**Sheffield Hallam Students’ Union**

**Societies Constitution**

The Societies Constitution is the governing document for a Sheffield Hallam Society. The Society Committee is expected to read, complete, and sign the Constitution and submit a signed copy to the Student Groups Team at activitiesadmin@shu.ac.uk.

1. **Society Name**

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

The Society shall also be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Purpose and objectives**

The purpose of the Society is to:

The objectives of the Society this year shall be:

* 1.
	2.
	3.
1. **Affiliations -** (If the society intends to become a member of an external organisation provide a brief description of the relationship between the society and the organisation.) *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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Society Constitutions**
	1. Society Constitutions will be subordinate to Sheffield Hallam Students' Union's Articles of Governance, with specific reference to Bye Law 8.
	2. Changes to this model constitution can and shall be made at any time by the Representative Committee of Sheffield Hallam Students' Union, following consultation with the Societies Committee.
	3. The signed Constitution will be valid until July 31st of each year, whereupon incoming Society Committees will sign a new copy on their appointment to post on August 1st.
	4. The ratification and affiliation of a Society to the Students’ Union will be confirmed upon signing the Society Constitution, pending the approval of the Representative Committee of Sheffield Hallam Students’ Union.
	5. Changes to a Society’s name, aims, objectives or affiliations, must be voted upon at the Society’s AGM at the end of the academic year. The incoming committee will record these changes by updating and signing a new constitution for the approval of the Representative Committee of Sheffield Hallam Students’ Union.
	6. The Representative Committee of Sheffield 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.
2. **Membership**
	1. Membership of a Society shall run from August 1st of the academic year until July 31st of the same academic year. A membership purchased within this period will only be valid for the period in which it was purchased and will not roll over into the next period.
	2. For Society memberships available from Sheffield Hallam Students’ Union, there are two categories:
* Standard members: All current students at Sheffield Hallam University. Standard members are eligible to take full part in the Society democratic processes including standing as a candidate and voting in the Society elections.
* Associate members: any external members of the Society that fit in the other three categories of Union membership. Associate members are not eligible to participate in Society democratic processes including standing as a candidate or voting in the Society elections.

5.2.1 All Societies are eligible to create an associate membership option for

their society. **These are only created after a meeting with the Student Groups team.** Associate members shall not exceed 20% of the total Society membership.

* 1. Those eligible to hold Society memberships are determined by the Students’ Union’s Articles of Governance. These are drawn from four categories:
* Full Membership - All current Sheffield Hallam University Students
* Associate Membership - Any member of SHU or SHSU staff
* Reciprocal Membership - Any student who is a current member of an NUS affiliated organisation (i.e. another Students’ Union)
* Life Membership - Any Hallam graduate, or former Hallam student who has purchased, or been granted, a Sheffield Hallam Students' Union life membership.

5.3.1 All Society members must obtain a membership product on the Students’ Union’s website or at the Students’ Union’s finance office. Membership will last no longer than the period in which it was purchased, or until the membership holder ceases to be a member of the Students’ Union according to the definitions in point 5.3.

5.3.2 Persons not holding a membership of Sheffield Hallam Students’ Union, including members of the public, graduates from other Universities, or any other persons not falling into the categories defined above may not hold a Society membership. These persons may still participate in activities offered by the Society at the Society’s discretion; however, they may not participate in any democratic processes or influence the leadership of the Society.

5.4 Only full members of the Society are eligible to partake in democratic processes of the Society, including voting in Society elections, holding the Society committee to account, and influencing the leadership and direction of the Society.

5.4.1 Society memberships are unavailable to purchase during society elections.

5.5 The Society and/or individual Society members whose conduct may be considered to bring Sheffield Hallam Students' Union into disrepute are liable to disciplinary action at the discretion of the Elected officers and representatives of the students' union.

1. **Society Risk rating**
	1. All Sheffield Hallam Students’ Union affiliated Societies are subject to a Society Risk Rating. The risk rating will determine additional expectations on the Society to ensure that their activity is safe for both members and the general public.
	2. High Risk Societies will be expected to elect a Health and Safety officer in addition to the compulsory roles detailed in 7.1. and attend additional health and safety training.
2. **The Committee**
	1. The Society shall be managed by a Committee of elected members.

7.1.1 All societies shall have a committee consisting of at least 4 members, who shall include:

 a) President

 b) Secretary

 c) Treasurer

 d) Equality and Diversity Officer

7.1.2 Societies who have been allocated a High-Risk rating will be expected to elect a Health and Safety Officer. This role will be provided specialised training and receive direct support from Student Union staff.

