**Undeb Aberystwyth Student Group Constitution**

Constitution of the Student Group Name for the academic year of 20 \_- \_.

1. **General**

1.1 The name of the Student Group shall be the Student Group Name and shall be allowed to be abbreviated to Student Group Abbreviated Name.

* 1. All previous Constitutions are hereby null and void.
1. **The Mission**

The mission for Student Group Name shall be to:

Mission Statement

1. **Undeb Aber Rules & Student Group Bye-laws**

The Student Group shall be up to date, and in compliance with all rules and regulations concerning Undeb Aber and the Student Group Bye-laws.

1. **Membership**

A maximum of 5 forms of membership shall be allowed: Full Year Student Membership, Term 1 Student Membership, Term 2/3 Student Membership, Full Year Non-Student Membership, and one other relevant membership if required. Note that termly membership shall only be allowed if the annual membership equates to £40 or more.

4.1 Full Year Student Membership of Student Group Name shall be a Full Member of the Aberystwyth University Students’ Union, as defined by the Undeb Aber Constitution (Section 6), and have paid full current membership fees to Student Group Name at the set amount of insert amount here. For Term 1 and Term 2/3 Student Membership, the above will still apply however only for the Academic Term in which it is stated. All student members must also hold valid Team Aber Insurance.

4.2 Non-Student membership (Associate Membership) of Student Group Name is available to non-Aberystwyth University students, who are affiliated with an individual Student Group on the basis of them having at least one of the following:

* Expertise in a relevant area
* Honorary life membership to the student group\*
* Some other ground which Undeb Aber deems appropriate

Non-Student Members are required to have paid full current membership fees and must arrange for their own insurance prior to them undertaking any Student Group activities.

4.3 Anybody who does not fulfil the above criteria of ‘member’ will be prohibited from participating in Undeb Aber’s Student Group events and/or activities. Student Groups who do not enforce this practice may be subjected to financial penalties or have Undeb Aber privileges removed.

*\*The awarding of honorary life membership shall adhere to the process outlined in Undeb Aber Club & Society Honorary Life Memberships document*

1. **Committee**

5.1 The Committee shall be made up of the following core positions: President, Secretary and Treasurer. Sports clubs who compete in BUCS must also have a designated Captain for each competitive team. Other positions (up to a maximum of 10 in total) can be added where appropriate: List Additional Positions.

5.2 The general and financial business of Student Group Name shall be conducted by the committee, subject to this constitution and the view displayed by decisions members make as a whole at General Meetings.

5.3 Upon any vacancy occurring outside of normal election procedure, the Committee can vote on another member of the Committee to temporarily hold the vacant post until a by-election is held and the result is confirmed.

1. **Elections of Committee Members**

6.1 The Undeb Aber Student Group election rules shall apply to all elections conducted within Student Groups.

6.2 Undeb Aber election rules shall also apply to all elections conducted within and on behalf on student groups, see [*Bye Law 1: Elections*](https://www.abersu.co.uk/aboutaber/constitution/)

6.3 Undeb Aber shall oversee the annual elections process for student groups, covering core committee roles of President, Secretary, Treasurer, and where appropriate BUCS Captain. Student groups will be given the option to put forward additional committee positions to be included in the election.

6.3.1 As outlined in 5.1 up to a maximum of 10 committee positions in total can be available for election.

6.3.2 The Undeb Aber Head of Student Voice will be the returning officer, Deputy Returning Officer will be allocated by Undeb Aber, usually the relevant coordinator in the Opportunities Team.

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

6.5 Eligibility to stand and vote in Undeb Aber Student Group elections.

6.5.1 All current student members have the right to stand and vote in any Undeb Aber Student Group election or by-election for which they are an eligible member.

6.5.2 Non-student members are able to stand for non-core committee in any Undeb Aber Student Group election or by-election for which they are an eligible member, but do not have the right to cast a vote in any Undeb Aber Student Group election or by-election

6.5.2.1 Terms surrounding non-student membership outlined in *Section 4: Membership* are still applicable to non-students holding committee positions.

6.6 Conduct in Student Group Elections

6.6.1 Throughout an election notwithstanding existing wider laws and rules which govern individual and student behaviour, all candidates must adhere to the following principles of acceptable conduct:

a. Do only what other candidates have an equal opportunity to do;

b. Treat all students, candidates, and staff members with respect.

