

Warwick Nintendo Society Constitution

Date Recognised/Renewed DD/MM/YYYY

1 Name

1.1 The name of the society shall be Warwick Students' Union **Nintendo Society**

2 Aims and Objectives

2.1 - The Society shall have written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the **Nintendo Society** Executive Committee

2.2 - The society aims and objectives shall be:

- 2.2.1 - To provide an environment for people to play Nintendo games;
- 2.2.2 – To participate in tournaments and competitions based on Nintendo games, both within the Society and externally;
- 2.2.3 – To organise social events outside of normal gaming socials, including Nintendo-related movie screenings, society meals, and other generic social outings;
- 2.2.4 – To teach players who wish to become higher-level competitive players at certain Nintendo games;
- 2.2.5 – To provide equipment during events to people who may not own their own Nintendo consoles or controllers, for use during those events.

2.3 - The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.

2.4 - The Society shall be subject to a disciplinary code as laid down by the Students' Union and administered by the Societies Executive.

2.5 - Any alterations to the Society Constitution must be ratified by the Societies Executive. A provisional copy must be sent to the Societies Officer for approval before the new constitution may take effect.

2.6 - If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

3 Memberships

3.1 - Memberships of the Society shall be open to all full, associate and honorary members of the Students' Union upon payment of the required Societies Federation subscription.

3.2 - Memberships of the Society are to be renewed in October of every academic year.

3.3 - All members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than seven days before the election takes place.

3.4 - The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a - An Associate or Honorary member of the Students' Union or Societies Federation;

3.4.b - Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society).

3.5 - The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met a meeting with the Society, Societies Coordinator and Societies Officer will be scheduled to discuss the future of the Society.

3.6 - It is the responsibility of the Society Executive Committee to ensure that those attending their events are members of the Union.

4 Executive Committee

4.1 - The Society's Executive Committee shall be made up of at least three voting officers of whom two shall be the President and the Treasurer respectively.

4.2 - The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.a - Organising the activities of the Society in such a way as to include the greatest possible number of Society members;

4.2.b - Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations;

4.2.c - Formulating and submitting an annual bid for funds from the Societies Executive prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid;

4.2.d - Formulating and submitting any additional bids for funds from the Societies Executive or groups within the Students' Union;

4.2.e - Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society;

4.2.f - Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities;

4.2.g - Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU;

4.2.h - Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

4.3 - Core officers

4.3.1 - The Core Officer Duties shall include:

4.3.1.a - To attend the Society's Annual General Meeting;

4.3.1.b - To attend Societies Council and complete mandatory training sessions/courses;

4.3.1.c - To be reasonably available on online messaging platforms used for Executive Committee communications.

The core officers shall be:

4.3.2 - President

4.3.2.a - The President should organise and oversee the running of The Society;

- 4.3.2.b - The President should chair committee meetings and provide an Agenda of topics to be discussed during the meeting;
- 4.3.2.c - The President should produce an annual report detailing the society's achievements over the past year at the AGM;
- 4.3.2.d – The President should be the first contact for anyone with issues relating to the Society;
- 4.3.2.e – The President is responsible for delegating and assigning tasks to other members of the Executive Committee where appropriate;
- 4.3.2.f – The President is responsible for ensuring other members of the Executive Committee understand and execute their roles correctly, as described in this document;
- 4.3.2.g – The President has overall say on the direction of the Society and has the tie-breaking vote in decisions;
- 4.3.2.h – The President is responsible for informing the Societies Coordinator of any relevant changes to the Executive Committee, including immediately after the Annual General Meeting.

4.3.3 - Treasurer

- 4.3.3.a - The Treasurer should be responsible for the finances of the Society;
- 4.3.3.b - The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office;
- 4.3.3.c - All funds should be held and processed through the groups Students' Union bank account. No money should be held in personal bank accounts;
- 4.3.3.d - The Treasurer should submit grant funding applications at least once a year, and before any relevant deadlines.

4.4 - Additional Officers

4.4.1 – Additional Officers must also be reasonably available on online messaging platforms used for Executive Committee communications.

The additional officers shall be:

4.4.2 – Publicity Officer

- 4.4.2.a – The Publicity Officer should ensure the Facebook, Twitter, Discord and other social media used by the Society are kept up-to-date with event information;
- 4.4.2.b – The Publicity Officer should be responsible for organising publicity events for the Society, including distribution of electronic and physical publicity material;
- 4.4.2.c – The Publicity Officer should oversee creation of relevant graphics for Society events, where applicable.

