Student Group Constitution

2023/24

Please fill in all sections marked as following: **<example 1>.**

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# Terminology

AGM – Annual General Meeting

BUCS – British Universities and Colleges Sport

MRA – Master Risk Assessment

SG(s) – Student Group(s)

ULSU – University of Leicester Students’ Union

UoL – University of Leicester

# Opening Statement

*The Student Group Constitution acts as the governing document for all Student Groups affiliated to the University of Leicester Students’ Union. It is submitted to the Activities & Volunteering Department with other affiliation documents each academic year and sits alongside the conduct matrix and additional policies issued by the University of Leicester and University of Leicester Students’ Union.*

*This constitution supersedes previous constitutions completed by the Student Group, and was adopted by the Activities & Volunteering Department following approval by the Activities & Volunteering Department, Representation and Support Manager, Activities Officer and Sports Officer on 01/06/2023.*

*By completing this document, the Committee Members of* ***<student group name>*** *for the duration of the* ***2023/24*** *academic year**will ensure that they are familiar with the contents of this document and make it available to all members of the Student Group when requested.*

# Status of the Constitution

* 1. **Constitutional Amendments**
     1. Amendments to the Constitution can only be approved by vote at a SG’s Annual General Meeting (AGM)
     2. When making changes from the template issued by the Activities & Volunteering Department, SGs should clearly indicate edits by highlighting as follows ***<example>***

# Aims of the Student Group

* 1. The aims of the SG for the 2023/2024 academic year will be as follows:
     1. <**aim**>
     2. <**aim**>
     3. <**aim**>
  2. These aims will be achieved through the following actions:
     1. <**action**>
     2. <**action**>
     3. <**action**>

# Student Group Affiliation Status

* 1. **Affiliation Eligibility**
     1. SGs are affiliated to ULSU upon the following criteria:
        1. The SG has unique aims and has demonstrated that the group is likely to be a feasible and sustainable venture.
        2. The three core Committee positions (President/Club Captain, Treasurer and Wellbeing and Inclusion Ambassador) have been elected in accordance with ULSU guidance prior to **1st 2023.**
        3. The SG demonstrates that they will abide by existing guidelines and policies issued by UoL and ULSU.
        4. All affiliation documents have been submitted alongside the completion of mandatory Committee Training by all Committee Members by the communicated deadlines**.**
     2. To become a Team Leicester Club, groups must also follow the process required by the Sport and Active Life Department.
  2. **Affiliation Privileges**
     1. Affiliated SGs have access to the following privileges with ULSU:
        1. A Student Group bank account (referred to as the **‘Funding Account’**), held by ULSU. This will be the **only** bank account held by the SG.
           1. Committee Members accept full administrative and financial responsibility for the SG and will ensure that the group remains in positive figures.
           2. Accounts for the past year will be presented at the AGM and termly accounts shall be presented to the rest of the Committee.
           3. The Committee must approve all expenditure related to the SG in advance. The Committee reserves the right to refuse re-imbursement for any non-approved purchases, unless it can be proved the purchase was essential, and that it was impossible to obtain permission at that time.
           4. The SG will comply with the financial regulations set by the SU Finance Department and will present its accounts for scrutiny on demand.
        2. Access to ULSU Services including but not limited to Room Bookings and Grant Funding.
        3. Participating in Students’ Union ‘Student Group only’ events.
        4. Access to a Student Group mini-site on [www.leicesterunion.com](http://www.leicesterunion.com).
        5. A Student Group distribution email (su-[studentgroupname]@le.ac.uk).
  3. **Suspension Criteria**
     1. The Activities & Volunteering Department holds the right to suspend the activities and privileges of a SG for a period of time for reasons including but not limited to:
        1. Abusing SG Privileges as stated in 5.2.
        2. The SG has failed to fill the three core Committee positions by **1st June 2023.**
        3. The SG has failed to complete relevant training and affiliation documents by the communicated deadline.
        4. The SG has breached ULSU and/or UoL constitution, conduct matrixor additional policies.
        5. The SG acts outside of the law.
        6. The SG acts in a way which endangers its membership.
  4. **Disaffiliation Criteria**
     1. In the event that a SG chooses to disaffiliate from ULSU, its assets will revert to ULSU. Any assets that have been purchased by an individual members can be retained by that member if sufficient evidence is supplied.
     2. A SG may be disaffiliated for reasons including but not limited to:
        1. Abusing SG Privileges as stated in 5.2.
        2. The SG has failed to fill the three core Committee positions by **1st June 2023.**
        3. The SG has failed to complete relevant training and affiliation documents by the communicated deadline.
        4. The SG has breached the constitution, conduct matrixor additional policies.
        5. The SG acts outside of the law.
        6. The SG acts in a way which endangers its membership.
        7. If a Team Leicester group, the group has failed to follow Sport and Active Life procedures.

# Student Group Committee

* 1. **Student Group Committee Status**
     1. The SG Committee will make all core decisions with regards to the running and activities of the SG, however will recognise that ULSU are the ultimate authority in all matters.
        1. For Team Leicester clubs, ULSU and Sport and Active Life are the ultimate authority in all matters.
     2. The SG Committee for the 2023/2024 academic year will be identified as the ‘Committee Elect’ from the time of being elected until **31st May 2023.**
        1. During this time, the 2023/2024 Committee will be exempt from the Vote of No Confidence procedure but will still be held to the constitution, conduct matrix and additional policies.
     3. The SG Committee for the 2023/2024 academic year will begin their time in position on **1st June 2023** until **31st May 2024.**
  2. **Committee Structure**
     1. The SG Committee must consist of three ‘core’ positions:
        1. President/Club Captain
        2. Treasurer
        3. Wellbeing and Inclusion Ambassador
     2. Where possible, the SG Committee shall consist of these additional positions for the 2023/2024 academic year:
        1. **<additional position 1>**
        2. **<additional position 2>**
        3. **<additional position 3>**
        4. **<additional position 4>**
  3. **Committee Eligibility**
     1. To be a member of a SG Committee, students must meet the following criteria:
        1. They must be a student at UoL for the duration of the 2023/2024 academic year.
        2. They must be over 18 years old as of 1st June 2023.
        3. They must have been a member of the group in the 2022/2023 academic year and plan to renew their membership in the 2023/2024 academic year.
        4. They must be democratically elected on [www.leicesterunion.com](http://www.leicesterunion.com) in line with ULSU guidance.
     2. Students who are on a year without residence are eligible to run for SG Committee positions.
     3. Students who are an on a year in industry/year abroad in the 2023/2024 academic year **cannot** run for SG Committee positions to be held in the 2023/2024 academic year.
     4. Students who are on a year in industry/year abroad in the 2022/2023 academic year may run for a SG Committee position to be held in the 2023/2024 academic year
     5. Students who are intending to return to UoL to study a postgraduate course are eligible to run for SG Committee positions but must step down if they are not successful in their application to continue study.
     6. All members of the Committee are volunteers and **cannot** be paid for their roles unless delivering a skill they are fully qualified for e.g. teaching, coaching etc. This shall be agreed at the start of term by all Committee Members and signed off by the Treasurer. Should the treasurer be receiving payment for a service they are qualified to deliver, two other core Committee Members must sign this off.
  4. **Committee Responsibilities**
     1. Whole Committee responsibilities include but are not limited to:
        1. Holding and attending regular Committee meetings.
        2. Holding an AGM.
        3. Acting as a signatory/approver on the SG’s funding account and all subsequent forms.
        4. Ensuring that the SG’s funding account remains in positive figures.
        5. Adhering to and upholding the values of the SG Constitution and any additional policies and guidelines issued including but not limited to GDPR guidance.
        6. Ensuring that all relevant paperwork is completed and submitted on time to the Activities & Volunteering Department, including but not limited to: Affiliation Documents, Events Documents, Financial Documents etc.
        7. Completing mandatory training and attending meetings as deemed necessary by the Activities and Volunteering Department and/or Sport and Active Life.
        8. Retaining confidentiality during and after their time in position and escalating situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
        9. Acting as Health & Safety leads for the SG, upholding the measures outlined in the Master Risk Assessment (MRA) and updating where necessary.
        10. Ensuring that all SG activities are Covid-19 compliant.
        11. Be responsible for recording accurate minutes of all Committee and General Meetings of the SG, and for the distribution of minutes and agendas for meetings.
        12. Be responsible for the SG mailing list and all communication using the SG mailing list
        13. Should ensure that members are aware of the Terms & Conditions of their membership.
        14. To work towards establishing a code of conduct for their members.
  5. **Individual Role Responsibilities (Core Roles)**
     1. The **President/Club Captain** of the SG should:
        1. Oversee the running of the SG.
        2. Represent the SG to ULSU, UoL and any external bodies.
        3. Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to the Activities & Volunteering Department.
        4. Ensure that all SG Committee Members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled Committee positions.
        5. Maintain an up-to-date copy of SG affiliation documents. If amendments are made, these must be sent to the Activities & Volunteering Department
        6. Not hold another core or non-core Committee role within the SG
     2. The **Treasurer** of the SG should:
        1. Keep an accurate record of all expenditure and income of the SG.
        2. Act as the primary signatory on the SG’s funding account.
        3. Be responsible for coordinating grant funding applications and other financial dealings with ULSU and external bodies.
        4. Process deposits and withdrawals from the SG’s funding account.
        5. Ensure prompt reimbursement of all approved expenditure.
        6. Ensure all funds (with the exception of external charity donations) are held and processed through the group’s funding account at ULSU.
        7. Ensure all charity fundraising and donation is line with ULSU guidance.
        8. Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM.
        9. Not hold another core or non-core Committee role within the SG
     3. The **Wellbeing and Inclusion Ambassador** of the SG should:
        1. Not act as a counsellor and only as a signposter.
        2. Be knowledgeable of and be able to signpost to support services offered by ULSU, UoL and the community.
        3. Uphold values of policies and codes of the conduct and promote this to the rest of the SG membership.
        4. Retain confidentiality during and after their time in position and escalate situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
        5. Not hold another core or non-core Committee role within the SG
  6. **Individual Role Responsibilities (Additional Roles)**
     1. The **<Additional Role 1>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
     2. The **<Additional Role 2>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
     3. The **<Additional Role 3>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
  7. **Disciplinary Procedures**
     1. Should a Committee Member fail to complete their roles as identified in the SG constitution, a Vote of No Confidence can take place however consultation with the Activities & Volunteering Department must take place.
     2. Should a Committee Member act in a manner which breaks the conduct matrix, University Senate Regulations or other conduct policies, a complaint can be issued to [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) or [Report and Support](https://reportandsupport.le.ac.uk/) to launch an investigation.

