



CONSTITUTION OF SOCIETY NAME

Officer Champion	TBC
Staff Champion	Opportunities & Events Manager
Version Number	Version 5 - May 2025
Approval bodies and date passed	Deputy CEO - (INSERT SABBATICAL OFFICER ROLE HERE) - Christable Services Sub-Committee -

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Article 1. Society Name

- a. The name of this Society is the Christ Church Students' Union **[INSERT NAME HERE]** Society. Throughout this document it will be referred to as 'the Society'.

Article 2. Aims and Objectives

- a. The main objectives of the Society are:
 - i. **[INSERT AS MANY AS REQUIRED HERE]**
- b. A motion to amend these objectives can be submitted to the Society's Annual General Meeting.

Article 3. Governance

- a. This Constitution establishes the autonomy of the **[INSERT NAME HERE]** Society under the supportive umbrella of Christ Church Students' Union, but for the avoidance of doubt, the **[INSERT NAME HERE]** Society shall not be considered legally separate from Christ Church Students' Union.
- b. Governance of the Society shall be in accordance with; starting with the highest authority:
 - i. the Articles of Association of Christ Church Students' Union;
 - ii. the Bye-Laws of Christ Church Students' Union; and
 - iii. this Constitution.
- c. The Board of Trustees of Christ Church Students' Union may, from time to time, insert any 'standard clauses' deemed fit and necessary into the constitution of all clubs and societies. If this is the case the Society Committee will be notified in advance and will be made aware of when this shall take effect.
- d. The Society shall have a number of key decision-making bodies. Starting with that of highest authority, they are the following,
 - i. The Annual General Meeting and Extraordinary General Meeting consisting of all Members of the Society;
 - ii. The Society General Meeting consisting of all Members of the Society;
 - iii. The Society Committee Meeting consisting of all elected Committee Members; and
 - iv. The Society Executive Committee Meeting consisting of the three (3) compulsory Committee positions.

Article 4. Approval of Establishment of the Society

- a. All societies must be established via the mechanism detailed in the Bye-Laws of Christ Church Students' Union.

Article 5. Amendments to this Constitution

- a. A quorate Annual General Meeting of the Society shall be the sole body to amend the non-'standard clauses' of this Constitution.
- b. The Board of Trustees may, from time to time, amend the 'standard clauses' of this Constitution as it sees fit. The Society will be notified of any changes.
- c. Any proposed amendments must be presented to the Opportunities & Events Manager for approval at least twenty eight (28) days before the Annual General

Meeting of the Society and may not include amendments to the 'standard clauses' as established by the Board of Trustees.

- d. All amendments to the Constitution, with the exception of Article 10c, shall require a two thirds (67%) majority of Society members.

Article 6. Interpretation

- a. In the event of a dispute as to the interpretation of any part of the Constitution a ruling of the Opportunities & Events Manager shall be sought.
- b. In the event of a challenge to the Opportunities & Events Manager's ruling the decision of the Deputy CEO shall be final.

Article 7. Membership

- a. For a Society to be considered active and receive support from Christ Church Students' Union it must maintain at least six (6) active Members, the majority of whom must be current students of Canterbury Christ Church University.
- b. Full Membership is open to all current members of Christ Church Students' Union.
- c. Associate Membership is available to non-members of Christ Church Students' Union but will be subject to an additional fee as determined by the Opportunities & Events Manager.
- d. For the avoidance of doubt, persons shall only be considered Members if they have paid their membership fee for that academic year.

Article 8. Membership Entitlement

- a. All Members of the Society, whether Full or Associate, shall be entitled to:
 - i. Attend, speak and place items on the agenda at all Society Annual General Meetings, Extraordinary General Meetings and General Meetings;
 - ii. Partake in Society events; and
 - iii. Inspect the Society accounts at seven (7) calendar days notice.
- b. All Full Members of the Society are also entitled to:
 - i. Stand and vote in Society Committee Elections; and
 - ii. Vote at all Society Annual General Meetings, Extraordinary General Meetings and General Meetings.

Article 9. The Executive Committee

- a. The Executive Committee shall normally have a minimum of three (3) members.
- b. The Executive Committee is responsible for:
 - i. Upholding, and operating within, the stated objectives of the Society;
 - ii. Adhering to this Constitution;
 - iii. Promoting the society and attracting membership;
 - iv. The day-to-day running of the Society;
 - v. Ensuring the Society's compliance with all policy and procedures of Christ Church Students' Union and Canterbury Christ Church University;
 - vi. Preparing and producing the agendas and minutes for any meetings held;
 - vii. Devising, with Christ Church Students' Union support, an annual budget;
 - viii. Devising, with Christ Church Students' Union support, an Annual Report;

- ix. The representation of the society at relevant Christ Church Students' Union and Canterbury Christ Church University functions; and
- x. Organising Committee handovers.

