



CONSTITUTION OF **CLUB NAME**

Officer Champion	President (Student Life)
Staff Champion	Opportunities & Events Manager
Version Number	Version 6 - May 2025
Approval bodies and date passed	Deputy CEO - President (Student Life) - Charitable Services Sub-Committee -

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Article 1. Club Name

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

Article 2. Aims and Objectives

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

Article 3. Governance

- a. This Constitution establishes the autonomy of the **[INSERT NAME HERE]** Club under the supportive umbrella of Christ Church Students' Union, but for the avoidance of doubt, the **[INSERT NAME HERE]** Club shall not be considered legally separate from Christ Church Students' Union.
- b. Governance of the Club 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 Club Committee will be notified in advance and will be made aware of when this shall take effect.
- d. The Club 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 Club;
 - ii. The Club General Meeting consisting of all Members of the Club;
 - iii. The Club Committee Meeting consisting of all elected Committee Members; and
 - iv. The Club Executive Committee Meeting.

Article 4. Approval of Establishment of the Club

- a. All sports clubs must be established via the mechanism detailed in the Bye-Laws of Christ Church Students' Union.
- b. Establishment of sports clubs is subject to sufficient facilities, funding, and support available from Christ Church Students' Union and Canterbury Christ Church University.

Article 5. Amendments to this Constitution

- a. A quorate Annual General Meeting of the Club 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 Club 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 Club 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 Club 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 Club to be considered active and receive support from Christ Church Students' Union it must maintain the minimum number of participants required to make an effective team, the majority of whom must be current members of Christ Church Students' Union. For the [INSERT NAME HERE] Club at least [INSERT NUMBER HERE] shall be required.
- b. Full Membership is open to all current members of Christ Church Students' Union.
- c. Social Membership is available to all current members of Christ Church Students' Union, but such membership is restricted to participation in social activities.
- d. 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.
- e. For the avoidance of doubt, persons shall only be considered Members if they are up to date with their membership fees for that academic year.

Article 8. Membership Entitlement

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

Article 9. The Executive Committee

- a. The Executive Committee shall have a minimum of four (4) members.
- b. The Executive Committee is responsible for:
 - i. Upholding, and operating within, the stated objectives of the Club;
 - ii. Adhering to this Constitution;
 - iii. Promoting the Club and attracting membership;

- iv. The day-to-day running of the Club;
- v. Ensuring the Club's compliance with the 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 Club 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 Club will fill the following Executive positions.
 - i. The President who shall, in summary:
 - 1. Be responsible for the leadership and general day-to-day running of the Club, including but not limited to calling regular meetings;
 - 2. Be entitled to represent the Club 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 Club 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, in summary:
 - 1. Be responsible for the finances of the Club and accountable in respect of those finances to all Members of the Club 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.
 - iv. The Wellbeing Officer who shall, in summary:
 - 1. Further and advocate the wellbeing of students, individually and collectively, whilst enhancing student involvement in the club.
 - 2. Work alongside fellow club members to ensure a positive and inclusive environment at training, socials and match days.
 - 3. Ensure the club does not tolerate any form of discrimination, and champion the Expect Respect agenda.
 - 4. Signpost students who are struggling with their wellbeing; and
 - 5. Be actively involved in the Union's wellbeing campaigns.

- b. The Club shall also fill the following non-executive positions:
 - i. Social Secretary;
 - ii. **[INSERT AS MANY AS REQUIRED HERE]**
- c. **The Committee may decide annually which, if any, additional positions are applicable, subject to approval by the President (Student Life).**
- d. An Executive Committee Officer is not permitted to assume any other committee position.
- e. A Club member may hold more than one non-executive position.

