This Constitution is intended to provide your activity with structure and procedures so that you can run your Activity efficiently. It cannot and will not supersede the constitution, schedules and byelaws of the Students' Union

For committee submitting constitution:

[Delete this page when you upload your constitution]

Guide for Constitution

- Please use this page to accurately complete your activity constitution and submit so that everything is fully approved for affiliation/reaffiliation to the SU.
- DO NOT LEAVE ANY BLANK TEXT BOXES:
    - Compulsory - Constitution will not be accepted without you completing/editing these text boxes
    - Optional – You may complete or delete these parts of the constitution if you do not wish to include. You may only ALTER the text within textboxes highlighted yellow. Where there is highlights yellow text not in the textbox, you can either delete or keep as is.
- Please refrain from using any personal names or specific years in the constitution.
- Any questions or queries please contact activities@abdn.ac.uk

Affiliation

The Students' Union must always have access to view the current version of the Activity Constitution so please ensure it is uploaded to the correct place upon affiliation and when any changes are made, the Students' Union are notified.

Student Activity

Constitution

1. Name and definitions

The name of the affiliated Student Activity shall be Student Activity

The logo of the Activity shall be:

Please note, your logo should comply with the University's and Students' Union brand guidelines.

Please see Designing Your Activity Logo if you are (re)designing your logo.

2. Aims, Beliefs and Objectives

2.1. The aims of the Activity shall be

Please list all different aims you can think of in bullet point format

2.2. Whilst the Activity will promote the aims, beliefs and objectives outlined in 2.1., no individual student or staff member will be the focus of direct campaigning as per university guidelines on harassment found in University and Students' Union Code of Conduct

2.3. Each Activity must abide by the University of Aberdeen Data Protection Policy.

3. Membership

3.1. Membership of the Activity shall be open to all students, providing they are a full member of the Students' Union

3.1.1. By joining the Activity, members express their agreement with the aims and objectives outlined in 2.1

3.1.2. and agree to the code of conducts as outlined in 2.2.

3.1.3. They agree to read and abide by any reasonable actions outlined in the activities risk assessment and constitution

3.1.4. Agree to purchase their membership through the Students' Union membership platform and agrees to pay the appropriate membership and Students' Union fees.

3.2. Ordinary Student membership of the Activity shall be restricted to University of Aberdeen students and University of Aberdeen students with Associate status.

3.2.1. University of Aberdeen Students should make up a minimum of 60% of Activity membership

3.2.2. Ordinary membership of the Activity grants the right to

- Attend all meetings and participate in the activities of the Activity, subject only to the constraints arising from resources
- Vote for officers/committee members and stand for election to office within the Activity
- Vote on all questions of policy within the Activity
- Vote on changes to the constitution and other matters at the General Meetings.

3.3. Associate Student membership is open to members of University of Aberdeen staff, students at Robert Gordon's University, NESCOL, and SRUC.

3.3.1. Associate student membership terms

- May participate in activities events and attend but not vote at General Meetings (AGM/EGM)
- Shall not be involved in official any decision making processes, including official committee business, voting, and external affairs.

3.4. External Non-Student membership is open to general members that do not meet any criteria for membership in 3.2. or 3.3.

3.4.1. External Non-Student Membership terms

- May participate in activities events and attend but not vote at General Meetings (AGM/EGM)
- Shall not be involved in official any decision making processes, including official committee business, voting, and external affairs.

3.5. Honorary membership of the Activity shall be granted to

3.5.1. Honorary members shall be elected annually by the committee

3.5.2. Honorary members are restricted from voting

3.5.3. Honorary members shall not constitute more than one third of the total membership of the Activity at any one time

3.6. Complaints – Suspension/Termination of membership of the Activity

3.6.1. Any offences, such as breach of this constitution or any Students' Union 'Byelaws' or 'Policies', that are deemed inappropriate by the committee or members of a club should be brought to the attention of the Students' Union and dealt with according to the Members Complaint Procedure

3.6.2. Serious offences or serious breaches of the Activity or Students' Union Code of Conduct by an Activity member may constitute grounds for suspension or termination of Activity membership by a Sabbatical Officer or an authorised member of Students' Union staff

4. Officers and Committee

4.1. Election of Committee members

4.1.1. Only active Members of the Activity shall be eligible to run for committee roles in the Activity

4.1.2. Committee members must comply with the Activity's Constitution

4.1.3. The Committee shall be elected during General Meetings of the Activity

4.1.3.1. In the event of a vacancy in the Committee of an Activity, an EGM of the Activity may elect another person to fill the vacancy. If no member is elected, then the Committee may co-opt a member for the position. Committees will ensure fairness when coopting members by advertising the position to the membership before voting at the next committee meeting.