* 1. Society Committee members must be full members of Sheffield Hallam Students’ Union (i.e. current students). Sheffield Hallam Students' Union may request proof of this when required.
	2. At the point of ceasing to be a full member of Sheffield Hallam Students’ Union, Committee Members should resign their position and trigger a by-election to be replaced by contacting the Student Groups team.
	3. Full-time paid officers of the Students' Union may not hold a position on a society committee.
	4. The quorum for Committee meetings shall be a number equivalent to 50%
	plus one of the elected members of the Committee detailed in 7.1. For example, in a Society with four core Committee members, this will require three to be present for the meeting to be valid.
	5. The Committee shall be elected during the SHSU Society Bulk election and shall serve in office for a period no longer than 12 months commencing on August 1st. Committee members are permitted to re-run for roles with the expectation that they will be SHU students for the forthcoming year.
		1. Committee members elected during the academic year through a by election will hold the position for the remainder of that 12-month period. Should they wish to continue in post in the next academic year they must be elected in the bulk election for the next term.
	6. The Committee shall be the sole authority for the interpretation of the Society rules, or for anything related to the Society not provided herein, subordinate to Sheffield Hallam Students' Union's Articles of Governance, policies, and procedures.
	7. The Committee share a collective responsibility to ensure that the responsibilities for each individual Committee role are covered. If a Committee member is unable to fulfil any part of their role as stated in section 8 of this Model Constitution, then the rest of the Committee may temporarily take on reasonable responsibility between them.
	8. Committee resignations must be sent to the Students’ Union.
	9. Where a Committee Member steps down or is removed from the Committee, the Society should hold a by-election to replace them. The Students’ Union **must** be informed in writing of any changes in Committee Membership as soon as possible.
	10. The Committee are required to attend training and meetings organised by the Societies Committee or Sheffield Hallam Students' Union, and to keep in regular contact to maintain best practice and receive support in their role. Attendance is monitored, and repeated failure to respond or attend meetings will be addressed by the Students’ Union as detailed in Section 14.
1. **Duties of the Committee Members**

This constitution details the expected responsibilities of the core roles of Sheffield Hallam Students’ Union Societies. The current committee is responsible for including the role descriptions for any formally created additional roles within the Society.

* 1. **Committee member responsibilities**

All Society Committee members will be responsible for the following:

* + 1. To sign and follow the Society Constitution.
		2. Collaborate with other Committee members to complete and update all Society paperwork.
		3. Attend and complete Society Committee training.
		4. Ensure the Society runs smoothly by listening to its members.
		5. Ensure the financial sustainability of the Society.
		6. Make members aware of the Society elections and provide a handover at the end of your term in post.
	1. **President**

 The duties of the President shall be as follows:

* + 1. To convene and to Chair such meetings of the Society as deemed necessary.
		2. To ensure the aims and objectives of the Society are adhered to.
		3. To ensure that the activities of the Society abide by the policies and procedures of Sheffield Hallam Students' Union.
		4. To represent the Society to the Union, and on other occasions, for example, at the Sheffield Hallam Students' Union AGM and all societies meetings.
		5. To ensure the Society conducts its affairs in accordance with the financial regulations of Sheffield Hallam Students' Union.
		6. To ensure that all Society good practice guidelines are followed, and that necessary paperwork is submitted.
		7. To ensure that the Society Committee includes the Officers named in 7.1.
		8. Other duties as agreed with the Society Committee.

8.3 **Treasurer**

 The duties of the Treasurer shall be as follows:

8.3.1 To be responsible for financial affairs of the Society and for ensuring adequate safeguards and controls to protect the finances of the Society.

8.3.2 To present to the AGM of the Society a written report of the finances of the Society.

8.3.3 To produce for the AGM a financial plan for the next academic year.

8.3.4 To produce the Society funding requests, to be returned online or to the relevant member of Students' Union staff by any advertised deadlines.

8.3.5 To liaise with Students' Union staff regarding the Society finances, and to attend meetings as required (forums, bidding sessions etc.).

8.3.6 Other duties as agreed with the Society Committee.

8.4 **Secretary**

The duties of the Secretary shall be as follows:

 8.4.1 To notify all members of all meetings of the Society.

8.4.2 To take minutes at all meetings and to undertake any other secretarial duties as may be requested.

8.4.3 To issue minutes of meetings to the Society membership and the relevant elected officer of the Representative Committee if requested.

8.4.4 To ensure affiliation to the relevant governing body, if appropriate.

8.4.5 To compile introductory material for new members in conjunction with the Society Committee.

8.4.6 To disseminate information from the Societies Working Group or Sheffield Hallam Students' Union to the Committee and members as appropriate.

8.4.7 Other duties as agreed with the Society's Committee.

8.5 **Equality and Diversity Officer**

The duties of the Equality and Diversity Officer shall be:

8.5.1 To monitor the Society activities to ensure they are inclusive to all members, regardless of age, gender, sexual orientation, faith, belief, race or disability.

