



SOCIETY CONSTITUTION

This document should be used by all existing and newly affiliated UUSU societies and should be renewed annually.

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1. AFFILIATION TO ULSTER UNIVERSITY STUDENTS' UNION (UUSU)

- 1.1. The Society has been affiliated to UUSU through official channels and will remain affiliated until such times as outlined in 8;
- 1.2. Affiliated societies are afforded a range of support (funding, access to services, professional staff support, administration support etc) from UUSU and Ulster University central services;
- 1.3. As an affiliated society, the members (individually and collectively each year) will ensure they abide by the UUSU regulations laid out in this constitution, as well as the UUSU Articles of Association and bye laws, and the Ulster University Code of Conduct.

2. PURPOSE OF SOCIETY

- 2.1. The purpose and objectives of the (insert name in box);

Society

shall be;

2.1.1

3. MEMBERSHIP OF SOCIETY

- 3.1. The society reps will be required to set and publicise the membership fees annually, including any inclusive rates for personal insurance or additional costs;
- 3.2. All full UUSU members, as defined by the UUSU Articles of Association, shall be entitled to join;

- 3.3. Those not eligible as full members may become associate members of the society, following application and payment of the membership fee;
- 3.4. The proportion of non-full UUSU members must not exceed 20% of society membership;
- 3.5. Only full members of UUSU may hold office and vote within a society. Associate members only may participate in an advisory role.

4. SOCIETY REPRESENTATIVES

By accepting the role of a society representative for a UUSU affiliated society and submitting this document you are agreeing support the success, inclusivity, and sustainability of the society. You agree to:

- Act as a positive role model and spokesperson for the society, representing its members' interests within UUSU and the wider university community;
- Foster a welcoming and respectful environment for all members, upholding UUSU's commitment to equality, diversity, and inclusion;
- Maintain regular communication with society members, UUSU staff, and other stakeholders, ensuring transparency and inclusivity in decision-making;
- Support the planning, promotion, and delivery of society events and activities, contributing to a vibrant and engaging student experience;
- Manage society resources responsibly, adhering to UUSU policies and procedures, and fulfilling administrative duties such as attending training and submitting required documentation.

Society representatives are expected to approach their responsibilities with enthusiasm, integrity, and a commitment to enhancing student life at Ulster University.

- 4.1. All those wishing to be office bearers must be current paid-up members of the society;
- 4.2. All societies will be required to have the following positions (full role descriptions will be provided in relevant handbooks and training):
 - 4.2.1. Events and Activities rep: Responsible for delivering well-organized and enjoyable activities/events for members;
 - 4.2.2. Communications rep: Responsible for engaging with members so they feel connected to the society;
 - 4.2.3. Finance rep: Responsible for managing the society's finances, ensuring value for money for members;
 - 4.2.4. EDI and Wellbeing rep: Responsible for supporting a society which is welcoming, accessible, and supportive for all members;
 - 4.2.5. Additional posts may be added – please detail these here (Including role descriptions) (e.g. Social Media Rep, Academic Rep, First Year Rep etc.)

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- 4.3 Elections for the posts will take place at an Annual General Meeting, or where circumstances necessitate an Extraordinary General Meeting.

5. ELECTIONS

The following general principles should be followed for the election of society reps:

- 5.1 The communications rep shall act as returning officer for the election. Where the communications rep wishes to run or there is deemed to be a conflict of interest they shall defer to another society rep or member of UUSU staff;
- 5.2. All eligible members of the society shall be permitted to run for positions;
- 5.3. All candidates must be proposed and seconded by another society member;
- 5.4. Voting shall take place via procedure as outlined in the guidance from the Student Activities Team.

6. SOCIETY REPRESENTATIVE RESPONSIBILITIES

- 6.1. The term of office for the rep positions will be one calendar year, with the commencement dates agreed between the incoming and outgoing reps and agreed with the Student Activities Team;
- 6.2. A society rep may resign at any time during their term of office, through written communication to the communications rep – or in the case of the communications rep to the EDI and Wellbeing Rep. This must also be communicated to your Student Activities Coordinator;
- 6.3 Society reps should meet and communicate regularly, to support the decision making process of the Society in fulfilling its aims and objectives. The communications rep should keep a record of the main points of business discussed and any approved actions assigned and made available on request;
- 6.4. Outgoing society reps will ensure that there is a handover period and document for the incoming society reps, this should include access to all relevant email and social media accounts.
- 6.5. Society reps will be the representatives for their society to UUSU, and as such will be required to attend campus forum and elect a campus societies rep. Society reps and society members will collectively elect a representative to Student Council.

FINANCE

- 6.6. All sponsorship/partnership agreements involving a UUSU society is subject to approval of the UUSU Management Committee;
- 6.7. The finances of the Society shall be managed by the society reps;
- 6.8. No society rep shall use their office for personal financial gain.

6.9. Each society shall ensure that:

- 6.9.1. During the agreed handover between outgoing and incoming society reps a financial statement of its activities during the preceding year is prepared, or at any time as is required by representatives of the Union.
- 6.9.2. A true record of the state of its current finances is maintained.
- 6.9.3. Expenditure not authorised in advance by the Students' Union should not be undertaken.
- 6.9.4. Any official who enters into any form of financial commitment without the Students' Union's prior authority, commits only him or herself and in no way commits the Students' Union.
- 6.9.5. A full and complete account of their finances is prepared for inclusion in the Students' Union's Audited Accounts.
- 6.9.6. It operates within the limits of whatever sums of monies are available to it.
- 6.9.7. All Societies shall bank with a bank designated by the Students' Union and the Students' Union shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.

7. SOCIETY MEETINGS

- 7.1. The Annual General Meeting shall take place in the second semester of the academic year, at a time to be determined by the society reps;
- 7.2. The society reps will provide all members with at least seven days written notice of the meeting date;
- 7.3. The society reps shall also make UUSU aware of the AGM and subsequent decision;
- 7.4. Extraordinary General Meetings may be called by a resolution passed by the majority of the society reps, or on the receipt of a request from the society membership which carries support from 10% of the eligible membership.

8. AMENDMENTS TO THE SOCIETY CONSTITUTION

- 8.1. Amendments to this constitution can be suggested or recommended through a quorate AGM, or EGM of the society;
- 8.2. Amendments may be also be suggested or recommended through a regular review process supported by the UUSU Activities Team;
- 8.3. All Amendments will be subject to ratification through the relevant UUSU channels.

9. DISSOLUTION OF THE SOCIETY

- 9.1. UUSU has the power to dissolve a society if it fails to elect a full complement of society reps for two successive academic years or it is deemed inactive in line with Appendix 5 on Inactive Societies.

MEMBERSHIP FEE

Membership fees go directly into your society fundraising pot which can be used by the society at any time throughout the year.

**PLEASE STATE YOUR
MEMBERSHIP FEE
(BETWEEN £1 AND £10)**

£

SIGNED ON BEHALF OF THE SOCIETY

(Events & Activities Rep)

(Communications Rep)

(Finance Rep)

(EDI & Wellbeing Rep)

SIGNED ON BEHALF OF THE UUSU

(Student Activities Coordinator)

Form submitted by:

Date submitted:

Day

Month

Year

Notes: