



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

# Cardiff University Students' Union Photography Society Constitution

## Headings – Arial Bold

*This is a sample constitution for you to use for your Society.*

*Text in Black should not be changed; text in Grey indicates where you need to enter information.*

*You can add additional text to this document but it must not contradict any existing text. Contact the Societies Team if you have any questions about this template.*

## COVER PAGE

The Photography Society will be affiliated to the Guild of Societies within **Cardiff University Students' Union** and, as such, shall agree to the following...

[1]The Photography Society shall adhere to all rules of the University, the Students' Union Constitution and the Students' Union Social Policy and Activities Laws, which can be found on cardiffstudents.com.

[2]Representatives from the Photography Society shall attend **Societies Council, Societies Forums**, the **Cardiff University Students' Union Annual General Meeting (AGM)** and any other meetings called by the Students' Union, as laid out by the Tier Structure.

[3]The Photography Society shall maintain an active student membership of no less than 20 student members.

[4]The Photography Society shall elect a new committee at the end of each academic year, normally via the online elections system.

[5]The Photography Society shall maintain a core committee of three members – a President, a Secretary and a Treasurer.

[6]The Photography Society shall hold an Annual General Meeting at the end of each academic year.

[7]The Photography Society's finances shall be kept in the assigned bank account in the Finance Office of the Students' Union and managed by the Treasurer of the Photography Society.

[8]The Photography Society will seek advice and permission from the Students' Union before entering into any contract or other legally binding arrangement.



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# Cardiff University Students' Union Photography Society Constitution

To interpret this constitution it must be considered in total and in relation to the constitution of Cardiff University Students' Union.

## [1]TITLE

The Society shall be known as the Cardiff University Students' Union Photography Society.

## [2]AIMS AND OBJECTIVES

The aims and objectives shall be:

[2.1] Provide environments and occasions for people of all abilities to partake in and improve their photography activities)

[2.2](Provide social events that accommodate everyone in engaging and more casual activities among the membership)

[2.3](Provide sessions going over learning elements and techniques pertaining to photography and how to improve)

## [3]AFFILIATION

[3.1]The Photography Society will be affiliated to the Guild of Societies within Cardiff University Students' Union.

## [4]STUDENTS' UNION

[4.1]The Photography Society shall form part of Cardiff University Students' Union, and as such, will adhere to all the rules of the University, the Students' Union Constitution, the Students' Union Social Policy and Activities Laws, and rules laid down herein.

[4.2]Representatives from the Photography Society shall attend the following meetings:

1. Societies Council
2. Societies Forums
3. Cardiff University Students' Union Annual General Meeting (AGM)
4. Any other meeting called within the Students' Union constitution that requires the attendance of Society representatives, such as a General Meeting

The number of representatives required shall be outlined in the Guild of Societies Tier Structure.



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[4.3]The Guild of Societies reserves the right to veto any activities of the Photography Society should they feel it contravenes any Students' Union policy, or places an undue risk on the individuals involved.

## **[5]MEMBERSHIP**

[5.1]Membership may consist of any ordinary member of the Students' Union wishing to participate in and further the aims and objectives of the Photography Society.

[5.2]At the discretion of the Photography Society committee, members of staff, alumni and associate members of the Students' Union may join the Society.

[5.3]The Photography Society shall maintain an active membership of no less than 20 ordinary members of the Students' Union.

[5.4]The membership fee shall be determined by the Committee and approved by the Societies Team annually.

[5.5]All participants in society activity must be registered members of the Photography Society and the Guild of Societies, or registered for specific events via Give it a Go or another Union Department. Activities which require registration are outlined in the Activities Laws.

[5.6]Members' details will be held by the Students' Union in line with the Data Protection Act and utilised in line with guidance in the Activities Laws.

[5.7]Student members are entitled to:

Join and participate in any activity organised by the Photography Society, subject to funding, skill, experience and availability.

Attend, address and vote at any general meeting of the Photography Society.

Attend any committee meeting of the Photography Society and, at the discretion of the committee, be granted speaking rights.

Hold a position on the committee of the Photography Society.

Vote to elect any committee members of the Photography Society.

[5.8]Non-student members are entitled to:

Join and participate in any activity organised by the Photography Society, subject to funding, skill, experience and availability.

Attend and address any general meeting of the Photography Society.



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Attend any committee meeting of the Photography Society and, at the discretion of the committee, be granted speaking rights.