8.5.2 To ensure all Committee and Society members are not discriminated against on any grounds stated in 7.4.1

8.5.3 To be the point of contact for Society members to speak confidentially about equality and diversity issues.

8.5.4 To ensure those involved in the Society are representative of the student body of a whole and run initiatives to encourage under-represented groups to take part.

8.5.5 To escalate Equality & Diversity Issues to the Students Union when issues cannot be resolved locally.

8.5.6 Other duties as agreed with the Society's Committee.

8.6  **Health and Safety Officer**

The Health and Safety Officer will be considered a core role in Societies allocated a High-Risk rating. The duties of the Health and Safety Officer shall be:

8.6.1 To ensure all Society activity is risk assessed and the mechanisms to reduce risk are communicated to both the Committee and the Society members.

8.6.2 To monitor the Society activities to ensure they are adhering to the safety mechanisms identified in the Society activity risk assessment.

8.6.3 To ensure that the emergency procedure for incidents and near misses is followed and reported through the incident report form, with submission to activitiesadmin@shu.ac.uk. *The form is available on the Committee Portal.*

8.6.4 To ensure all Society equipment is fit for purpose, including the Society first aid kit, and work with the rest of the Committee to organise equipment servicing where required.

8.6.6 To communicate any specialist training requirements for your activity with the Students’ Union staff team.

8.6.7 Other duties as agreed with the Society's Committee.

8.7 **Additional Role title:**

8.7.1

8.7.2

8.7.3

8.8 **Additional Role title:**

8.8.1

8.8.2

8.8.3

**9. Meetings**

9.1An Annual General Meeting (AGM) of the Society shall be held during a designated period each academic year (usually April-May). At least 14 days' notice must be given of an AGM to the Society members.

9.2 AGM's are where society members can hold the committee to account for their work over the past year. You should present what you have done, what advice you have for next year, and allow your members to ask questions about the year’s activities.

9.3 The quorum for the AGM is 10 members, meaning at least 10 full members of the Society who hold standard membership must attend for any votes to be valid.

9.4 Committees shall inform the Students’ Union of the date of their AGM and inform the Students’ Union of any democratic outcomes from the AGM.

9.5 New Societies, and inactive Societies deemed to be inactive, must hold an EGM (Extraordinary General Meeting) to elect their first committee. Quorum for this initial EGM is at least 10 full members of the Students’ Union, as defined in section 5.2. Further details on the start-up process can be found in section 16.

**10. Removal or resignation from Committee**

10.1 As volunteers, Committee Members are free to resign their position at any time without reason. The decision must be communicated to the Society and the Students’ Union within a reasonable time frame.

10.2 The Students’ Union, Elected Officers and/or Representative Committee reserve the right to remove individuals from Committee Positions on grounds of disciplinary action, expiry of full Students’ Union membership or any other violation of policies, procedures and/or articles of governance

10.3 Any committee member not attending scheduled meetings with the Society Committee or Students’ Union without sending apologies for a period of four weeks shall be assumed as having resigned from the Committee. The Society Committee must inform the Students’ Union if this is the case and organise a by-election to replace the outgoing member.

10.4 If they have reasonable grounds to do so, a Society can propose a vote of no confidence against (a) Committee Member(s). This decision should first be discussed with the Students’ Union staff. Committee Members must be first taken through the appropriate conflict resolution process as supported by Students’ Union staff before a vote of no confidence can be considered. The target of the vote of no confidence must be given the opportunity to represent themselves and their point of view in the case of any vote taking place.

10.5 A vote of no confidence must take place in an Extraordinary General Meeting, called by a majority decision of the Committee, or by written request of not less than 25% of full members of the Society. Quorum for the meeting shall be a number greater than 75% of the number of Committee Members

10.6 A vote of no confidence must be passed by a simple majority vote. A vote of no confidence will result in the dismissal of respective committee members from their positions and a by-election will be triggered to replace them.

**11. Finance**

 11.1 All income shall be paid into Sheffield Hallam Student Union's Finance
 Office. The Finance office operates on a cashless basis.

11.2 The Society shall be bound by the financial regulations of Sheffield Hallam Students' Union and shall be specifically excluded from having its own bank account held separately from the Students' Union Society accounts, nor should it hold cash outside of the Students’ Union’s financial structures.

11.3 The Committee of each Society shall be responsible for all money expended by the Society and for all Society equipment and shall account for all expenditure and equipment to Sheffield Hallam Students' Union.

11.4 Neither the Committee nor any member of the Society shall have the authority to write or sign any contract on behalf of Sheffield Hallam Students' Union or commit Sheffield Hallam Students' Union to any expenditure.

11.5 Any equipment or gifts made in kind to the Society shall at all times remain the property of Sheffield Hallam Students' Union and shall be declared to the relevant member of Students' Union staff.

