

SOCIETY CONSTITUTION

SOCIETY



This Constitution will provide your Society with a structure and a set of procedures which will ensure effective governance. This constitution cannot in anyway supersede or contradict the constitution or policies of Abertay SA.

1. NAME

The name of the society shall be:

2. AIMS, BELIEFS AND OBJECTIVES

In this section, you should write what the aims of your society are, what its beliefs are and what it hopes to achieve.

1. The Aims, Beliefs and Objectives of the Society are:

2. These Aims, Beliefs and Objectives must fall within Abertay SA, University and Societal policy and regulation.

3. Each Society must abide by the University of Abertay's regulations regarding the data Protection Act 1998

3. MEMBERSHIP

1. The Membership of the Society shall be open to all, providing they are full members of the Association. Unless they have exercised their rights to opt out of membership to the Students' Association.
2. Minimum number of members to affiliate is 8 Abertay Students.

MEMBERSHIP OF THE SOCIETY IMPLIES THE RIGHT TO:

Attend all meetings and participate in the activities of the society, subject only to the constraints arising from resources.

FULL MEMBERSHIP IMPLIES THE RIGHT TO:

Vote for officers and stand for election to office with the society.

Vote on all questions of policy within the society.

ASSOCIATE MEMBERSHIP IMPLIES THE RIGHT TO:

Participate in activities and to attend but not vote at all meetings.

4. GOVERNANCE

This section contains the basic set of rules which will allow the Society to have effective governance. Please ensure that you understand this area fully, particularly the section on financial regulations.

1. THE COMMITTEE

1. The minimum number of members of the Society's Committee shall be a President, Secretary and Treasurer.
2. The Society may create other Committee positions as required.
3. All Committee members must be Students of Abertay University.
4. The Administrative affairs of the Society shall be conducted or delegated to members of the Society Committee.

5. The Committee of the Society shall be elected at the Society's Annual General Meeting (AGM), held in the second semester.

6. The Societies Committee shall be made up of:

President

Treasurer

Secretary

2. THE SOCIETY ANNUAL GENERAL MEETING (AGM)

Note from Abertay SA: We understand that organising your AGM can present many obstacles however you must hold it in semester 2. Having your AGM in semester 2 allows planning over the summer. If all committee members are graduating it is advisable to make an appointment with the Vice President of Abertay SA to complete a handover to ensure your society continues.

1. The AGM will be held once every academic year during Semester 2.
2. AGMs shall be open to all members of the Society.
3. Only Student members of the Society are entitled to vote.
4. Notice of the AGM shall be given to all Society members, The SA Vice President and advertised to all students at least fourteen days before the meeting.
5. The business of the AGM shall include the election of the Society office bearers and the presentation of the annual financial accounts of the Society.
6. Each AGM will be minuted and a copy of these minutes shall be submitted to Abertay SA.

3. SOCIETY MEETINGS

1. There shall be Society meetings scheduled to be at minimum Monthly for the Society where relevant business shall be discussed.

4. FINANCE

1. The Society will be provided with a bank account within the Association for which to manage their accounts. The Society will not have a bank account out with the Students' Association.
2. Funding belonging to the Society will be used to achieve the aims, beliefs and objectives outlined in section 2.1
3. The Treasurer shall be responsible for the proper account of the funds in accordance with Students' Association regulations.

4. The President, Secretary or Treasurer's signatures shall be required to authorise financial transactions.

5. In the event of the Society ceasing to exist, all remaining funds shall be donated to the society's chosen charity.

6. In the event of suspected financial malpractice, Abertay SA has the right to investigate and act accordingly through discipline procedures.

5. AMENDMENTS TO THIS CONSTITUTION

This constitution is not set in stone and is a simple template for you to get started with. As your Society grows, you may find that the constitution is no longer covering everything that you need it to. If that is the case, this section outlines the rules on changing the constitution.

1. Changes to this constitution must be proposed and passed at a General Meeting. If passed, these changes must be ratified by the Society Council and Vice President of the SA.

6. GENERAL

Abertay SA is ultimately responsible for all the actions of your Society, and this section is to help the Society keep this in mind.

1. We are a recognised Abertay SA Society, and the Society shall at all times abide by the Constitution and Schedules of Abertay SA.

2. At least one elected member of the Society shall attend each meeting of the Society council meetings, which are held monthly on a rotating basis.

3. All publications made by the Society must include Abertay SA's logo, and Scottish Charity Number. For a copy of these please email societies@abertay.ac.uk

7. AFFILIATIONS WITH OUTSIDE ORGANISATIONS

Outside organisations can give a Society valuable guidance and support, and we allow affiliated Societies to have external affiliations. That being said, Abertay SA has a duty to ensure that the Societies of the Association are run by Abertay students and this section frames the rules on affiliation and the relationship that the external organisation can have with the Society.

1. The Society may affiliate to an outside organisation(s), providing the affiliation is approved by two-thirds of the voting members at a Society meeting and be approved by the Vice President of the Student's Association.

2. The Society may only affiliate to an outside organisation(s) who's Beliefs and Activities are in strict conformity to section 2.1 of this document.

3. The Society may not affiliate to any organisation that conflicts with any standing policy.

4. No affiliation to an outside organisation will be allowed to compromise the autonomy of the Society.

6. SIGNATURES

Signed..... Position: President

Date.....

Signed..... Position: Secretary

Date.....

Signed..... Position: Treasurer

Date.....