4.1.4. Upon election, immediately following an AGM, newly elected committee members details shall be registered with the Students' Union. Such details include name, student email, role on committee, contact number. This must be completed by the date stated by the Students' Union or activity risks late affiliation. If the activity requires an extension for specific circumstances, they must request this through activities@abdn.ac.uk

4.1.5. Affiliation documents must also be approved by incoming committee members in accordance with process outlined by the Students' Union. This will be available on SU's website

4.1.6. The new committee will officially take up office, at the latest, at the start of the first semester of the subsequent academic year on 1st August*

4.1.7. A handover meeting shall take place after the AGM. Following the handover, the newly elected Committee shall take over responsibility

**You can have an overlap period over the summer where the new committee shadows the outgoing committee in their roles. The new committee should take over by 1st August at latest*

4.1.8. Each Committee member shall notify, in writing, the Students' Union of any change of contact details whilst in office as soon as possible

4.1.9. The composition of the Committee shall also be stated in full, to all members of the Activity and a record kept by the Students' Union.

4.1.10. The committee will consist of only of University of Aberdeen students

4.2. Roles of the Activity Committee

i. To be responsible for ensuring that their Activity complies with the Constitution, Byelaws, Health & Safety Policy, Financial Regulations and other Students' Union policies.

ii. To be responsible for ensuring that the Activity does not hold any bank accounts or other finance accounts out with the financial policies and guidance provided by the Students' Union.

iii. To ensure that the membership registration procedures defined are properly complied with.

iv. To ensure that the members are kept up-to-date with all relevant decisions made by the committee at meetings.

v. To inform the Students' Union of contact details of all Activity Committee members.

vi. At least two Committee members are expected to attend the General Meetings of the Students' Union.

vii. A representative to attend all presidents' meetings.

viii. During Students' Union elections and referenda ensure that fairness of endorsements of candidates is met according to the election's rules.

ix. The committee will meet Certain time frame often and will discuss operational and development plans for the Student Activity.

x. Where a committee vote is required, each member of the committee will count for one vote. Decisions will be made when there is a simple majority vote. Where there is a tie, the president will cast the deciding vote.

4.3. Activity Committee roles and descriptions

4.3.1. By running for the roles as they are listed below, the member agrees to the following responsibilities if elected:

1. President
   - Coordinate operations of the Activity
   - Set aims and objectives for the year
   - Monitor progress towards goals
2. Secretary
   - Take minutes at meetings

- Ensure every member of the Activity is provided a copy of the Activity's risk assessment and constitution

3. Treasurer
   - Create and manage budget for the year
   - Manage Activity finances
   - Ensure an inventory is kept and updated of all Activity assets and equipment

4. Add all other roles and descriptions here

4.4. Removal of a committee member

4.4.1. Any committee member is also subject to terms laid out in 3.5. and may risk suspension/termination of membership of activity

4.4.2. Any committee member who is not completing the tasks required by them in their role may be removed from committee but still has the right to remain as an active member for the activity. In order to remove an individual from their role below steps should be followed

4.4.2.1. President or an appointed committee member to talk with the individual about their role and the requirements – offer help in the role or see if the person is in a position that they want to step down from. A written agreement of the next steps and how to move forward is shared

4.4.2.2. If the committee member decides to stay in the role and help has been offered but expectations are still not being met as outlined under 4.3, Activity should contact activities@abdn.ac.uk to make them aware of the situation.

4.4.2.3. Committee may be advised to hold a committee meeting and vote on removal of committee member from their role. More than 50% of the committee must be present for the vote and more than 50% of the committee must vote in favour of the removal.

4.4.2.4. If the individual has broken either the university or the Students' Union code of conduct, they should be reported to the Students' Union to go through the complaint's procedure.

5. The Annual General Meeting

5.1. The Annual General Meeting (AGM) will be held once every academic year, `not less than 9 months after the previous one

5.2. Activity AGMs shall be open to all members of the Activity as outlined in section 3

5.2.1. Only Ordinary Members and committee members of the Activity are entitled to vote

5.3. Notice of the AGM shall be given to all Activity Members and advertised to all members at least 14 days before the meeting via email

5.4. The business of the AGM shall include the election of the Activity Committee and the presentation of the annual financial accounts of the Activity

5.5. The Committee shall keep proper records of the receipts and payments of the Activity and shall record the minutes of the AGM as well as recording of the names and student ID numbers of those attending so if requested by the Students' Union, they can be provided.

5.6. The quorum shall be 25% of ordinary members. Where an activity has less than 40 members, quorum must not fall below 10 voting members. Where an activity has more than 200 members, quorum will be 50 voting members.

5.7. Extraordinary General Meetings

5.7.1. Extraordinary general meetings can be called to discuss a particular question and may be called by a simple majority vote of the Committee.

5.7.2. The quorum shall be 25% of ordinary members. Where an activity has less than 40 members, quorum must not fall below 10 voting members. Where an activity has more than 200 members, quorum will be 50 voting members.

6. Finance

6.1. Funding belonging to the Activity shall only be used in furtherance of the aims, beliefs and objectives as defined in clause 2.1 of this constitution. Also, as long as it does not contravene the Students' Union constitution, schedules, byelaws or the law of the Land

6.2. A report of the Activity's finances will be given at the AGM at the end of the year

6.3. In the event of the Activity ceasing to exist, all remaining funds and assets shall revert to the Students' Union after 2 years of inactivity should the Activity not be adopted by a new committee and membership.

6.4. In the event of suspected financial malpractice, the Students' Union has the right to suspend the activities of the Activity. Whilst undertaking an investigation to ascertain the facts, during this time the Students' Union will take control of the running of the Activity's affairs. In the event of this happening, the office-bearers of

the Activity will be deemed to have resigned, and the Students' Union will be empowered to appoint any persons it sees fit to these posts, pending an emergency EGM is called to elect new officers

7. Amendments to the Activity Constitution

7.1. If an Activity wishes to amend their constitution, prior approval and advice should be requested from the Students' Union

7.2. A motion to alter the Constitution should be out forward at least 14 days before a General Meeting

7.2.1. Notice of the proposed changes should be published in the agenda

7.3. Amendments to the Constitution must be approved by 2/3 of the Ordinary members present

7.4. All alterations to the Constitution are subject to the approval of the Students' Union and must not contradict any Students' Union byelaws or policies

8. Relations with the Students' Union

8.1. As an affiliated Students' Union Activity, the Activity shall, at all times, abide by the Constitution and Byelaws of the Students' Union as well as it's code of conduct and the University of Aberdeen's Code of Conduct.

8.2. The Activity shall also abide by all regulations issued by the Students' Union

9. Affiliations with outside Organisations

9.1. The Activity may affiliate to an outside organisation(s), providing the affiliation is approved by two-thirds of the voting delegates at a general meeting

9.2. The Activity must also seek approval from Students' Union before affiliating with external organisations

9.2.1. This applies also to any sponsorship agreements and contracts

9.3. The Activity may only affiliate to an outside organisation(s) whose beliefs and activities are in strict conformity to the principle outlined in sub-clause 2.1.

9.4. The Activity may not affiliate to any organisation that perpetrates or advocates any kind of violence or criminal activity

9.5. No affiliation to any outside organisation must be allowed to compromise the autonomy of the Activity

Please add any affiliations you have into this textbox

10. Dissolution of the Student Activity

10.1. The activity may be dissolved or put up for adoption by the Students' union if:

- If the members decide by a simple majority vote at the AGM to dissolve the activity
- If more than half of the committee positions are not elected at the AGM
- Disciplinary outcome decided by the Students' Union