**DRAFT CONSTITUTION**

**Items shown in red are essential and should always be included:**

1. **GENERAL**
	1. The Society constituted by these laws shall be calledthe *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Society, hereinafter referred to as the “Society”.
	2. The Society shall be affiliated to the University of Dundee Students’ Association.
	3. The aims and objectives of the Society shall be:
		1. To………………….
		2. To………………….
2. **MEMBERSHIP**
	1. Full membership of this Society shall be opened to any matriculated student of the University of Dundee and to any other member of the Students’ Association who supports the aims stated in this constitution.
	2. Associate membership shall be opened to any other member of the University of Dundee.
	3. Extraordinary membership shall be opened to others.
	4. All full members have the right to:
		1. Attend all meetings, gatherings or events upon payment of any appropriate fees.
		2. Vote for such officers as are put up for election.
		3. To vote on all questions or policy within the Society.
	5. Associate and non-academic University of Dundee staff failing to satisfy the conditions in the above paragraph will still be eligible for Associate Membership.
3. **OFFICE BEARERS**
	1. The full members only shall elect an executive committee which shall include a President, a Vice President, a Secretary and a Treasurer; other members may be appointed at the discretion of the society’s AGM.
	2. The President will normally preside at all the meetings of the society and shall have a casting vote.
	3. The Vice President will cover for the President when they are not available.
	4. The Secretary shall deal with the correspondence of the society, the calling of meetings and the keeping of minutes of meetings.
	5. The Treasurer shall be responsible for the finances in accordance with the rules.
4. **REMOVAL OF OFFICE BEARERS**
	1. Office bearers can be removed following a vote of no confidence at an extraordinary general meeting (EGM). A simple majority is required to remove the office bearer.
	2. Any member can call an EGM subject to the discretion of the Vice President Student Activities (VPSA).
	3. A 10% turn out of Society members is required for meetings to be quorate.
	4. All meetings must have 7 days’ notice given by advertising in a conspicuous manner.
	5. The VPSA shall act as the returning officer and administer the secret ballot. Where the VPSA cannot attend, the Volunteer Development Co-ordinator at DUSA or another member of the DUSA Executive team for that year shall attend.
5. **ELECTIONS**
	1. Elections will be held at an Annual General Meeting specially called for this purpose.
	2. Voting will normally be by a show of hands unless a motion for secret ballot is passed by a simple majority of those present and voting. Any office falling vacant during the year shall be filled by co-option.
6. **MEETINGS**
	1. Quorum
		1. 10% shall form a quorum at general meetings.
		2. 50% shall form a quorum at Executive meetings.
	2. All meetings of the society must have seven days’ notice given by advertising in a conspicuous manner within the Students’ Association building and on other appropriate noticeboards.
	3. There shall be at least one meeting of the Society each year which shall be the Annual General Meeting at which reports by the President and Treasurer shall be read.
	4. Other meetings may be called by the Executive which itself must meet at least once a semester
7. **BYE LAWS AND STANDING ORDERS**
	1. The Society may draw up such bye laws and standing orders as deemed necessary for the proper conduct of its affairs.
	2. Bye Laws shall be amended by a two thirds majority of those members present and voting at a quorate meeting.
	3. Any clause in this Constitution shall be amended at any quorate meeting, provided:
		1. 7 days’ notice of the amendment has been given.
		2. two thirds of those present are voting in favour.
		3. it is not against the Constitution and Bye Laws of the Students’ Association.
		4. it receives the approval of the Vice President Student Activities.
	4. It is then the responsibility of the society to inform the VPSA of these changes.
8. **FINANCE**
	1. The Treasurer will be responsible for the financial matters of the society and see that claims against it are duly met.
	2. The individual members of the society and not the Students’ Association shall be liable for any deficit incurred by the Society.
	3. The society has the right to use the bank account supplied to it by DUSA
	4. Any cheques issued by the Society must be signed by the Treasurer and one other (named) member of the executive.
	5. The Treasurer will:
		1. Be responsible for keeping proper books showing the society’s financial transactions
		2. Prepare accounts for presentation at the society’s Annual General Meeting
		3. Be responsible for compiling an asset register and presenting it along with the Accounts.
	6. An account for the finances of the Society will be given to the Students’ Association on request.
	7. The Society will charge its members an annual subscription as agreed upon from time-to-time, at a quorate general meeting of the society.
	8. No member of a society or its committee may benefit financially from their involvement in the society unless for reimbursement of prior expenses agreed upon by the society.
	9. A society cannot be used as a business for profit.