Club & Societies

Constitution

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| Name of Club/Society: |
| AUBSU …………………………………………………………………………………………………………………… Club/Society |

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| Aims and Objectives: |
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| Membership: |
| * Membership is open to all members of Arts University Bournemouth Students’ Union (AUBSU). * Associate Membership is open to: * Students of Bournemouth University. * Staff members of Arts University Bournemouth. * Staff members of Bournemouth University. * All Clubs/Societies must have a membership fee. This fee is to be discussed with AUBSU and is subject to change each academic year. * A minimum number of 5 Members is required for the Club/Society to retain affiliation. |

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| Committee: |
| * The Committee shall consist of at least 3 Members. * The Committee shall be elected by fair democratic vote in the Annual General Meeting (AGM). * Committee roles must include: * Captain (Club) / President (Society) * Treasurer * Secretary * The Committee are responsible for:   a) Promotion of the Club/Society throughout the year to attract membership.  b) Ensuring that activities and the use of funds reflect the aims and objectives of the Club/Society and are the benefit of all Members.  c) Preparing agendas and recording minutes for all Club/Society meetings, including the Annual General Meeting (AGM).  d) Ensuring that the Club/Society is represented at all relevant AUBSU training and meetings.  e) Upholding all AUBSU policies and procedures in accordance with the AUBSU constitution.  f) Preparing a handover for their successors.  g) Preparing an annual development report at the end of year.  h) Developing a budget and maintaining finances accordingly.  i) Risk assessing all Club/Society activities and ensuring they are run in accordance with any safety requirements.  j) Properly securing and maintaining all Club/Society equipment including that borrowed from AUBSU, and advising AUBSU appropriately on the equipment needs of the Club/Society.  k) Keeping AUBSU up-to-date with all Club/Society activities.  l) Remaining actively engaged and leading from the front by example.  m) Acting upon agreements made in Committee meetings.  n) Appointing an appropriate person from amongst the Members to be responsible for overseeing each election within the Club/Society. This person cannot be a candidate in the election and must remain impartial throughout the election process.  o) Maintaining the Club/Society page on the AUBSU website with news, pictures, events, contact details and meeting times and places.   * Committee Members may be removed from their position if they are found to be not fulfilling their role. They will be invited for a meeting with AUBSU where their position will be reviewed. If they do not attend without good reason or continue to neglect their role, it will be assumed that they no longer want their role in the committee. |

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| Voting and Elections: |
| * A fair, secret ballot will elect all Committee Members during the AGM in the Spring Term. * All Committee Members are elected for a period of one academic year, starting July 1st of the year of appointment. * In the case of dispute about the process or outcome of the Club/Society election, the President of AUBSU will be asked to arbitrate. The decision of the AUBSU President will be final. * Elections must be run as a fair process with all regulations and nominees publicized at least 3 days before each election commences. * If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an Extraordinary General Meeting (EGM). A Member may be co-opted on to the committee, but they will not have the same decision making powers as an elected Committee Member. * Committee Members may be removed from their position by a motion of no confidence by a two-thirds majority of active Club/Society Members present at an EGM. |

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| AGMs, EGMs, and Meetings: |
| * Each meeting must be publicized appropriately at least 3 days in advance. Meetings shall be held in term-time. * A Club/Society meeting may be called if 25% of active Members present a petition to the Committee requesting a meeting. In the absence of the Committee, the petition should be presented to the President of AUBSU.   An AGM will be held every year with the purposes of:   * Electing the new Committee for the following year. * Delivering the annual report from the Chair, which has been compiled by the out-going Committee. * Presenting a financial report. * Prepare plans for the following year * Minutes and decisions from the AGM, including election results will be publicized appropriately by the Club/Society after the meeting, and will be submitted to AUBSU within 7 days of the meeting. * Failure to hold an AGM may result in the Club/Society no longer being affiliated with AUBSU. |

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| Finances and Resources: |
| * A membership fee is required from all Club/Society Members, including Committee Members. The Club/Society will set this fee through the budgeting process. * There may be a charge to take part in and attend some Club/Society activities in addition to the membership fee. * All Club/Society equipment shall remain property of AUBSU, and will be cared for and maintained appropriately by the Club/Society. * No Club/Society may enter into a contract with a third party without prior written consent of AUBSU. * Members may not receive financial payment or profit as a result of the Club/Society activities. * Funding applications must be submitted to AUBSU’s Executive Officer Committee Meetings. * Each Club/Society will have a “jam jar” account with incoming and outgoing recorded. * AUBSU will offer funding to Clubs/Societies based on the amount in the jam jar accounts, funds raised by the Club/Society, expected expenditure and the purpose of the funding. |

Please sign overleaf:

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| All Committee Members and AUBSU Activities Coordinator must sign this: | | |
| **APPROVAL** | | |
| **President/Captain:** |  | **Date:** |
| **Secretary:** |  | **Date:** |
| **Treasurer:** |  | **Date:** |
| **Activities Coordinator:** |  | **Date:** |