6.6.2 Unacceptable conduct during elections includes but is not limited to any of the following practices (including attempts):

a. The use of University or Undeb Aber resources to further the election of a

candidate (except where explicitly permitted by the Returning Officer);

b. The defacement of or interference with a candidate’s publicity;

c. Bribery of voters or election officials;

d. Behaviour which is threatening, harassing or risking the wellbeing and safety of others;

e. Producing offensive or defamatory publicity;

f. Preventing the free and confidential exercise of a vote by voters, including the improper use of mobile devices;

g. Compromising or interfering with the integrity of the election.

6.6.3 The Deputy Returning Officer(s) may issue penalties to candidates for breach of the conduct guidelines. In cases of disqualification or annulling of an election, the final decision must be taken in consultation with the Returning Officer.

6.6.4 Candidates may make use of individual campaigners who assist them during the election, sometimes also collective referred to as a campaign team. A campaigner is defined as someone who would be reasonably thought to be acting on behalf of a candidate to further the election of that candidate.

6.6.4 Candidates will remain responsible for the conduct of campaigners, and therefore must take all practicable steps to ensure campaigners follow rules and guidance outlined in [Undeb Aber’s governing documents](https://www.abersu.co.uk/aboutaber/constitution/). Breaches of this rules and issued guidelines that are committed by campaigners will be treated as if the candidate themselves breached these rules and issued guidelines.

6.6.5 For the purpose of an election, campaigning is defined as working in an organised and active way towards a particular goal such as the election of a candidate.

6.7 Student Group Elections Voting & Counting

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

6.7.2 Undeb Aber shall be responsible for conducting the count.

6.7.2.1 For a count to be valid a minimum of 10 voting members must a cast their vote.

6.7.3 In the event of a tied count Undeb Aber will do an unbiased coin toss (or equivalent) to determine the outcome unless there is a prior agreement of a joint position.

6.8 As outlined in 5.3, upon any vacancy occurring outside of annual elections, the Committee can vote on another member of the Committee to temporarily hold the vacant post until a by-election is held and the results are confirmed with the Opportunities Team.

6.9 By-elections will apply the same procedure used in the annual elections, giving members a minimum notice of 7 days for standing, 24 hours for voting.

6.9.1 If a by-election fails to fill a vacant position, the position will remain vacant until a by-election can be conducted at a reasonable time after. 6.10 is still applicable following this scenario.

6.9.2 Members of committee elected during by-elections shall have the same term of office as outlined in 6.13 for the relevant academic year they are elected to be committee for.

6.10 The term of office for every committee member shall be one calendar year, and unless deemed otherwise by Undeb Aber, and shall run from 1st June to 30th May.

6.11 Student Group Election Complaints

6.11.1 Complaints that a candidate or campaigner(s) has contravened a Bye-Law(s) or issued guidelines will be accepted up until one hour after the close of voting.

6.11.2 Complaints must be submitted in writing in a format decided upon by the Deputy Returning Officer(s).

6.11.3 Votes will not be counted while there are outstanding complaints awaiting a decision. As such, individual results may be held until such a time when outstanding complaints have been resolved.

6.11.4 If necessary, the Deputy Returning Officer(s) will investigate the complaint to obtain further evidence.

6.11.5 The Returning Officer and where appropriate Deputy Returning Officer(s) will rule upon the complaint and if necessary issue penalties at their discretion. Including, but not limited to:

a. Halting elections for specific post(s)

b. Referring a matter to be dealt with by the Union or University disciplinary procedures

c. Disqualifying specified candidate(s)

6.12 Student Group Election Appeals

6.12.1 An appeal against a decision of the Returning Officer or Deputy Returning Officer(s) may be made on the following grounds:

a. The interpretation of [Undeb Aber’s governing documents](https://www.abersu.co.uk/aboutaber/constitution/) or any of the issued guidelines used during the election is unreasonable;

b. The correct procedure set out in [Undeb Aber’s governing documents](https://www.abersu.co.uk/aboutaber/constitution/) or issued guidelines has not been followed;

c. The Returning Officer or Deputy Returning Officer(s) has been prejudiced or biased;

d. The Returning Officer or Deputy Returning Officer(s) has failed to fully consider the available evidence.

6.12.2 Appeals must be made through the [Undeb Aber Complaints Form](https://www.abersu.co.uk/aboutaber/abersustaff/complaintsform/) no later than 12 noon on the day after the decision is communicated to that candidate

6.12.3 If an appeal is made by a candidate, an appeals panel will be convened by a Undeb Aber staff member at the discretion of the Undeb Aber CEO, individuals who were involved in the administration of that election will be excluded from the panel.