Article 10. Executive and Committee Positions

- a. The Society will fill the following Executive positions.
 - i. The President who shall:
 - 1. Be responsible for the leadership and general day-to-day running of the Society, including but not limited to calling regular meetings;
 - 2. Be entitled to represent the Society at all times in matters affecting its interests, including but not limited to communicating with relevant organisations; and
 - 3. Be entitled to take the Chair at all meetings of the Society at which they are present.
 - ii. The Vice-President who shall, in summary:
 - 1. Be responsible for supporting the President, and deputising where appropriate;
 - 2. Be responsible for assisting the President in the calling of any and all meetings, including informing the Members;
 - 3. Be responsible for the preparation of agendas for such meetings; and
 - 4. Be responsible for the keeping and preparing of minutes in respect of such meetings and their timely provision to Members.
 - iii. The Treasurer who shall:
 - 1. Be responsible for the finances of the Society and accountable in respect of those finances to all Members of the Society and to the President; and
 - 2. Prepare reports and estimates of expenditure and income, at such times as such reports shall be required by the President or the Committee.
- b. The Society shall also fill the following non-executive positions:
 - 1. Inclusion Officer;
 - 1. **[INSERT AS MANY AS REQUIRED HERE]**
- c. **The Committee may decide annually which, if any, additional positions are applicable, subject to approval by the (INSERT SABBATICAL OFFICER ROLE HERE).**
- d. An Executive Committee Officer is not permitted to assume any other Executive positions.
- e. A Society member may hold more than one non-executive position.

Article 11. Election of Committee Members

- a. Every year the Society will hold elections for all the Committee positions. The Society shall be advised of the elections scheduled by the Opportunities & Events Manager by the end of March each year. Those elected will take post from 1st July.

- b. Nominations.
 - i. All Full Members shall be entitled to stand for any position, subject to Article 10d; and
 - ii. There is no limit to the number of terms a candidate can serve in any one position.
- c. Campaigning:
 - i. The Society shall give consideration as to how candidates will be able to communicate their objectives to voting members.
- d. Voting
 - i. The vote shall be hosted via Christ Church Students' Union online platform.
 - ii. The vote shall be by Single Transferable Vote of Full Members.
 - iii. Voting will be open for a period of forty eight (48) hours.
 - iv. The quorum for a valid election is at least 25% of Full Members.
 - v. The Student Voice Coordinator, or representative, shall act as the returning officer for the count of votes.

Article 12. Co-option

- a. If for any reason a Committee Member is temporarily unable to fulfil their position the Society Committee may co-opt another Full Member into that role.
- b. This process should normally be carried out as an emergency measure only, taking into account the specific circumstances, and must normally follow a request of the Committee Member to temporarily relinquish their duties.
- c. The process for co-option is:
 - i. Where a Committee Member has decided to relinquish their position, the Committee Member must notify the Society President, (INSERT SABBATICAL OFFICER ROLE HERE), and the Opportunities & Events Manager of their intention in writing or via email.
 - ii. Where a position remains vacant and the President wishes to co-opt, the Society President must notify the (INSERT SABBATICAL OFFICER ROLE HERE) and the Opportunities & Events Manager of the name and contact details of the co-opted person.

Article 13. Resignation

- a. When a Committee Member wants to resign from their post they must notify the President, (INSERT SABBATICAL OFFICER ROLE HERE), and the Opportunities & Events Manager of their intention via email.
- b. Resignations will, up until the end of February, trigger a by-election for that position.
- c. Vacancies from March onwards will remain vacant, or co-opted according to Article 12, until such a time when the Committee-position elect is able to assume the role.

Article 14. Committee Handover

- a. The President, with the assistance of the Committee, (INSERT SABBATICAL OFFICER ROLE HERE), and the Opportunities & Events Manager is responsible for arranging, facilitating and cooperating in the handover from one year to the next.

- b. Handover shall include all knowledge, documentation (physical and electronic), social media accounts, equipment and assets and any other property.