Article 11. Election of Committee Members

- a. Every year the Club will hold elections for all the Committee positions. The Club 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 Club 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' Unions online platform;
 - ii. The vote shall be by Single Transferable Vote of Full Members;
 - i. Voting will be open for a period of forty eight (48) hours;
 - iii. The quorum for a valid election is at least 25% of Full Members; and
 - iv. 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 Club 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 wishes to relinquish their position, the Committee Member must notify the Club President, President (Student Life) and the Opportunities & Events Manager of their intention via email;
 - ii. Where a position remains vacant and the President wishes to co-opt, the Club President must notify the President (Student Life) 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 Club President, the President (Student Life), 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 Club President, with the assistance of the Committee, the President (Student Life) 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. Club 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 Club 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 President (Student Life).
- d. Christ Church Students' Union and Club 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 and Social 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. Club 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 Club Committee;

- ii. A petition of 25% of all Members; and
- iii. At the request of the Team Christ Church 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 Club 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 Club Committee; or
 - iii. At the request of 10% of all Members.
- d. Club 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 and Social 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. Club Committee Meetings

- a. The Club Committee consists of persons of all properly elected positions as detailed in Article 10.
- b. The Club 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 Club 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. In addition to the membership fee to the Club, a fee will be due to participate in sport which shall be paid to Christ Church Sport & Active Health. This fee is determined upon by the Club Sport Partnership Strategic Group.
- c. Membership to the Club must be purchased online at www.ccsu.co.uk.

- d. Membership is valid from the date purchased until 30th June. Members should be aware that their membership fee does not necessarily cover all costs and Club activities. Other costs may occur during the year.
- e. The Club should assist Christ Church Students' Union in ensuring that only students or associates who have paid for membership are active within the Club. Any club 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.
- f. 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. Club Finance

- a. Christ Church Students' Union will hold the Club's 'bank accounts'.
- b. Christ Church Students' Unions Finance Procedures should be followed by the Club and all Members at all times, including when sourcing sponsorship.
- c. Club membership money and any additional funding may only be spent in pursuit of the aims and objectives of the Club as outlined within this Constitution.
- d. Any work undertaken by a person on behalf of the Club (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 July. The Opportunities & Events Manager will assist with this if requested to do so. This budget must detail the proposed activities of the Club for the year.
- f. Any money remaining in the Club'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 club fees except in exceptional circumstances. This is at the discretion of the Treasurer and Christ Church Students' Union.
- g. Neither the Club, 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 Club.
- h. Any Club or Club Member found to be operating outside of Article 20 may be suspended pending an investigation in accordance with the Bye-Laws of Christ Church Students' Union.

Article 21. Complaints

- a. Complaints regarding Club business should at first be attempted to be resolved informally within the Club.
- b. If it has not been possible to agree on a resolution then the President (Student Life) 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 Club.
- 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 Club 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 Club and achieve a two thirds majority of Full Members.
- c. To be accepted by Christ Church Students' Union this petition must hold a minimum of two thirds of Full Members' names and 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 Club President, the President (Student Life) 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 Club but it does prohibit that person from running for the same position again or being co-opted into any position within the Club.

Article 23. Removal of Members

- a. Members may have their membership removed by Members of the Club.
- b. In order to remove a Member a petition must be circulated amongst all Members of the Club 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 Club President, the President (Student Life) and the Opportunities & Events Manager.
- e. For the avoidance of doubt, removal of membership of the Club prohibits that person from re-joining the Club at any stage, but does not prohibit that person from continued participation in or joining other Team Christ Church clubs.

Article 24. Disbanding the Club

- a. If it is proposed by the Executive Committee, with a two thirds majority vote at an AGM or EGM, that the Club is no longer viable then it may be disbanded.
- b. If the Club is deemed to be dormant or extinct the Team Christ Church Executive Committee may also disband the Club.
- c. Christ Church Students' Union may also disband the Club, subject to Article 7a.
- d. Any funds remaining in the Club's account at the time of dissolution will be transferred to 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.
- b. As President, I commit to best efforts to ensure other members of the Club, not least the Executive Committee, uphold this Constitution.

- c. As President I will attend and fully participate in all training and development as required by Christ Church Students' Union.
- d. 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 Free Speech Code of Practice;
 - vi. The Varsity Code of Conduct;
 - vii. The Data Protection Policy;
 - viii. All Union and University policies relating to social media;
 - ix. Any other current reasonable and relevant policy and procedure of Christ Church Students' Union; and
 - x. The rules, policies and procedures that I am bound to as a Canterbury Christ Church University student.
- e. 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 CLUB NAME President 2025/26	
Date	