|  |
| --- |
| This is the guiding document for your group, it should be completed by the committee and approved by a one third majority of your members at a meeting where you have written down what happens at the meeting. This is a template to be filled and can be modified as your need. You must read all sections and discuss and complete sections 1, 2, 5, 7, 9 and 15. Return this with your affiliation request form. |

1. **Name of Club/Society**

|  |  |
| --- | --- |
| *The full title of the Club/Society will be:* |  |
| Referred to as |  |
| and shall be affiliated to Scotland’s Rural College Students’ Association (SRUCSA) | |
|  | |

1. **Aims and Objectives**

|  |
| --- |
| * 1. The Aim of the Club/ Society is: |
|  |
| * 1. The Objectives of the Club/ Society are: |
|  |

1. **Membership**
   1. Full membership is open to all SRUCSA Members and will be referred to as ‘Ordinary members’.
   2. Associate membership is open to persons over 16 years from:
      * SRUC Staff
      * Non SRUCSA members
      * The Local community
   3. Any membership fees will be set at the start of each year by the club/society officers based on anticipated activity. Details of these fees will be made available to all students and prospective members.
   4. The club/society membership shall run from 1st September – 31st June of the following year. Members can join at any time throughout the year.
2. **Finance & Funding**
   1. Only clubs and societies affiliated with SRUCSA will be allocated SRUCSA funding.
   2. Members may not receive financial payment or profit as a result of the club/society activities.
   3. Each club/society will open their own bank account from which they will manage their own financial transactions.
   4. The club/society Committee shall be responsible for the operation and recording of all income and expenditure relating to its activity and shall present a termly record of all transactions to the SRUCSA Executive Team. Failure to do so may result in SRUCSA funds being withheld from the club/society.
   5. The club/society will submit budgets each term to be authorised by the SRUCSA Executive Team. Once authorised, funds will be transferred to the club/society’ bank account (where applicable) or made available as and when needed. The dates of all Executive team Meetings will be made available to the club/society at the beginning of the academic year.
   6. The hire or purchase of facilities essential to carrying out club/society activities will be paid for in full by SRUCSA where such facilities do not already exist within SRUC/SRUCSA. All other activities will require a contribution from the club/society membership to the cost of the activities they take part in. Any allocation of funds from SRUCSA will reflect this.
   7. The club/societies will be able to apply to the SRUCSA Executive Team for extra or one-off amounts of funding for activities or events. Such applications will be considered on a case by case basis.
3. **Membership Fees**

|  |  |
| --- | --- |
| Membership fees will be set at | £ |
| The club/society funds shall be held with |  |
| All finances will be processed in accordance with SRUCSA guidelines and procedures. | |

1. **Fundraising**
   1. The club/society committee shall be responsible for all fundraising activities.
   2. Details of intended fundraising activities shall be included in the club/society’s bi-monthly budgets and outcomes recorded in the following set of financial reports.
   3. The purpose of the fundraising event/activity and details of how generated funds will be used will be advertised and made clear to all contributors and participants.
   4. The committee will decide how funds raised through organised events shall be used, although all suggestions from the club/society shall be considered.
2. **Committee**
   1. The committee shall consist of the following positions:

|  |
| --- |
| 1. *President/Chair* |
| 2. *Secretary* |
| 3. *Treasurer* |
| 4… |

* 1. The committee as a whole is responsible for:
     + Ensuring that activities and the use of funds reflect the aims and objectives of the club/society and are for the benefit of all members.
     + Ensuring that the club/society is represented at all relevant SRUCSA meetings and training events.
     + Upholding all SRUCSA policies and procedures in accordance with the SRUCSA constitution & Operating Procedures.
     + Ensuring that no-one from the club/society commits either the club/society or SRUCSA to any expenditure without prior authorisation through SRUCSA’s budgetary control system.
     + Promotion of the club/society during induction week and throughout the year to encourage new membership.
     + The smooth and safe running of any social events and activities in line with the events pack and for the convening of general meetings.
     + Publicising general meetings, providing agendas and taking minutes of the meetings.
     + Ensuring that an accurate list of all equipment purchased is kept and all equipment is returned to SRUCSA at the end of the academic year.
     + Ensuring that an income and expenditure account for the previous academic year is presented to the annual general meeting of the club/society and copies are sent to the SRUCSA Executive Team.
     + Preparing a handover for their successors.
     + Preparing an annual report of activities at the end of the year.
     + Upholding SRUCSA’s policy on initiations.

SRUCSA has a strict no tolerance policy on Club/Society initiations or activities that put pressure on new members to undertake actions that could cause physical or mental distress or anti-social behaviour that may bring it and SRUC into disrepute. Any Club/Society found to engaging in such activities may face disaffiliation, SRUC disciplinary proceedings or, in such cases where it is warranted, matters being referred to the police.

