

Societies Constitution Terms of Agreement

1. GENERAL SOCIETY COMMITTEE DUTIES

- 1.1 All committee members shall abide by the Societies Code of Practice.
- 1.2 All committee members are required to attend committee meetings, carry out their responsibilities as defined in the society constitution and send apologies for any absences.
- 1.3 All committee members must be a paid member of their society.
- 1.4 All committee members must have completed NTSU committee training
- 1.5 All committees must send at least one representative to each NTSU Societies Assembly
- 1.6 All committee members will follow NTSU guidance on providing a handover to their successor
- 1.7 All committee members are jointly responsible for the reputation and continuation of the society in alignment with the values of NTSU
- 1.8 All committee members are jointly responsible for continually improving the service offered to the membership of the society through regular, inclusive and accessible activity
- 1.9 All committee members are responsible for following NTSU events and finance processes
- 1.10 All committee members are responsible for reporting any breaches of the law and/or NTSU policy and procedures

2. SOCIETY MEMBERSHIP

- 2.1 Standard society membership shall be open to any full-time NTU student and member of Nottingham Trent Students' Union upon payment of the society membership fee.
- 2.2 Associate and alumni membership shall be open to any associate member or alumni of the Nottingham Trent Students' Union upon payment of the membership fee.
- 2.3 Full members are entitled to join and participate in any activity organised by the society, attend, address and vote at any general meeting of the society, attend any committee meeting and stand for committee positions in the NTSU elections.

3. SOCIETY MEMBERSHIP BEHAVIOUR & CONDUCT

- 3.1 As a minimum standard of behaviour all student members shall:
 - 3.1.1 Conduct themselves in a respectful and responsible manner at all times whilst being a member and representative of an affiliated society.
 - 3.1.2 Not engage in any activity or behaviour likely to bring the Union or University into legal or reputational disrepute.
 - 3.1.3 Conduct themselves in a manner that shall not offend others or engage in any form of discriminatory or anti-social behaviour.
 - 3.1.4 Treat all Union and University property with respect and not interfere with other peoples' enjoyment of Union facilities or events.

- 3.1.5 Comply with the reasonable requests of Union and University staff.
- 3.1.6 Adhere to all of Nottingham Trent Students' Unions policies and procedures.

3.2 When using social media society members shall:

- 3.2.1 Use inclusive and appropriate language.
- 3.2.2 Not use foul/offensive language on Nottingham Trent Students' Union associated pages including group social media accounts, chat groups or private messages.
- 3.2.3 Remove posts/messages on social media immediately upon the request of Students' Union staff/executive officers.

3.3 When using NTSU Kit & Equipment members shall:

- 3.3.1 Sign out and return all equipment to the students' union in a timely manner, reporting any faults or damage upon doing so
- 3.3.2 Understand that any equipment or kit purchased using society finances or union grants is the property of Nottingham Trent Students' Union and not that of an individual committee member of that society
- 3.3.3 Understand that the Students' Union has the right to confiscate equipment if found to be used inappropriately
- 3.3.4 Properly risk assess any equipment used by the society
- 3.3.5 Comply with NTSU's Equipment and Storage Policy

4. ANNUAL GENERAL MEETINGS & EMERGENCY GENERAL MEETINGS

- 4.1 An Annual General Meeting of the Society shall be held during the Second Term and no later than by the third week of the Third Term.
- 4.2 Minutes from the Annual General Meeting should be sent to the Students' Union no later than five working days' after the meeting
- 4.3 An Extraordinary General Meeting may be called by three committee members of the Society or 20% of its members. This must immediately be relayed to the President who will then inform the Students' Union within 3 days of the original notice. The meeting may be held at any time after this three-day period has expired.
- 4.4 The quorum for an AGM and EGM shall be 20% of full members.

5. SOCIETY ELECTIONS

- 5.1 All societies must hold fair and democratic annual elections in Term 2 in accordance with NTSU Elections Committee Rules.
- 5.2 All committee members shall be elected online. Voting shall be by single transferable vote and secret ballot.
- 5.3 All full members of the society may stand for a committee positions during elections
- 5.4 Associate members may not stand for any committee positions.

6. SOCIETY FINANCE

- 6.1 The society shall be financed by a combination of income from membership fees, sponsorship, miscellaneous fundraising and grant applications.
- 6.2 All monies shall be used to promote the society's activities, and all expenses for society events and activities must be funded through the society account.
- 6.3 All monies shall be held at the Students' Union Finance dept. in the society account.
- 6.4 Under no circumstances shall society funds be held outside of the Students' Union.
- 6.5 Under no circumstances shall society funds be distributed amongst members.
- 6.6 All funds shall be used as to benefit the largest number of members possible at all times.
- 6.7 The society shall not enter into any financial contract or other legally binding arrangement without the prior authorisation of the Nottingham Trent Students' Union.
- 6.8 All sponsorships will be reflected in Nottingham Trent Students' Union sponsorship template contract, signed by the society, sponsor and NTSU representative.
- 6.9 Societies will not commit to payments exceeding the amount in the society account.
- 6.10 Money received directly from Nottingham Trent Students' Union shall be used to meet the fundamental aims and objectives of the society and shall not be used to fund socials or unsustainable equipment.
- 6.11 Charitable donations shall not be made using monies received directly from Nottingham Trent Students' Union.
- 6.12 In the event that the society is no longer able to operate all physical and financial assets will remain the property of Nottingham Trent Students' Union.
- 6.13 Any agreements entered into by the Society that cannot be met by their accounts or that have not had approval from NTSU Staff shall not be liable to NTSU. These agreements shall remain the responsibility of the committee members and NTSU will pass on details to any company's involved.
- 6.14 Committees will properly following funding guidance when completing funding applications.

10. REGULATIONS AND POLICY

- 10.1 The society shall operate on the basis of inclusion of all students.
- 10.2 The society shall operate in every respect in accordance with the constitution of Nottingham Trent Students' Union.
- 10.3 The society shall operate according to the regulations and policy outlined in the Societies Code of Practice.
- 10.4 All elected officers shall provide written agreement to the Nottingham Trent Students' Union of the above clauses upon request.

11. AUTHORITY

- 11.1 On any point this Constitution may be overruled by the NTSU Constitution, Democratic Procedures Document or Societies Code of Practice.

12. DICIPLINARY PROCEDURE

- 12.1 If a member is considered to be acting in contravention of the terms of Section 6 of this article or the Code of Practice then in the first instance, a verbal warning shall be issued by the President of the society.
- 12.2 In the second instance, the President shall refer the issue to the Students' Union to act in line with the Code of Practice or Code of Conduct for Members.

13. CONSTITUTIONAL CHANGES

- 13.1 A society's name, aims and objectives and committee roles and responsibilities may be amended by a two-thirds majority of those present and voting at a General Meeting of the society provided that seven working days' notice is given to the Students' Union which must include information regarding the proposed amendments.
- 13.2 Any amendment is subject to ratification by Societies House Executive.