6.12.4 The appeals panel will appoint a chair from within its number.

6.12.5 The appeals panel will hear the evidence from the Deputy Returning Officer(s) and any representations made by the appealing candidate.

6.12.6 The appeals panel’s decisions are final and cannot be appealed further.

1. **General Meetings**

7.1 The Annual General Meeting for Student Group Name shall be held on Date

7.2 The business of the AGM shall be:

* To receive reports from all of the committee on their activities in the last year
* To receive a financial report. This shall include the accounts of the previous financial year and a budget for the current financial year
* To consider any motion, which has been submitted and seconded by any two standard members to the secretary (in time for circulation with the notice of the AGM)
* For the membership to agree affiliation or re-affiliation for the following year to any external bodies (national governing bodies, affiliated charities, organisation or similar)
* To formally handover the elected positions from the outgoing committee to the incoming committee
* For any constitutional amendments to be ratified, and the constitution to be approved as accurate for the forthcoming academic year
* Any other business

7.3 The Secretary shall give all members at least 14 days e-mail notification of the time and place of the AGM.

7.4 Notice and minutes of all Meetings and Committee Meetings shall be kept by the Secretary. They shall be available through email to all members.

7.5 Any agreement made at the AGM to affiliate or reaffiliate to an external body shall be made known to the relevant Undeb Aber coordinator within the Opportunities Office, who will ensure that the affiliation does not contravene Undeb Aber Constitution or Club & Society Bye-laws.

1. **Finance**

8.1. The finances of Student Group Name shall be held primarily by the Treasurer and secondly by the President.

8.2 The Treasurer shall manage the accounts in an annual fashion with the accounting year ending in accordance with the handover of responsibilities each year.

8.3 The Treasurer shall keep and maintain all records of Student Group Name accounts before passing them on to their successor.

8.4 The Treasurer shall submit the accounts of Student Group Name to the AGM.

8.5 Student Group Name shall maintain all of its funds within the Undeb Aber Finance Office. All monies received shall be paid into the Student Group account within the Finance Office in accordance with Undeb Aber. All outgoing funds must have the signed approval of the mandate trained members.

8.6 All financial actions undertaken by the Student Group must be in accordance with the Undeb Aber rules, regulations and constitution as well as the Student Group Bye-laws.

1. **Descriptions of Positions**

9.1 The President (or equivalent) shall be the main contact point for external communications with all external groups and individuals. This includes Undeb Aber. They are further responsible for the smooth and effective running of the committee and the Student Group, and shall be the final arbitrageur of disputes amongst the committee. They are responsible for creating the best environment for the committee and other members to operate in. They must ensure the general health and direction of the Student Group is in accordance with the views of its members. They must carry out duties that are listed elsewhere in this constitution.

9.2 The Secretary is responsible for organising meetings, events, and all aspects to do with the Student Group. They are responsible for recording the minutes of all meetings, and are the main contact for receipt and outgoing administrative details of all events with regards to members and external organisations. This includes Undeb Aber. The secretary is bound to carry out all other duties stated elsewhere in this constitution.

9.3 The Treasurer’s roles are described under pt.8 Finance and therefore needs no further description

Insert other Roles & Descriptions where appropriate

1. **Constitution & Interpretation**

10.1 Amendments to this constitution happen in the following fashion:

* The proposed Amendment must be submitted to the Committee not within 14 days of the AGM.
* The Committee will scrutinise the proposed amendment and then suggest any changes that would be suitable.
* The Committee will liaise with their relevant SU coordinator to ensure on any changes, to ensure that the proposed amendments do not breach either the Undeb Aber Constitution or Club & Society Bye-laws.
* Once agreed by the SU coordinator, the proposed amendment can then be proposed at the AGM where it must be ratified with a two thirds majority.

10.2 Any changes to this constitution shall only come into force after the close of the AGM unless otherwise stated in the amendment.

10.3 This constitution, after any votes on amendments have taken place at the Student Group AGM, must be approved by two thirds majority in order to stand as a true and accurate authority of the members of the Student Group for the forthcoming academic year.

10.4 A copy of this constitution shall be kept by the secretary and offered openly to members upon request. A copy shall also be added to the Student Group webpage of Undeb Aber’s website as well as to their Microsoft Teams account.

10.5 In the event of any question of interpretation arising the committee shall have the power to act accordingly to its interpretation of the constitution, or, if it does not cover the issue, then a constitutional amendment should be presented by the President (or equivalent) at the next AGM.

1. **Student Group Specific Additions**

Insert additions relevant to your Student Group here