1. **Election of Committee Member**
   1. Voting will take place for the election of committee members and on any other issue deemed of importance.
   2. Elections will be decided by a secret ballot.
   3. Only current members are entitled to stand for elections or permitted to cast a vote.
   4. The committee must be elected by the club/society at an Annual General Meeting, which must be held before the end of each academic year.
   5. All Officers are elected for a period of one academic year, but may be re-elected to the same office or another office for subsequent years.
   6. If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an Extraordinary General Meeting.
   7. Committee members may be removed from their position by a motion of no confidence by a two thirds majority of club/society members present at the meeting.
2. **AGM’s, EGMs and Meetings**
   1. All meetings will be held in line with those protocols set out in Operating Procedure 8 of the SRUCSA Constitution and Operating Procedures.

|  |  |  |
| --- | --- | --- |
| The committee shall meet |  | Weekly |
|  |  | Monthly |
|  |  | Termly |

at a time and place agreed by the committee (called by the Chair/President/Captain).

The purpose of these meetings is to:

* Receive reports of matters arising since the last meeting
* Ensure the general smooth running of the club/society
* Receive reports on club/society finances and prepare budgets
* The committee has the power to fill vacancies and co-opt other members.
  1. Annual General Meeting (AGM)

The committee shall agree the date of this meeting at their earliest convenience. The purpose of the meeting is to:

* Elect the new committee for the following year
* To receive the annual report from the Chair which has been compiled by the out going committee
* Present a financial report
* Prepare plans for the following year
  1. Extraordinary General Meeting (EGM)

An EGM may be called at any time to discuss matters of outstanding importance or to hold elections to fill vacant committee posts.

An EGM can be called by:

* The President/Chair/Captain
* Club/Society Committee
* The voting membership, upon written request
* At the request of the SRUCSA Executive Team
  1. The President/Chair/Captain shall inform the SRUCSA Executive Team of the intention to hold an EGM.
  2. The quorum for an AGM or EGM is 50%+1 of the voting membership. Any decisions made at a meeting that is not quorate will be deemed as advisory only and will not be binding.

1. **Resignation**
   1. Any member wishing to resign their position must give written notice of one week to the committee.
   2. An election to replace any post holder who has chosen to resign should be held as soon as conveniently possible.
   3. The committee should inform the SRUCSA Executive Team of the resignation and subsequent re-election of any post holders as soon as possible.
2. **Alterations to the Constitution**
   1. Any changes to this constitution must be agreed by a (two thirds) majority vote obtained at an AGM or EGM of the club/society and will be ratified by the SRUCSA Executive Team.
   2. Amendments to this constitution or dissolution of the club/society must be conveyed to the SRUCSA Executive Team formally in writing.
3. **Dissolution**
   1. The club/society may be dissolved if deemed necessary by the members in a majority vote at an official club/society meeting (AGM, EGM).
   2. Any assets or remaining funds after debts have been paid shall be retained by SRUCSA. If the club/society (or one similar) does not start up again within two years the funds will be reallocated to SRUCSA clubs/societies.
4. **Club Grievances and Complaints Procedure**
   1. This procedure allows members to raise complaints about any issues relating to the club/society this may include:

* The safety of activities
* The standards of instruction or leadership
* The standard of equipment used for the activities
* Disregard to the SRUCSA Equal Opportunities policy.
  1. Complaints should first be addressed to the club/society President/Chair. If this does not prove satisfactory, a complaint should be made to a member of the SRUCSA Executive Team in writing.
  2. The SRUCSA complaint/grievances procedure will be adhered to address any formal complaints. (Section 16 of SRUCSA Constitution)

1. **Disciplinary Procedures**
   1. As part of the affiliation process all committee members must sign the club/society affiliation form agreeing to behave in accordance with all relevant SRUCSA procedures and guidelines whilst representing or working on behalf of a club/society.
   2. Breaches of the SRUCSA club/society affiliation agreement or constitution will be addressed in accordance with the Operating Procedure 6 of SRUCSA’s Constitution & Operating Procedures.

Penalties for a breach of the affiliation agreement or constitution could be as follows;

* Suspension of club/society activities
* Restricting the club/society from applying for funding
* Disaffiliation from SRUCSA of the club/society concerned
* Disciplinary proceedings by SRUCSA/SRUC against individual society members.
* Disciplinary proceedings by the SRUCSA/SRUC against individual club/society and their members.
* Police involvement and/or legal action where a situation is deemed suitably serious.

1. **Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The club/society known as | | |  | | | |
| Its officers and activities shall operate in accordance with this constitution, SRUCSA Constitution and SRUCSA policies & procedures. | | | | | | |
|  | | | | | | |
| This constitution was adopted at an AGM held at: | | | |  | | |
| on: | | | | / / | | |
| By: | |  | | |  | |
| Name |  | Position |  | | Signed: |  |
|  |  |  |  | |  |  |
| Name |  | Position |  | | Signed |  |