Article 15. Society Annual General Meeting (AGM)

- a. The purpose of an AGM is to:
 - i. Approve the Annual Report of the previous year;
 - ii. Approve the Financial Report of the previous year; and
 - iii. Prepare plans for the following academic year.
- b. The Society AGM will be held in the second semester.
- c. The AGM shall be called by the Treasurer, at the request of the President or the **(INSERT SABBATICAL OFFICER ROLE HERE)**.
- d. Christ Church Students' Union and Society Members must be notified of the AGM meeting electronically at least twenty eight (28) days in advance. This notification shall include the time, place and purpose of the Meeting, along with a call for any additional Agenda items.
- e. The Agenda shall be based upon the standard template issued by Christ Church Students' Union with items added at the request of Members. Additional Agenda items must be received no later than seven (7) days in advance of the AGM.
- f. The AGM shall be chaired by the President, or if the President is not available the chair shall be voted upon by the Meeting.
- g. The Social Secretary shall take minutes of the Meeting.
- h. Associate Members are entitled to place items on the agenda, attend and speak.
- i. Full Members are entitled to place items on the agenda, attend, speak and vote.
- j. Christ Church Students' Union representatives are not required to attend however, representatives are entitled to attend.
- k. Quorum for an AGM shall be 50%+1 of all Full Members.

Article 16. Society Extraordinary General Meeting (EGM)

- a. EGM's can be called if a matter of importance needs to be discussed e.g. changes to the Committee or by-election(s).
- b. EGM's may be called by:
 - i. A majority vote of the Society Committee;
 - ii. A petition of 25% of all Members; and
 - iii. At the request of the Union Society Executive Committee.
- c. The operation of the EGM shall be the same as an AGM, with the exception that fourteen (14) days notice is required.

Article 17. General Meetings

- a. The Society General Meeting will meet **[INSERT THE USUAL FREQUENCY OF MEETINGS]**.
- b. The purpose of the General Meetings is to:
 - i. **[INSERT PRIMARY PURPOSES OF MEETINGS];**
- c. A General Meeting shall be called by the Treasurer, either;
 - i. At the request of the President;
 - ii. At the request of the majority of the Society Committee; or
 - iii. At the request of 10% of all Members.

- d. Society Members must be notified of the General Meeting electronically at least seven (7) days in advance. This notification shall include the time, place and purpose of the Meeting, along with a call for any additional Agenda items which must be received no later than twenty four (24) hours in advance of the Meeting.
- e. The Social Secretary shall take minutes of the Meeting.
- f. Associate Members are entitled to place items on the agenda, attend and speak.
- g. Full Members are entitled to place items on the agenda, attend, speak and vote.
- h. Christ Church Students' Union representatives are not required to attend, but may wish to attend, the General Meeting..

Article 18. Society Committee Meetings

- a. The Society Committee consists of persons of all properly elected positions as detailed in Article 10.
- b. The Society Committee will meet **[INSERT THE USUAL FREQUENCY OF MEETINGS]**
- c. The purpose of these meetings are to:
 - i. **[INSERT PRIMARY PURPOSES OF MEETINGS]**
- d. Committee Meetings will be called by the President, or at least two other members of the Executive Committee.
- e. The Committee must be notified of the Meeting electronically at least seven (7) days in advance. All Committee members are entitled to be present and participate at a Committee Meeting.

Article 19. Membership Fees

- a. The membership fee for the Society will be set annually at an agreed level by the Executive Committee and Christ Church Students' Union, according to the funding guidelines agreed by the Board of Trustees.
- b. The minimum permitted membership fee for a society shall be £5.
- c. Membership to the Society must be purchased online at www.ccsu.co.uk.
- d. Membership is valid from the date purchased until the 30th June.
- e. Members should be aware that their membership fee does not necessarily cover all costs and society activities. Other costs may occur during the year.
- f. All Members of the Society must have paid their membership fee in full when they join.
- g. The Society should assist Christ Church Students' Union in ensuring that only students or associates who have paid for membership are active within the Society. Any society found to have unpaid but active members will be subject to the disciplinary procedures set out in the Bye-Laws of Christ Church Students' Union.
- h. Christ Church Students' Union shall not be held or considered liable for the actions or injury of any student or associate who has not purchased the appropriate membership.

Article 20. Society Finance

- a. Christ Church Students' Union will hold the Society's 'bank accounts'.
- b. Christ Church Students' Unions Finance Policy & Procedures (available at www.ccsu.co.uk) should be followed by the Society and all Members at all times, including when sourcing any sponsorship.