# Student Group Membership

* 1. **Eligibility**
     1. A SG’s ‘Standard Membership’ is available to all current students at UoL.
     2. A SG’s ‘Associate Membership’ is available to alumni and externals at a SG’s discretion.
     3. Groups may issue lifetime membership at their own discretion.
     4. All Team Leicester Clubs must abide by the Sport and Active Life Membership process.
  2. **Purchasing Membership**
     1. The SG Committee will determine the cost of membership annually. Membership costs for the 2023/2024 academic year are as follows:
        1. <£x> for Standard Membership (leave blank if group does not have this membership type).
        2. <£x> for Social Membership (leave blank if group does not have this membership type).
        3. <£x> for Associate Membership (leave blank if group does not have this membership type).
        4. <£x> for Lifetime Membership (leave blank if group does not have this membership type).
        5. <£x> for <Membership>.
     2. Unless specified by the SG Committee, standard and associate membership will commence on **1st September 2023** and expire on **1st June 2024**.
     3. Memberships can only be purchased through [www.leicesterunion.com](http://www.leicesterunion.com). Memberships purchased outside of this will not be recognised by the Students’ Union.
  3. **Revoking Membership**
     1. Student and Associate members can apply for a refund within 21 days of purchase by emailing [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk). All requests after this point are reviewed and granted at the discretion of the SG Committee.
     2. SG membership can be revoked as a result of the Students’ Union Conduct Matrix.
  4. **Membership Responsibilities**
     1. All SG members must:
        1. Adhere to UoL and ULSU’s governing documents, including but not limited to the Senate Regulations, Constitutions, Conduct Matrix and Policies. Failure to abide by these documents could result in a disciplinary.
        2. Endeavour to retain a copy of their proof of purchase for Student Group Membership.
  5. **Membership Privileges**
     1. Standard Members of a SG may:
        1. Attend all meetings and activities hosted by the SG.
        2. Vote in all Annual General, Emergency General and General Meetings.
        3. Stand for election to and hold positions on the SG Committee providing they meet eligibility criteria (6.3).
        4. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes.
        5. Come to the Activities & Volunteering Department with any issues regarding the SG Committee.
        6. Raise a Vote of No Confidence against a Committee Member.
     2. Associate Members of a SG may:
        1. Attend all meetings and activities hosted by the SG.
        2. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes.
        3. Come to the Activities & Volunteering Department with any issues regarding the SG Committee.
     3. Associate Members of a SG may **not:** 
        1. Stand for any Committee position.
        2. Vote in any SG elections or votes hosted by the SG.
        3. Count as members for the purpose of assessing ULSU Funding applications.
        4. Raise a Vote of No Confidence against a Committee Member.
     4. Lifetime Members who are **current students** of UoL have the same privileges as Standard members as described in 7.5.1.
     5. Lifetime members who are **not** current students of UoL may not:
        1. Stand for any Committee position.
        2. Vote in any SG elections or votes hosted by the SG.
        3. Count as members for the purpose of assessing ULSU Funding applications.
        4. Raise a Vote of No Confidence against a Committee Member.

# Student Group Declaration 2023/2024

By signing the constitution, the Committee of <**student group name**> confirm that:

* All Student Group elections were run democratically in accordance with the University of Leicester Students’ Union guidelines
* All Committee Members will be registered students with the University of Leicester in the 2023/2024 academic year and not on a year in industry/year abroad.
* All Committee Members agree to have personal data held by the University of Leicester Students’ Union in relation to the position they hold and be contacted using this until **31st July 2024** whereupon all data will be deleted with the exception of name, Student Group and Committee position. This information will be used to confirm Committee positions in requested references.

# Signatures

Please insert a digital signature or, alternatively, take a picture of your written name and insert into this document.

This document should be sent to [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) as part of your affiliation documents by **1st July 2023**.

President/Club Captain

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Treasurer

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Wellbeing and Inclusion Ambassador

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |