

Constitution of Manchester University [NAME] Society

1.0 Objectives of the Society

- 1.1 The Objectives of the Society are:
 - (a) [OBJECTIVES]

2.0 Membership of the Society

- 2.1 Membership will be open to all students at Manchester University.
- 2.2 Membership may be conditional upon payment of a membership fee, subject to terms and conditions determined from time to time by the Committee.
- 2.3 The Committee may provide from time to time classes of memberships to people who are not students at Manchester University.

3.0 The Committee and its meetings

- 3.1 The Committee will manage the Society's affairs in all matters. Any matter not provided for in this Constitution will be decided upon by the Committee.
- 3.2 The Committee may delegate any of its functions to another group or person.
- 3.3 The members of the Committee are all the Officers of the Society.
- 3.4 A guest of any Officer may attend any meeting with the consent of the Chair.
- 3.5 A Committee member may call a Committee meeting by writing to the Secretary.
- 3.6 The Chair will chair all Committee meetings, and appoint a replacement if absent.
- 3.7 One third of the Committee is a quorum for Committee meetings.
- 3.8 In the event of a tie, the person chairing will have a casting vote.
- 3.9 The Committee may make decisions outside of meetings, provided that such decisions are recorded by the Secretary and that all members of the Committee have the opportunity to participate in the decision making process.
- 3.10 Committee members must comply with the conflict of interest rules in the Societies Bye-Law.
- 3.11 Subject to the requirements of this Constitution, the Committee may manage its affairs, and conduct itself informally, as it sees fit.

4.0 Officers

- 4.1 The following positions exist as the Officers of the Society: Chair; Treasurer; Secretary; [OTHER POSITIONS].
- 4.2 All Officer positions will be filled by votes conducted at the Society's Annual General Meeting or online in accordance with the Election Rules for Societies.
- 4.3 The term of all positions will start on a date set by the Committee from time to time, to last one year, with a handover period beginning after the election.
- 4.4 All Officers must be fully valid members of the Students' Union and the Society. Any person who no longer satisfies this rule will be deemed to have resigned.
- 4.5 Officers may be removed by a vote as set out in the Societies Bye-Law.
- 4.6 If an Officer position becomes vacant during the year, the Committee may co-opt another member to fill this position.

5.0 Responsibilities and powers of Officers

- 5.1 Within the responsibilities set out below any Officer may act as they see fit on behalf of the Society, subject to the oversight of the Chair.

- 5.2 The Committee may specify further responsibilities for any Officer as required.
- 5.3 The responsibilities of the Chair are to:
- (a) Oversee the Society so as to advance the Society's objectives;
 - (b) Ensure that the Society's rules and Constitution are being followed;
 - (c) Ensure that all Officer positions are filled;
 - (d) Chair the Committee and any General Meetings;
 - (e) Produce the Chair's report to be presented to the AGM.
- 5.4 The responsibilities of the Treasurer are to:
- (a) Administer the Society's finances as required by its activities;
 - (b) Ensure the probity of the Society's finances;
 - (c) Provide regular financial reports to the Committee;
 - (d) Produce the annual financial report to be presented to the AGM.
- 5.5 The responsibilities of the Secretary are to:
- (a) Manage all general administration;
 - (b) Act as the primary link between the Society and the Students' Union;
 - (c) Minute all Committee meetings, and circulate them to the Committee;
 - (d) Minute all General Meetings, and circulate these to members.
- 5.6 [OTHER POSITIONS AND RESPONSIBILITIES].

6.0 Rules of the Society

- 6.1 The Committee may make rules to govern the running of aspects of the Society.
- 6.2 Rules must be made available to members of the Society on request.
- 6.3 The terms of this Constitution are binding upon all the members of the Society, as are any policies or decisions determined under its provisions.
- 6.4 The Society must conduct all matters in accordance with the Constitution and Bye-Laws of the Students' Union.

7.0 General Meetings

- 7.1 A General Meeting may be called for by the Committee or by a petition of members who make up at least 5% of the total membership.
- 7.2 The time, date and location of a meeting must be circulated 2 weeks in advance.
- 7.3 The quorum for General Meetings is 25% of the Society's officially signed-up members.
- 7.4 The Chair will preside at General Meetings, and the Secretary will keep minutes.
- 7.5 All decisions at a General Meeting except for elections will be made by a show of hands, unless at least 3 members demand a secret ballot.
- 7.6 An Annual General Meeting ("AGM") is called by the Committee once in each academic year. Two weeks' notice must be given of the AGM.
- 7.7 Elections for Officer positions may take place at the AGM. The Chair and Treasurer will report at the AGM on the activities of the Society over the past year and the Society's current financial status respectively.

8.0 Amendments

- 8.1 This Constitution may be amended by a two-thirds vote in any General Meeting, in accordance with the Societies Bye-Law.