



**BRISTOL SU**  
the best student life

The Richmond Building  
105 Queens Road, Clifton, Bristol BS8  
1LN  
Tel (0117) 331 8600  

---

www.bristolsu.org.uk

Please modify all points highlighted in red as your society sees fit. This document should be submitted in its finalised form, (ie. without any red font). It should be completed so as to be relevant to the society in years to come (ie. Do not include names/dates specific to this year). If you have any questions, please contact [bristolsu-development@bristol.ac.uk](mailto:bristolsu-development@bristol.ac.uk).

University of Bristol Students' Union XXXX Society

1. NAME

- a. **The name of the Society shall be the Bristol SU (University of Bristol Students' Union) \_\_\_\_\_ Society.**
- b. **The Society shall be affiliated to the University of Bristol Students' Union.**

2. AIMS

[To be specified in full, however do not include details specific to that year – names, dates, membership costs etc]

The society shall abide by the Union's Equal Opportunities and Harassment Policies, and any other policies laid down by the Union's Board of Trustees.

3. MEMBERSHIP

- a. Full membership is open to all full members of the Union by application to the society.
- b. Associate membership is open to all other persons who are associate members of the Union.
- c. Not less than two-thirds of the Society members shall be full members of the Union.
- d. The secretary shall keep a list of all members, differentiating between full and associate members. The secretary shall inform the Student Services Team of the membership of the Society each year.
- e. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the committee being no less than the minimum rate demanded by the Societies' Network.
- f. The Committee shall have the power to remove a member from their society if they believe them to have violated the Union's Equal Opportunities and Harassment Policies, and any other policies laid down by the Union's Board of

---

University of Bristol students creating a world class student life for themselves.



Trustees. The decision is subject to ratification by the Societies' Network. The appeals process shall be that laid down in the Union Byelaws.

#### 4. PRIVILEGES OF MEMBERSHIP

- a. Only members may sit on the committee.
- b. All categories of membership shall have equal rights of voting, attending meetings etc.

#### 5. COMMITTEE

- a. There shall be a society committee which shall be the executive decision making body of the society.
- b. The President of the Committee shall be a full member of the Union.
- c. The Committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union's Constitution and Byelaws, and any rulings made by the Societies' Network.
- d. Quoracy for committee meetings shall be set at 50% of the post filled positions plus one.
- e. All committee meetings must be minuted by the Secretary (or other committee member if they are unavailable) and the minutes circulated to the committee before the next committee meeting.
- f. The committee is comprised of:

[In addition the composition of the Committee, and brief descriptions of their jobs should be laid out. Do not provide names. There must be a minimum of a President, Treasurer and Secretary who form the committee]

#### 6. FINANCIAL

- a. The Treasurer of the society shall be a full member of the Union and not in their final year at the University. However, if given approval by the Bristol SU Societies' Network Committee a final year student may take the position.
- b. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Societies' Network.
- c. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Head of Central Services shall jointly be empowered to issue financial instructions on behalf of the society if:
  - (i) the society folds with outstanding financial affairs, or
  - (ii) change of mandate forms are not completed, and the previous Committee are out of reasonable contact, or
  - (iii) financial irregularities are found.

#### 7. GENERAL MEETINGS

- a. There shall be an Annual General Meeting once per annum, and this shall be during [a time frame set of at least a week, e.g. the final two weeks of the 2<sup>nd</sup> Term].

---

University of Bristol students creating a world class student life for themselves.



- b. Notice of such meetings must be sent to the society's membership via email with at least fourteen days' notice. An agenda must be sent out with at least seven days' notice. **[Include a link to your web page if appropriate]**
- c. Quorum of such meetings shall be set at twice the committee size plus one.
- d. An Extraordinary General Meeting may be called by either the Committee or 5% of the membership of the Society by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.

## 8. ELECTIONS

Elections shall be held at the Annual General Meeting to elect officers of the committee for the following annual session. Officers can only be removed from their posts by an EGM or AGM. Nominations must be received **X days** in advance.

- a. If committee positions are left unfilled after the AGM then the Committee shall have the power to co-opt society members onto the committee to fill the vacant posts. However, co-opted committee members are not regarded as full committee members and can be removed by the committee at any time.
- b. Voting shall be by single transferable vote/first past the post [delete as appropriate] and shall be conducted by a show of hands if the position is uncontested, having asked the candidate to leave the AGM room. If the position is contested then ballot papers shall be issued to those voting and a count taken of the ballot papers by a committee member.
- c. After the AGM the President or Secretary must submit a sheet of contact details for the new committee to the Student Services Team as soon as possible.

## 9. AFFILIATIONS

- a. The society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Societies' Network.

## 10. CONSTITUTIONAL AMENDMENTS

- a. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.
- b. All such amendments shall become valid only after approval by the Societies' Network.