**12. Sponsorship**

12.1 The Society is permitted to seek sponsorship from external organisations, providing the sponsor does not conflict with Sheffield Hallam Students' Union’s policies and Articles of Governance.

12.2 A copy of the contract must be submitted to the relevant member of staff, according to the Sponsorship guidance available on the Committee Portal, for approval prior to the agreement being signed.

12.3 Sponsorships are not valid until they have been signed by a member of Students Union staff. If there are issues with sponsorships, Students’ Union staff must first have read and agreed to sponsorship in order to assist with issues.

**13. Complaints**

13.1 Informal complaints about the way a Society is run, or the treatment of members of a Society should be handled in the first instance by the Equality and Diversity Officer of the Society. The Equality and Diversity Officer may consult with Elected Officers or Students’ Union staff when dealing with the complaint.

13.2 Any member of a Society having a formal complaint about the way a Society is run or believes that they have been treated unfairly should refer to Sheffield Hallam Students' Union's Articles of Governance Bye Law 15 as to how and to whom a formal complaint should be made.

13.3 Society members hold the right to request a motion of no confidence in a Committee Member or Members if they have reasonable grounds to do so. Members should refer to point 10 of the Societies Model Constitution for this process.

**14. Stocks and Assets**

14.1 All stock and assets of the Society shall be the property of Sheffield Hallam Students' Union at all times and should be stored on Students’ Union property.

 14.2 It is the responsibility of the Committee to ensure an inventory list is kept
 and maintained, and that equipment is safe to use.

14.3 It is the responsibility of the Committee to ensure that equipment is properly and safely stored in the Students’ Union building or an alternative facility approved by the Students’ Union.

**15. Inactivity, Dissolving of Societies and Winding Down**

15.1 If a society is deemed inactive their website page and ability to sign up new members will be removed, and financial accounts will be frozen. They may also lose their ratification and affiliation with the Students’ Union.

15.2 If, after a period of six months from starting up or the end of the first semester (whichever is later), a Society has less than 10 members, the Society will be deemed inactive for the remainder of that academic year.

15.3 If a Society does not elect a new committee and/or submit the required paperwork before September 1st each year, the Society will be deemed as inactive for the forthcoming academic year.

15.4 If a Society does not attend compulsory meetings or remain in contact for a period of four weeks or more, the society will be deemed inactive.

15.5 Any Society voluntarily closing down shall send notification in writing to the relevant elected representative of the Societies Committee or a relevant member of staff.

15.6 The Council of the Students' Union shall have the authority to dissolve any Society if its activities or conduct are deemed contrary to the Aims and Objectives of the Union, contrary to the provisions of this Constitution or its supporting schedules.

15.7 Applications to revive dissolved or inactive Societies shall be subject to the same conditions as applications for new Societies, as detailed in section 16.

**16. New Societies**

16.1 Applications for new Sheffield Hallam Students’ Union affiliated Societies should be made via the appropriate forms and submitted to the Students’ Union. Decisions on the provisional ratification of new Society applications will be made by the elected Societies Committee, the Representative Committee of Sheffield Hallam Students’ Union.

16.2 Following the successful provisional ratification of a new Society, the Society must hold an EGM to elect its first committee and complete the ratification process. Quorum for this first meeting is 10 full members of Sheffield Hallam Students’ Union.

16.3 Any new Society provisionally ratified by the Students’ Union, but failing to reach quorum at its initial EGM, or to elect a full Committee, shall be deemed as inactive.

**17.Code of Conduct**

All members of SHSU Societies must agree to abide by the following code of conduct. Transgressions against this code may be referred to either the Society Committee or SHSU staff for the purposes of conflict resolution, disciplinary action, or termination of membership.

17.1 Members will conduct themselves in a manner of mutual respect and

understanding for all members of the University community

17.2 Members will conduct themselves in a manner that shall not offend

others and shall not use foul and abusive language, either orally, in

writing, or by expression

17.3 Members will be a positive ambassador for the society and the

Students' Union by acting professionally when representing the Society or Students’ Union

17.4 Members will be committed to equal opportunities. No member of the Society shall be excluded from activity or democratic process based on their gender, age, sexual orientation, race, nationality, or any other protected characteristics as defined by the Equality Act 2010.

17.5 Members will, within reasonable expectations, look out for the health and safety of each other when undertaking society activity. Committee members are responsible for risk assessing activities and submitting health and safety documentation to the Students’ Union within the designated time frame.

All members of the Society are held accountable to the University code of conduct and the rules detailed within this supersede any additional regulations attributed to the Society.

**18. Declaration**

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

abide by this Constitution and Bye Law 8. 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 |  |
|  |  | Equality and Diversity Officer |  |
|  |  | Health and Safety Officer *(if applicable)* |  |
| Additional Roles: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |