

University of Glasgow Clubs and Societies Model Constitution

Please note this is a guide only. This model constitution sets out the **minimum requirements** for all clubs and societies to acknowledge in their own constitution. The onus is on each club/society to design a constitution that is relevant to their individual characteristics.

Annual Club/Society Affiliation to the SRC gives access to funding from the SRC and use of the SRC services

Items in **bold** must be included, accompanying notes are in *italics*.

1. NAME:

The title of the Club/Society

2. PURPOSES (OR AIMS):

A brief description of the aims and objectives of the Club/Society, i.e. what your society seeks to achieve that is not provided or covered by already existing clubs and societies on campus. Examples are below and you could use one of them or part of one. Give as much detail on how your club or society can benefit students and the wider community as you can.

Examples

"To advance the arts, culture, education, heritage, science and sport for students by providing amenities and supporting activities for students;

"To provide recreational facilities to students who are in need by reason of financial hardship or other disadvantage".

3. ACTIVITIES:

How your Club/Society will achieve its purpose or aims as set out above (E.g. Events, group visits, debates)

4. MEMBERSHIP

- 4.1 **Full membership shall be open to registered students of Glasgow University only.** *Full membership of the club/society must be open to all students. Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim and in compliance with anti-discriminatory legislation and best practice.*
- 4.2 **Non-students may join as Associate members.** *(Optional) This includes Glasgow University staff, students from other universities and members of the public.*
- 4.3 **Associate members (non-students) shall not account for more than 20% of the total membership.**

5. GOVERNANCE

- 5.1 **The Club/Society shall be under the control of membership.** *This still allows for the membership to delegate finance etc. to a board or executive or committee, provided this is specified by the constitution and is open to amendment by the membership. Society/club bank accounts must always be under the control of the CURRENT treasurer and president.*
- 5.2 **The Business of the Society shall be conducted by an elected committee.**
- 5.3 **Any member who is a registered student shall have full voting rights at General Meetings of the Club/Society.**
- 5.4 **At any General Meeting of the Club/Society, the weight assigned to the total vote of Associate members shall not exceed 10% of the total voting members present.** *The club/society may choose to assign no voting rights to associate members*
- 5.5 **The Club/Society shall have at least three office-bearers** *(e.g. President, Treasurer, Secretary) The SRC needs to be aware of who has responsibility in the club/society for correspondence, finance etc. You may assign different titles to these*

individuals or have additional office bearers. Society/club bank accounts must always be under the control of the CURRENT treasurer and president.

- 5.6 **Office bearers shall be elected by the membership at the Annual General Meeting or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy.** *All office-bearers must initially be elected by the board and the membership at the AGM. Those three office bearers named above must be elected by the membership, even in the event of a vacancy. Other vacancies can be filled by co-option etc., but the method must be specified in the constitution.*
- 5.7 **Any full member of the club/society is entitled to stand for the office bearer positions.** *Only a matriculated student of the University of Glasgow can be office bearer.*
- 5.8 **No full member should be barred from standing for office in the club/society unless the position is in existence for a particular group or community of interest,** *e.g. First year students or faculty groups. It is not acceptable to limit positions such as president to particular groups. A returning officer should be appointed for elections.*
- 5.9 **All elections must be held by secret ballot**
- 5.10 **All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.**
- 5.11 **The Annual General Meeting, at which office bearers shall be elected and where the Clubs/societies accounts shall be submitted and approved by the membership shall be called with not less than 10 working days notice to the membership.** *The membership must be given a financial statement on the year's accounts. Reasonable notice must be given by posters or a mailing list. The executive committee must investigate any complaints regarding inadequate notification.*
- 5.12. *Resignations from the Committee : Committee resignations shall be instituted by a letter of resignation to the secretary of the Club/Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.*

6. EQUAL OPPORTUNITIES STATEMENT:

As previously stated Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim. Below is a suggested text that you may incorporate into your constitution.

“Provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.”

7. DATA PROTECTION

The Club/Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals' consent. Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.

[Note to clubs/societies: If you are affiliated to a larger organisation such as a charity, you will need to check what data-sharing agreement you have with them, and inform your members of this. For some guidance on your responsibilities under the data protection rules, check out this page from Cambridge University: <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies>. You may wish to issue a privacy notice to your members to inform them of how their data is processed – for an example of a privacy notice see www.glasgowstudent.net/about/privacy-notice/]”

7. CONSTITUTIONAL AMENDMENTS

8.1 The membership may make constitutional amendments at the Annual General Meeting.

8.2 On receipt of a petition signed by 10 percent of the membership, the secretary shall give five working days notice of an Extraordinary General Meeting to consider submitted amendments.