Society Constitution

*Note – once agreed, your constitution is fixed and can only be altered by a majority vote of your society 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. Society

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

2. Mission of society

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

3. Aims & Objectives of society

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

4. Governance

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| Committee:  *(The society 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 society, 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 societies 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 society 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 elected Societies Officer 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 society 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 society members to inform them of the meeting, and RGU:Union shall also be notified.

All members of the society must be invited to attend and given at least fourteen days’ notice of the meeting. Only full, paid 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 society 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 society AGM must be circulated to the President (Communication and Democracy) within 10 working days of the AGM.

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

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

If a quorum is not present at a society 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 society committee and dealt with in consultation with the President (Communication and Democracy) and Vice President (Societies).

Any decisions of a society 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 society 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 society 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 society shall run from August to July each year
* Membership of a society shall be granted to any member of RGU:Union wishing to further the aims of the society, 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
* The first 10 members must be fully matriculated students of Robert Gordon University
* If the minimum number of ordinary members is reached, and within the membership level limits, then any other persons may be admitted to the society

8. Rules for your society

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

9. Society meetings

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