University of Glasgow Clubs and Societies Model Constitution

***GUIDANCE***

*Please note that this model constitution is a guide only. It sets out the minimum requirements for all clubs and societies to acknowledge in their own constitution, as required for affiliation with the GUSRC. The onus is on each club/society to design a constitution that is relevant to their individual characteristics.*

*In order to fully make the most out of your constitution, feel free to add additional clauses and clarifications where you feel necessary. As stated above, this model is the absolute bare minimum. SRC affiliation is much more likely to be granted if it is clear time and effort has gone into producing the constitution.*

*Text in* ***Bold*** *should not be changed*

*Text**in italic is there to offer guidance, and so should be* ***deleted*** *from the final document, and before it can be accepted.*

1. **NAME:**

*[Insert the title of the Club/Society]*

1. **PURPOSES (OR AIMS):**

*[Insert a brief description of the aims and objectives of the Club/Society]*

*i.e. what your society seeks to achieve that is not provided or covered by already existing clubs and societies on campus. Examples are below and you could use one of them or part of one. Give as much detail on how your club or society can benefit students and the wider community as you can.*

*Examples*

*"To advance the arts, culture, education, heritage, science and sport for students by providing amenities and supporting activities for students;*

*"To provide recreational facilities to students who are in need by reason of financial hardship or other disadvantage".*

1. **ACTIVITIES**:

*[Insert how your Club/Society will achieve its purpose or aims as set out above (E.g. Events, group visits, debates]*

1. **MEMBERSHIP:**
   1. **Full membership shall be open to registered students of Glasgow University only.**  *FOR INFORMATION: Full membership of the club/society must be open to all students of the University of Glasgow. Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim and in compliance with anti-discriminatory legislation and best practice. Do not include names or GUID’s in the constitution, this must be provided on a separate Membership List as instructed by the affiliation guidance.*
   2. **Non-students may join as Associate members (This is entirely optional).** *This includes Glasgow University staff, students from other universities and members of the public.* **Associate members have no voting rights.**
   3. **Associate members (non-students) shall not account for more than 20% of the total membership.**
2. **GOVERNANCE:**
   1. **The Club/Society shall be under the control of membership**. *Information only: This still allows for the membership to delegate finance etc. to a board or executive or committee, provided this is specified by the constitution and is open to amendment by the membership.* **Society/club bank accounts must always be under the control of the CURRENT treasurer and president.**

*Information: This also concerns accountability and allows for the membership to delegate finance functions, administration etc. to a board, executive or committee. This must be specified in the constitution which itself must be open to amendment by the membership.*

* 1. **The Business of the society shall be conducted by an elected committee of full members.**
  2. **Any member who is a registered student of the University of Glasgow shall have full voting rights at General Meetings of the Club/Society. Associate members have no voting rights.**
  3. **The Club/Society shall have at least three office-bearers.** *(e,g. President, Treasurer, Secretary) The SRC needs to be aware of who has responsibility in the club/society for correspondence, finance etc. You may assign different titles to these individuals or have additional office bearers.*
  4. **Office bearers shall be elected by the membership at the Annual General Meeting or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy.** *Additional Information All office-bearers must initially be elected by the board and the membership at the AGM. Those three office bearers named above must be elected by the membership, even in the event of a vacancy. Other vacancies can be filled by co-option etc., but the method must be specified in the constitution.*
  5. **Any full member of the club/society is entitled to stand for the office bearer positions.** *Information: Only a registered student of the University of Glasgow can be an office bearer.*
  6. **No full member should be barred from standing for office in the club/society unless the position is in existence for a particular group or community of interest**, *e.g. First year students or faculty groups. It is not acceptable to limit positions such as president to particular groups. A returning officer should be appointed for elections.*
  7. **All elections must be held by secret ballot.**
  8. **All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.**
  9. **The Annual General Meeting, at which office bearers shall be elected and where the clubs/societies accounts shall be submitted and approved by the membership, shall be called with no less than 10 working days' notice to the membership**. Additional information: *The membership must be given a financial statement on the year's accounts. Reasonable notice must be given by posters or a mailing list. The executive committee must investigate any complaints regarding inadequate notification.*
  10. **Resignations from the Committee shall be instituted by a letter of resignation to the secretary of the Club/Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.**

1. **EQUAL OPPORTUNITIES STATEMENT:**

*Information: As previously stated Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim. Below is a suggested text that you may incorporate into your constitution.*

**Provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.**

1. **Complaints and disputes**
   1. **Complaints process**

*[Insert how your Club/Society will deal with any complaints they receive here. Please refer to* [*this link*](https://www.glasgowunisrc.org/clubs-socs/resources/handbook/safety-wellbeing/disputes/) *for guidance on what you may wish to consider here]*

* 1. **Code of Conduct / Disciplinary process**

*[Insert a short summary of the behaviour you can reasonably expect of your members, e.g. treating each other with respect, adhering to Equality best practice, not acting in conflict with the interests of the club or bringing the club into disrepute. Any members who breach your code of conduct may then be dealt with under your disciplinary*  *process]*

*[Your disciplinary process will be triggered when concerns around the behaviour of a member is highlighted to office-bearers. Insert here how your Club/Society will deal with this. Again, please refer to* [*this link*](https://www.glasgowunisrc.org/clubs-socs/resources/handbook/safety-wellbeing/disputes/) *for guidance on what you may wish to consider here]*

1. **DATA PROTECTION:**

**The Club/Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals’ consent**. **Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.**

Note to clubs/societies: If you are affiliated to a larger organisation such as a charity, you will need to check what data-sharing agreement you have with them, and inform your members of this. For some guidance on your responsibilities under the data protection rules, check out this page from Cambridge University: <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies>. You may wish to issue a privacy notice to your members to inform them of how their data is processed – for an example of a privacy notice see [www.glasgowstudent.net/about/privacy-notice/](http://www.glasgowstudent.net/about/privacy-notice/).

1. **CONSTITUTIONAL AMENDMENTS:** 
   1. **The membership may make constitutional amendments at the Annual General Meeting.**
   2. **On receipt of a petition signed by 25 percent of the membership, the secretary shall give 7 working days’ notice of an Extraordinary General Meeting to consider submitted amendments.**