 Club & Societies

Constitution 2024/25

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| Name of Club/Society: |

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| Aims and Objectives: |
| This Club/Society supports the overall educational aims of AUBSU and the University by enhancing the student experience through co-curricular learning, collaboration, and personal development. This is achieved through:---  |

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| Membership: |
| * Membership is open to all members of Arts University Bournemouth Students’ Union (AUBSU).
* Associate Membership is open to:
* Students at 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 is responsible for:**1. Promotion of the Club/Society throughout the year to attract membership.
2. Ensuring that activities and the use of funds reflect the aims and objectives of the Club/Society and are the benefit of all Members.
3. Preparing agendas and recording minutes for all Club/Society meetings, including the Annual General Meeting (AGM).
4. Ensuring that the Club/Society is represented at all relevant AUBSU training and meetings.
5. Upholding all AUBSU policies and procedures in accordance with the AUBSU constitution.
6. Preparing a handover for their successors.
7. Preparing an annual development report at the end of year
8. Developing a budget and maintaining finances accordingly.
9. Risk assessing all Club/Society activities and ensuring they are run in accordance with any safety requirements.
10. 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.
11. Keeping AUBSU up to date with all Club/Society activities.
12. Remaining actively engaged and leading from the front by example.
13. Acting upon agreements made in Committee meetings.
14. 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.
15. Maintaining the Club/Society page on the AUBSU website with up to date and correct info (aims, meeting times and places) tickets, events, contact details.

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 publicised 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 publicised appropriately at least 5 working 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 purpose of:*** Electing the new Committee for the following year on time and democratically.
* 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 publicised 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 a contract with a third party without prior written consent of AUBSU.
* No Club/Society may operate a bank account separate to their account with AUBSU.
* Members may not receive financial payment or profit because of the Club/Society activities.
* Funding applications must be submitted to AUBSU’s Student Council Meetings, emailed to studentsunion@aub.ac.uk
* Each Club/Society must not spend additional money without agreement from the Students Union as it may not be reimbursed.
* Each Club/Society will have a “jam jar” account with incoming and outgoing recorded. For clarity, *jam jar is a virtual budget account managed by AUBSU that records each group’s income and expenditure.*
* AUBSU expect clubs and societies to cover the majority of their costs through fundraising activities such as membership fees and fundraising events. AUBSU may fund activities approved by the Student Council, on an ad-hoc basis.
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| President/Chair: |  | Date: |
| Secretary: |  | Date: |
| Treasurer: |  | Date: |
| AUBSU President |  | Date: |