4.4.3 – Tournaments Officer

- 4.4.3.a – The Tournaments Officer should oversee the running of regular tournaments during Society events;
- 4.4.3.b – The Tournaments Officer should work alongside the Events Officer to ensure the successful running of external tournament visits;
- 4.4.3.c – The Tournaments Officer should work alongside the Publicity Officer when creating publicity and social media material regarding tournament results.

4.4.4 - Events Officer

- 4.4.4.a - The Events Officer should organise special one-off events outside of the normal event schedule, including transport to and from such events where appropriate;

4.4.4.b - The Events Officer should work alongside the Publicity Officer to ensure the correct information regarding these events is disseminated;

4.4.4.c – The Events Officer should ensure the safety of Society members alongside the Health and Safety Officer during special events.

4.4.5 - Equipment Officer

4.4.5.a - The Equipment Officer should maintain an inventory of Society equipment;

4.4.5.b - The Equipment Officer should oversee transport and storage of Society equipment between events;

4.4.5.c – The Equipment Officer should work alongside the Treasurer to ensure the Society procures equipment that furthers the aims of the Society.

4.5 – Committee Roles

4.5.1 – Committee Roles are intended to support the Executive Committee (Core Officers plus Additional Officers).

4.5.2 – Committee Roles are not Executive Offices and do not entitle the holder to additional voting rights.

4.5.3 – Committee Roles are assigned by simple majority vote by the Executive Committee during the first committee meeting of a newly-elected Committee.

The Committee Roles to be assigned shall be:

4.5.4 – Equal Opportunities

4.5.4.a – The Equal Opportunities Officer shall ensure the society is welcoming to students of all backgrounds and provides a safe environment to all students, especially to:

- (1) Women;
- (2) Students with disabilities (both physical and mental);
- (3) People of Colour / Black and Minority Ethnic students;
- (4) LGBTUA+ students (Lesbian, Gay, Bisexual, Trans*, Undefined, Asexual/Aromantic and those identifying in a manner subject to similar prejudice and discrimination);
- (5) International students;
- (6) Postgraduate students;
- (7) Part-time and Mature students;

4.5.4.b – The role of Equal Opportunities Officer, if it is not elected during the first Committee meeting, shall default to the President.

4.5.5 – Welfare Officer

4.5.5.a – The Welfare Officer shall be the first point of contact for students with issues relating to their wellbeing;

4.5.5.b – The Welfare Officer shall attend a training session at the start of the year for Welfare Officers;

4.5.5.c – The Welfare Officer is responsible for distributing information about student wellbeing activities that may be relevant to Society members;

4.5.5.d – The Welfare Officer will work with the Executive Committee to ensure the Society provides a stress-free (or stress-minimal) site of nourishment and enjoyment;

4.5.5.e - The role of Welfare Officer, if it is not elected during the first Committee meeting, shall default to the same person who holds the Equal Opportunities Officer role.

4.5.6 – Vice President

4.5.6.a – The Vice President fulfils the roles and responsibilities of the President if the President is unable to carry out their duties temporarily;

4.5.6.b – The role of Vice President, if it is not elected during the first Committee meeting, shall default to the Treasurer.

4.5.7 – Health and Safety Officer

4.5.7.a – The Health and Safety Officer shall fill out the annual Risk Assessment form for the Society before the relevant deadline;

4.5.7.b – The Health and Safety Officer will ensure events are reasonably free of hazards and that Society members are aware of the mitigation strategy for any hazards that cannot be removed entirely;

4.5.7.c – The role of Health and Safety Officer, if it is not elected during the first Committee meeting, shall default to the Events Officer.

4.5.8 – Secretary

4.5.8.a – The Secretary should take minutes at meetings of the Executive Committee and ensure those minutes are available to all Society members;

4.5.8.b – The role of Secretary, if it is not elected during the first Committee meeting, shall default to the Publicity Officer.

5 Meetings

5.1 - The Executive must meet approximately once per week to ensure the Society is operated to a high standard.

5.2 - The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 - The Society Executive shall give at least seven days' notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held.

5.4 - The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Societies Officer.

6 Elections

6.1 - Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D

6.2 - Votes will be counted by a **Single Transferrable Vote** electoral system.

6.3 - Any amendments to the constitution must be made by the end of term 3.

6.4 - The renewed Constitution, with up to date signatures, must be sent to the Societies Coordinator before the end of term 3.

7 Handover



7.1 – The outgoing Executive Committee members, to the best of their ability, will assist incoming Officers of the same type learn their new role.

8 Signatures

Position	Name	Signature
President (Incoming)		
President (Outgoing)		