

# CONSTITUTION

Please fill in the text boxes and have the founders or current committee read and sign.

## 1. Name:

The name of the Student Group (club or society) shall be:

## 2. Aims, Beliefs and Objectives:

The aims and objectives of the Student Group shall be:

- a. Whilst the Student Group will promote the aims, beliefs and objectives outlined in 2, no individual student or staff member will be the focus of direct campaigning as per university guidelines on harassment.
- b. Each Student Group must abide by the University of the Highlands and Islands' and HISA's regulations regarding the Data Protection Act 1998.

## 3. Membership

- a. Ordinary Members of the Student Group: All full-time and part-time student members of the Highlands and Islands Students' Association shall be eligible for full membership of the club/society, provided they have expressed their agreement with the aims and objectives of the club/society.
- b. At all times, University of the Highlands and Islands students should make up a majority of the group's full membership.
- c. Full membership of a Student Group grants the right to:
  - i. attend all meetings and participate in the activities of the student group, subject only to the constraints arising from resources
  - ii. vote for committee members and stand for election to the committee within that club/society
  - iii. vote on all questions of policy within the club/society.
- d. Termination of membership of the society: The Committee members may discontinue a membership to the Student Group with the approval of the Community Engagement Manager. Any member who feels that they have been unjustly excluded shall have a right of appeal to the Students' Association through the complaints procedure.



## 4. Officers and Committee

- a. Only current UHI students shall be eligible for office in a student group.
- b. Committee members must comply with and have signed a copy of the group's constitution.
- c. The officers and committee shall be elected at the AGM of the club/society and at by-elections. They shall then take up office at the start of the first semester of the subsequent academic year.
- d. In the event of a vacancy arising in any committee of a Student Group, an extraordinary general meeting of the Student Group may elect another person to fill the vacancy. If no member is elected then the committee may co-opt a member.
- e. The committee must inform the Community Engagement Team of any changes.
- f. The committee of the Student Group shall comprise:
  1. President
  2. Secretary
  3. Treasurer

g. Additional Committee Roles:

And such other committee roles as are deemed necessary - these roles can do not have to take the titles stated above but must cover the duties typically associated with those titles.

h. The composition of the committee shall also be stated in full, to all members of the Student Group.

i. At least five working days' notice shall be given to members for all general meetings of a Student Group.

j. A general meeting may remove any committee member, provided that two thirds of participant members vote in favour, and that the matter is submitted as business to the meeting, which appears on the agenda of the meeting and the notices advertising the meeting.

k. Upon election, each member of the committee shall register their name, and any contact details required, with the Community Engagement Team.

l. A handover meeting shall take place within a month after the AGM. Following the handover, the newly elected committee shall take over responsibility.

m. Each committee member shall notify, in writing, the Community Engagement Team of any change of contact details whilst in office.

## 5. Roles and Responsibilities of Student Group Committees

a. To be responsible for ensuring that the Student Group complies with the Constitution, Student Group Regulations, policies, etc.

b. To be responsible for ensuring that the Student Group shall only hold accounts for the group affiliated to the Highlands and Islands Students' Association (HISA), and that the Student Group and its members comply with financial procedures and rules made by the Students' Association from time to time.



- c. To ensure that the membership registration procedures defined are properly complied with.
- d. To ensure that the members are kept up-to-date.
- e. To inform the Community Engagement Team of contact details of all society committee members.

## 6. Annual General Meeting

- a. There shall be an AGM held in the second semester of each year at which reports from the President, Secretary and Treasurer shall be presented. Notice of the meeting shall be posted in advance of the AGM and the agenda shall be produced five working days before the AGM. The quorum shall be 15% of the ordinary members.
- b. Minutes shall be taken of the AGM together with a record of the names and matriculation card numbers of those attending. These shall be submitted to the Community Engagement Team of the Highlands and Islands Students' Association.
  - i. The minimum number of members of the committee shall be three.
  - ii. The Administrative affairs of the Student Group shall be conducted or delegated to members of the committee.
  - iii. The office bearers of the Student Group shall be the President, Secretary, Treasurer and any other position as shall from time to time be deemed necessary at the society Annual General Meeting (AGM). All of whom shall be elected at the AGM.

## 7. Extraordinary General Meeting

Extraordinary general meetings can be called to discuss a particular question and may be called by:

- a. A simple majority vote of the committee.
- b. The quorum shall be 15% of the ordinary members.
- c. The secretary shall publish notice of the meeting with the agenda within two (2) working days of the receipt of a request for such a meeting. The meetings shall be held five working days from the day of publication. The quorum shall be as for the AGM.

## 8. Amendment to the Constitution

- a. Amendments to the Constitution must have the approval of two thirds of the ordinary members of the Student Group present at the AGM or at a special general meeting of the society convened for this purpose.
- b. Notice of the proposed constitutional changes must be published in the agenda and cannot be brought up under the item 'any other business'.
- c. Any amendment to the Constitution is subject to the final approval of the Highlands and Islands Students' Association.

## 9. Finance

- a. Funding belonging to the Student Group shall only be used in furtherance of the aims, beliefs and objectives as defined in clause 2 of this constitution. Also, it may not contravene a Students' Association constitution, schedules, bye-laws, policies, or the law of the Land.



- b. The Treasurer shall be responsible for the proper accounting of the funds in accordance with the Students' Association regulations.
- c. In the event of the Student Group ceasing to exist, all remaining funds shall revert to the Highlands and Islands Students' Association.
- d. In the event of suspected financial malpractice, the Students' Association has the right to suspend the activities of the Student Groups.

## 10. Amendments to the Constitution

- a. If a Student Group wishes to write their own constitution, prior approval and advice must be sought from the Community Engagement team of the Students' Association.
- b. This constitution shall not be alterable except by a motion duly made. Notice of such a motion shall be given at least fourteen days before a General Meeting of the Student Group. The motion shall not be declared carried unless the number of voting members present is at least two fifths of the total number of members of the Student Group. All alterations to the Constitution shall be subject to the approval of the Students' Association.

## 11. Relations with the Association

- a. As a recognised Highlands and Islands Students' Association Group, the club/society shall at all times abide by the constitution and bye-laws of the Association.

## 12. Affiliations with outside Organisations

- a. The Student Group may affiliate to an outside organisation(s), providing the affiliation is approved by two-thirds of the voting delegates at a general meeting.
- b. The Student Group must also seek approval from the Community Engagement Team of the Highlands and Islands Students' Association.
- c. The Student Group may only affiliate to an outside organisation(s) whose beliefs and activities are in strict conformity to the principle outlined in sub-clause 2.
- d. The Student Group may not affiliate to any organisation that perpetrates or advocates any kind of violence or criminal activity whatsoever.
- e. No affiliation to any outside organisation must be allowed to compromise the autonomy of the Student Group.

### Signature and Date:

President or Founder \_\_\_\_\_

Committee Member or Founder \_\_\_\_\_

DEPARTMENT USE ONLY

Approved by:

Date:

Notes:

