you wish or delete this line 4.1.2.
   4. **Additional Committee Members**
      1. Additional Committee Role Title 1
         1. Add a description of specific tasks carried out by Additional Committee Role Title 1 or delete this section 4.4.1.
      2. Additional Committee Role Title 2
         1. Add a description of specific tasks carried out by Additional Committee Role Title 2 or delete this section 4.4.2.
      3. Continue to add additional committee roles and descriptions as above or delete this section 4.4.3.
2. **Society Constitutions**
   1. Society Constitutions will be subordinate to Hallam Students' Union's governance with specific reference to Bye Law 6.
   2. Changes to this model constitution can and shall be made at any time by Hallam Students’ Union Staff or Officers.
   3. The signed Constitution will be valid until July 31st of each academic year. A new constitution is required to be completed by the new society committee shortly after taking their roles on August 1st.
   4. Changes to a Society’s name, aims, objectives or affiliations, must be voted upon by current society members with a majority agreement. The committee will record these changes by updating and signing a new constitution for the approval by Hallam Students Union Societies team.
   5. Hallam Students’ Union reserves the right to reject changes to a Society’s name, aims, objectives or affiliations laid out in the Constitution and therefore the Society’s ratification and affiliation to the Students’ Union.

**18. Declaration**

As the appropriate Committee members, we agree that this Society will

abide by this Constitution, HSU Bye Laws, Society Regulations as well as the Procedures as laid out on the [Committee Portal](https://www.hallamstudentsunion.com/opportunities/societies/portal/). It is the responsibility of the committee to ensure that the constitution is read and signed by all Committee members, including those who hold additional roles.

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| --- | --- | --- | --- |
| Signature | Print Name | Committee Position | Date signed |
|  |  | President |  |
|  |  | Secretary |  |
|  |  | Treasurer |  |
|  |  | Health and Safety Officer *(if applicable)* |  |
| Additional Roles: | | | |
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