Network Constitution

*Note – once agreed, your constitution is fixed and can only be altered by a majority vote of your network members (50% +1 must agree), which should take place at your Annual General Meeting (AGM) or if you call and Extraordinary General Meeting (EGM) for issues which cannot wait to the AGM.*

1. Network

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| Name of Network: | |
| Also referred to as any abbreviations or nicknames |  |

2. Mission of network

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| Mission Statement: | |
| Please summarise the purpose of your network in one paragraph |  |

3. Aims & Objectives of Network

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| --- | --- |
| Aims and Objectives | |
| Please use bullet points |  |

4. Governance

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| Committee:  *(The Network shall be run by a committee of elected students, made up of the following positions)* | |
| 1. President |  |
| 1. Vice President |  |
| 1. Communication and Engagement Lead |  |
| 1. Treasurer |  |

To make decisions on behalf of or relating to the Network, a committee meeting must be quorate. A quorum shall consist of 50% + 1 (halves rounded up).

The committee shall be responsible for completing and returning all forms as required by RGU:Union in a timely manner.

The decisions of the committee may be subject to question by a quorum of 75% of the network’s membership. It may also be subject to an external ruling via RGU:Union’s complaints procedure, details of which can be obtained from RGU:Union.

The committee members will seek to ensure that the Network is conducted in accordance with the constitution of RGU:Union, as well as the aims & objectives listed above.

Any problems or issues arising during the year shall be brought to the attention of the Student Development and Volunteering Coordinator or President (Education and Welfare) at RGU:Union, who will then proceed to deal with the situation in an appropriate manner.

All committee members shall be current students at The Robert Gordon University.

5. Annual General Meeting

An Annual General Meeting (AGM) of the Network should ideally be held before the end of April, and 14 days’ notice will be given for the meeting (there are often reasons why this may not be possible, so just get in touch and we’ll work with you to arrange a suitable date). Committee members shall endeavour to contact all Network members to inform them of the meeting, and RGU:Union shall also be notified.

All members of the Network must be invited to attend and given at least fourteen days’ notice of the meeting. Only full members may vote or speak during the meeting.

The agenda for the meeting should be sent in advance to members and should normally include the minutes from the previous AGM, summary of Network activities, annual financial report, election of new committee and approval of the constitution.

The minutes of the meeting must be taken as a record of all the items discussed and the votes cast. The minutes of a Network AGM must be circulated to the President (Education and Welfare) within 10 working days of the AGM.

The quorum for a Network AGM shall be 50% plus one of the current members of the members of the Network.

The AGM will be chaired by the Network President or another committee member, and the Network may invite a representative of the Union to support the AGM.

If a quorum is not present at a Network AGM within half an hour, or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.

If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the Network committee and dealt with in consultation with the President (Education and Welfare) and Vice President (Welfare).

Any decisions of a Network committee may be subject to question by a quorum of 50% plus one of the current members, or subject to external ruling through the Union’s Complaints Regulation.

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| Date of Handover: |  |

6. Elections

Elections will be held during the Network AGM for committee positions for the following academic year. All members are eligible to stand for election, as long as they will continue to be fully matriculated students of Robert Gordon University the following year.

In the case of a secret ballot an impartial party must count the votes. The name of the person conducting the count should be entered in the minutes. If a suitable party cannot be found or decided upon, please contact RGU:Union who will assist you.

* At any time a member of the Network may call for vote by secret ballot if this is not the chosen method of election
* Committee members will serve from 1st August to 31st July. However, the present and new committees should work together at the end of the current year to ensure a smooth transition

7. Membership

* Membership of the Network shall run from August to July each year
* Membership of a Network shall be granted to any member of RGU:Union wishing to further the aims of the Network, regardless of race, gender, sexual orientation, disability, ethnic origin, religion, HIV status or anything else which could be considered discriminatory
* 50% plus one of members shall be fully matriculated students of Robert Gordon University
* Within the membership level limits, then any other persons may be admitted to the Network

8. Rules for your Network

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| Network Specific Rules | |
| Please detail any rules or regulations that are specific to your Network. Attach copies of these regulations if applicable |  |

9. Network meetings

* The committee shall meet every \_\_\_\_ weeks during academic semesters where relevant Network business shall be discussed
* The Network shall convene regularly throughout the academic year and the frequency shall be determined at the first meeting of the incoming committee