- c. Society membership money and any additional funding may only be spent in pursuit of the aims and objectives of the Society as outlined within this Constitution.
- d. Any work undertaken by a person on behalf of the Society (i.e. driving the minibus) is deemed voluntary and that person is not entitled to seek payment for their services.
- e. The Treasurer must submit a proposed budget to the Opportunities & Events Manager by the end of September. The Opportunities & Events Manager will assist with this if requested to do so. This budget must detail the proposed activities of the Society for the year.
- f. Any money remaining in the Society's account at the end of the academic year will roll over to the following year. Members are not entitled to refunds on any of their fees or expenses except in exceptional circumstances which shall be at the discretion of the Treasurer and Christ Church Students' Union.
- g. Neither the Society, nor Christ Church Students' Union, accepts any liability for any debt or other obligation incurred by the Committee or other Members, whether or not it is incurred on behalf of the Society.
- h. Any society or Society Member found to be operating outside of Article 20 may be suspended pending an investigation in accordance with the Code of Conduct and the Bye-Laws of Christ Church Students' Union.

Article 21. Complaints

- a. Complaints regarding Society business should at first attempted to be resolved informally within the Society.
- b. If it has not been possible to agree on a resolution then the (INSERT SABBATICAL OFFICER ROLE HERE) and the Opportunities & Events Manager should be called on for guidance and potential arbitration.
- c. Complaints of a personal nature shall not be considered under the governance of this Constitution or the Bye-Laws of Christ Church Students' Union unless it is determined by the Deputy CEO, or representative, that a material breach of the Code of Conduct has occurred relating to the operation of the Society.
- d. All students are subject to the Student Procedures of Canterbury Christ Church University at all times.

Article 22. Vote of No Confidence (VNC)

- a. Members of the Society Committee may be removed by a vote of no confidence.
- b. In order to achieve a vote of no confidence a petition must be circulated amongst all Full Members of the Society.
- c. To be accepted by Christ Church Students' Union this petition must hold a minimum of two thirds of the current Full Members' signatures (or, should the petition be circulated electronically, associated student ID numbers).
- d. If a petition that has a two thirds majority has been achieved, the petition organiser must notify the President, the (INSERT SABBATICAL OFFICER ROLE HERE), and the Opportunities & Events Manager.
- e. For the avoidance of doubt, removal from a Committee position does not equate to removal from membership of the Society but it does prohibit that person from running for the same position again or being co-opted into any position within the Society.

Article 23. Removal of Members

- a. Members may have their membership removed by Members of the Society.
- b. In order to remove a Member a petition must be circulated amongst all Members of the Society and achieve a two thirds majority of all Members.
- c. To be accepted by Christ Church Students' Union this petition must hold a minimum of two thirds of Full Members' names and associated signatures (or, should the petition be circulated electronically, associated student ID numbers) at the time the petition is received.
- d. If a petition that has a two thirds majority has been achieved, the petition organiser must notify the Society President, the (INSERT SABBATICAL OFFICER ROLE HERE), and the Opportunities & Events Manager.
- e. For the avoidance of doubt, removal of membership of the Society prohibits that person from re-joining the Society at any stage, but does not prohibit that person from continued participation in or joining other societies or clubs.

Article 24. Disbanding the Society

- a. If it is deemed by the Committee, with a two thirds majority vote at an AGM or EGM, that the Society is no longer viable then it may be disbanded.
- b. If the Society is deemed to be dormant or extinct the Union Society Executive Committee may also disband the Society.
- c. Any funds remaining in the Society's bank account at the time of dissolution will be transferred into the Access to Opportunities Fund.

Article 25. Declaration

- a. As President, I declare that I have read this Constitution in its entirety and do hereby agree to be bound and uphold this Constitution both in letter and spirit.
- a. As President, I commit to best efforts to ensure other members of the Society, not least the Executive Committee, uphold this Constitution.
- b. By signing below I agree to and shall abide by:
 - i. The values of Christ Church Students' Union;
 - ii. The Articles of Association of Christ Church Students' Union;
 - iii. The Bye-Laws of Christ Church Students' Union;
 - iv. Christ Church Students' Unions Code of Conduct;
 - v. The Varsity Code of Conduct;
 - vi. The Free Speech Code of Practice;
 - vii. The Student Media Editorial Policy DELETE IF NOT APPLICABLE;
 - viii. The Data Protection Policy;
 - ix. The Freedom of Speech Policy;
 - x. All Union and University policies relating to social media;
 - xi. Any other current reasonable and relevant policy and procedure of Christ Church Students' Union; and
 - xii. The rules, policies and procedures that I am bound to as a Canterbury Christ Church University student.
- c. I understand that any breach of Article 25 is likely to result in sanction and/or removal from elected office.

Signed

Alex Cotter, Opportunities & Events Manager	
PRESIDENT NAME SOCIETY NAME President 2023/24	
Date	