[5.9]The Photography Society will operate on a basis of inclusion, therefore, no member will be discriminated against in line with the Equal Opportunities Policy.

## **[6]THE COMMITTEE**

[6.1]The committee is responsible for the day to day running of the Photography Society in accordance with the aims and objectives in [2].

[6.2]The committee shall collectively, along with their own job roles, ensure that the Photography Society abides by the Cardiff University Students' Union's policies and procedures.

[6.3]All committee members shall be elected democratically. Elections shall normally be carried out online at [cardiffstudents.com](http://cardiffstudents.com).

[6.4]Committee nominations must be open to every student Society member and all student Society members must have the opportunity to vote in the committee election. Non-student members will not be able to run or vote in committee elections.

[6.5]Committee positions must be resided by members who are current students at Cardiff University.

[6.6]The Photography Society committee shall have a minimum of three roles, a **President**, **Secretary** and **Treasurer**, at any one time.

[6.7]The duties of each of the Committee members shall be as follows:

**President:** Acting as the principal officer, spokesperson for the society and key contact with Cardiff University Students' Union, the President leads and co-ordinates the Society, committee and members. They shall be responsible for the planning, organising and chairing of committee meetings and for protecting the interests of the Society in accordance with its aims and objectives.

**Secretary:** The Secretary's prime function is to administrate the running of the Society, keep accurate records and communicate with the committee and society members.

**Treasurer:** The Treasurer has responsibility for the financial affairs of the Photography Society, ensuring that Cardiff University Students' Union Financial Guidelines are adhered to. They shall present the Society's finances at a General Meeting of the Photography Society.

[6.8]Additional committee members shall include:

(N/A)

[6.9]A vote of 'no confidence' in a committee member must be submitted formally in writing by any member to the entire committee and the Guild of Societies. This is to be voted on in an



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Emergency General Meeting (EGM) called by the committee with at least two weeks' notice. A minimum of half the society's membership must be present and the motion must be passed by two thirds of those present. The decision of this vote is subject to appeal by the committee member through the Societies Executive Committee.

[6.10]A change in committee roles must be passed at an EGM before nominations open.

[6.11]The committee shall have the power to appoint appropriate sub-committee.

[6.12]Committee members should always act in the best interests of their Society. Where a committee member has interests outside of the Society that could come into conflict, or could be perceived to come into conflict, these should be declared to the entire committee. It may be appropriate for them to abstain from the relevant decision making processes.

## **[7]COMMITTEE MEETINGS**

[7.1]Committee meetings shall be held regularly, as required.

[7.2]Quoracy for committee meetings is half of all committee members plus one, or three committee members, whichever is the greater.

## **[8]GENERAL MEETINGS**

[8.1]General Meetings, to which all members are invited, shall be held as and when necessary.

[8.2]An Annual General Meeting (AGM) shall normally be held during the Spring Semester.

[8.3]At least two weeks' notice of a General Meeting shall be given by the Secretary to all members and Cardiff University Students' Union.

[8.4]Constitutional amendments, which include changes in committee structure, can be passed at any General Meeting by two thirds of those present or by more than half of the membership, whichever is the lesser. Amendments will then require ratification by the Societies Team.

## **[9]FINANCE**

[9.1]The Photography Society's finances must be administered in accordance with the guidelines set out by the Guild of Societies and Cardiff University Students' Union.

[9.2]In the event that the Photography Society is no longer able to carry out its activities, and thus folds, all assets and debts will revert back to Cardiff University Students' Union.

[9.3]Under no circumstances will the Photography Society's funds be distributed amongst members.

[9.4]Committee members shall not receive payment or any other kind of financial benefit from the Society. Only genuine out-of-pocket expenses will be authorised by the Societies Team.



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[9.5]The Photography Society may not enter into any contract or other legally binding arrangement without the permission of Cardiff University Students' Union.

## **[10]COMPLAINTS, DISCIPLINE AND APPEALS PROCEDURES**

[10.1] Complaints against members of the Society should follow the process set out in the Activities Code of Conduct document. Committee members should liaise with Guild of Societies staff if they want advice and / or guidance.

### **Ratification**

*Delete the appropriate section below*

This constitution was passed at a Committee Meeting of the Photography Society on 19/07/2025, pending ratification at a General Meeting. Submission of this document to the Guild of Societies will be deemed as ratification of the Photography Society's Constitution.



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