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**Student Groups**

**MODEL CONSTITUTION**

**STUDENT GROUP CORE CONSTITUTION**

**1. Name**

- Throughout this document the Society or Club will be referred to as *the Student Group*. The Student Group will define its own name and submit an application to GKSU in the event that they wish to rename the Student Group.

**2. Aims**

- The Student Group will have clearly defined core aims and objectives, making sure they do not conflict with GKSU’s policies or values.

**3. Membership**

- Full membership shall be open to all full GKSU members. GKSU members are University of Kent and University of Greenwich students.

- Associate membership shall be open to all staff and alumni of the Universities at Medway and to students from other institutions.

- A subscription fee may be required for membership, which shall be fixed each academic year at the discretion of each Student Group.

- All references to Members in this Constitution shall refer to those Student Members or Associate Members who have officially joined the Student Group via the appropriate process.

**4. Member Entitlements**

- All full members of Student Groups are entitled to stand and vote in their relevant Student Group committee elections and take part in annual meetings.

- All associate members of the Student Group shall be entitled to partake in Student Group events and attend annual meetings but are not entitled to stand and/or vote in Student Group committee elections.

**5. Governance**

- All governance of Student Groups shall be in accordance with this Constitution and all relevant GKSU policies and procedures.

- All Student Groups shall consist of a committee of elected students, and its members.

- It is recommended that all Student Groups should hold an annual meeting in which all members are invited.

- The annual meeting shall be held once per academic year in the manner most accessible to society members.

**6. The Society Committee**

- The Society Committee shall consist of at least the following elected positions (or equivalent):

1. President
2. Treasurer

- Student Group committee members will be elected in accordance to the elections procedures set out within this constitution and any other relevant GKSU governing document.

- Student Group committees are responsible for adhering to all GKSU financial policies and procedures.

- No member shall hold more than one position within a Student Group committee.

- The Student Group committee may co-opt other committee members where appropriate.

- GKSU shall be informed of the names of all committee members.

**7. Finance**

- All financial matters will be resolved in accordance with GKSU’s financial procedures.

- Confirmation of expenditure or withdrawal of money from the Student Group's account will be signed off by the Treasurer.

- Neither the Student Group nor GKSU accepts any liability for any debt or other obligation incurred by any of its committee members or other members, whether or not it is incurred on behalf of the Student Group.

- Student Group membership money and any grants or funding can only be spent in accordance with the aims of the Student Group, as outlined within this constitution.

**8. Amendments & Interpretation**

- In the event of a dispute as to the interpretation of any part of the Constitution or Rules, seek advice from the GKSU Activities team.

- Any amendments to the Constitution or rules will be made at a Society General Meeting with the support of two-thirds of those voting at a General Meeting.

- Any approved amendments must be presented to the GKSU Activities team for approval before they come into effect.

**9. Annual Student Group Meetings**

- Any member of a Student Group may attend their annual Student Group meeting in accordance with this Constitution.

- Any member of the Student Group may speak at the Student Group annual meeting.

- Only Student Group members who are present at the meeting may vote.

- The Chair, ordinarily the Student Group President, shall have, if necessary, the casting vote in the event of any tied votes.

- The quorum for annual Student Group meetings is thirty percent (30%) of Student Group members.

- Student Groups are advised to keep a copy of the minutes of any annual Student Group meetings.

**10. Elections**

- GKSU’s election rules will apply to all elections conducted within Student Groups.

- Student Group committees shall be responsible for advertising the elections in advance to all members, including details of when nominations and voting open and close.

- All full members shall be entitled to stand for any position.

- The vote shall be held by Secret Ballot open to all full members of the Student Group.

- The vote will be conducted by Single Transferable Vote, with a facility to Re-Open Nominations.

- GKSU shall be responsible for conducting the count.

- Any challenge to the results must be made as soon as possible following the announcement of results.

- In the event of a tied vote GKSU’s online elections system shall randomly select the winning candidate.

- In the interim period before the next available election or bye-election period, the committee may co-opt a full member of the Student Group into a vacant position.

- If a bye-election fails to fill a vacant position, the committee may co-opt a full member of the Student Group.

**11. Resignation & Removal of Committee Members**

- Any committee member may resign at any time by submitting their resignation in writing to the Student Group President or Treasurer and informing GKSU.

- Any committee member may be only removed from the committee by:

i. A two-thirds majority Vote of No Confidence at a Student Group committee meeting, triggered by a petition signed by three or more committee members.

ii. A simple majority Vote of No Confidence at an annual meeting of the Student Group in which all members are invited to attend, triggered by a petition of at least six members or ten percent (10%) of Student Group Members, whichever is the greater.

iii. In accordance with GKSU’s disciplinary procedures.

- Any individual(s) subject to a vote of no confidence shall be given the opportunity to address the meeting before the vote takes place.

- GKSU shall be notified three (3) working days in advance of any Vote of No Confidence and any member of staff may attend to observe.

**12. Rules and Discipline**

- Disciplinary measures may be implemented against any Student Group member, whether full or associate.

- All disciplinary measures shall be executed in accordance with any Union rules in place for such purposes.