Derby Union of Students

Society Constitution

1. **Name**
**1.1**  The name of the Society shall be: The Warhammer society

**1.2** The group named above shall be referred to as the ‘Society’ within this constitution.

**1.3** The Union refers to the Union of Students

1. **Aims & Objectives**

**2.1** The aims of the Society shall be:
- To create a fun and relaxed community.

- To promote good sportsmanship.

- To encourage respect among members.

*The aims of the Society should be relevant, practical and achievable.*

**2.2** The objectives of the Society shall be

- To give people a space where they can fully engage in all aspects of Warhammer.

- To connect people with other who share the interest of Warhammer

1. **Membership**
**3.1** Membership of the Society shall be open to all members of the Union.
**3.2** Membership shall be conditional upon payment of the membership fee, subject to terms and conditions determined by the committee.
**3.3** The committee may provide clauses of membership to people who are not students at The University of Derby – this shall be ‘Associate Membership’. Further information regarding these memberships can be found in the Union Standing Orders.
**3.4** The Society’s membership fee shall be £5 and is subject to the Union Societies subscription of £7.

**3.5** The membership fee requires approval at the annual general meeting (AGM).

**3.6** All societies must act in accordance with the Union Code of Conduct

**3.7** Failure to act in accordance with the Union Code of Conduct shall result in disciplinary action being taken again the society

1. **The Committee**
**4.1** Society shall have a democratically elected committee who will represent the Society’s members and manage its affairs, in accordance with its aims and objectives.
**4.2** The committee must be full members of the Union of Students and are subject to the membership fee.
 a) Committee members shall pay for membership within the first six (6) weeks of
 the Society’s commencement of activity, or shall be removed from their
 position.
**4.3** The committee is elected annually through the Union of Students’ online voting platform.
**4.4** The committee will consist of the following members:
 a) President
 b) Secretary
 c) Treasurer
**4.5** The committee will also have additional positions specific to the Society **(suggestions below, delete as appropriate and type N/A if no extra positions are to be added)**:
 a) Social Secretary

**4.6** The committee will serve for a period of one academic year, commencing on July 1st and ending on June 30th.
**4.7** The incoming committee shall be required to attend mandatory training as provided by the Union.
**4.8** The incoming committee shall receive a handover of Society affairs from the outgoing committee, to equip and inform the offer for the upcoming year.
**4.9** All committee members shall:
 a) Attend Society committee meetings and General meetings or submit
 reasonable apologies to the President.
 b) Act in accordance with the Union Code of Conduct
**4.10** The committee may delegate tasks to consenting Society members outside of the committee, including sub-committees, under the following conditions:
 a) The Society committee remain responsible for any tasks
 b) Individuals must adhere to the Union of Students’ governing documents,
 including the Code of Conduct.
2. **Responsibilities of the Committee**
**5.1** Within the responsibilities set out below, any committee member may act as they see fit on behalf of the Society, subject to oversight of the President
**5.2** The responsibilities of the President are to:
 a) Ensure all Union of Students and Society policies are adhered to.
 b) Provide adequate provision for all members of the Society.
 c) Chair the committee and any General meetings.
 d) Produce the ann=ual President’s report to be presented at the Society AGM
**5.3** The responsibilities of the Secretary are to:
 a) Manage all general administration.
 b) Act as the primary link between the Society and the Union of Students.
 c) Minute all meetings and circulate these to members.
**5.4** The responsibilities of the Treasurer are to:
 a) Manage all finance requirements in accordance with the Union of Students
 financial procedures.
 b) Maintain the health of the Society’s finances.
 c) Complete funding applications when required
 d) Produce the annual finance report to be presented at the Society AGM
**5.5** The responsibilities of the Social Secretary are to:

 a) Be the primary person welcoming new society members

 b) Be the primary reference point for the rules behind Warhammer games

 c) To assist running the society social medias alongside the Secretary

**5.6** All committee positions will work towards the completion of the annual Society Action Plan and contribute to the objectives of the society within this

1. **Committee Meetings**
**6.1** The Society shall conduct regular committee meetings to inform the delivery of its offer.
 a) All committee members are entitled to speak and vote at these meetings.
 b) The VP (Activities) is entitled to attend and speak at all committee meetings.
 c) The Quorum for committee meetings is a simple majority.
**6.2** The committee must have a minimum of two (2) days’ notice before a committee meeting can take place.
 a) In exceptional circumstances a President may call a meeting with less notice.
 b) Reasons for this must be made clear in the minutes.
**6.3** All committee meeting discussions must be minuted and then made available to the Society’s membership.

**Annual General Meetings (AGM) & Extraordinary General Meetings (EGM)**
**7.1** The Society shall hold an AGM, which shall take place in semester two (2), before May 31st.
**7.2** There shall not be more than eighteen (18) months between Society AGMs.
**7.3** The AGM will include the following agenda points:
 a) Results of committee elections carried out through the online voting platform.
 b) Annual reports from outgoing committee members.
 c) Action Plan review.
 d) Society Constitution review.
 e) Membership fee agreement.
**7.4** An EGM may be called if either:
 a) 50% +1 of the committee request it.
 b) 50% +1 of the membership signs a petition to request it.
**7.5** The Society shall give a minimum of ten (10) days’ notice to all Society members of the AGM/EGM and it must be held at a location which is accessible to all – for example, disabled access.
**7.6** A quorum for the AGM/EGM will be 50% +1 of the full membership of the Society.
 a) If a quorum is not reached the vote shall be void.
 b) If the vote is void the Society shall reconvene the following week.
 c) If this vote is also void the Society shall call an EGM - failure to hold said meeting will result in Union intervention
**7.7** A member of the Union of Students shall attend the AGM/EGM to oversee any voting carried out in-person.
 a) It is the President’s responsibility to liaise with the Union of Students to ensure a representative can attend.
**7.8** AGM/EGM minutes must be submitted to the Union of Students.

1. **Complaints, Appeals & Disciplinary Procedures**
**8.1** The Society or members of the Society whose conduct may be considered to have broken the Union of Student Code of Conduct, bringing the Union into disrepute, my face disciplinary action in accordance with Union Standing Order Six (6)
**8.2** The Union of Students shall have a Complaints procedure which can be found on the Union of Students website.
**8.3** The Union of Students shall have an Appeals process which is outlined in Union Standing Order Seven (7).
2. **Votes of No Confidence**
**9.1** Members may vote to remove any member of the Society committee by submitting a secure petition to the VP (Activities), signed by at least 50% +1 of the Society’s total membership.
The VP (Activities) will then follow Union guidance and a hearing will be held.
3. **Resignations**
**10.1** If a committee member chooses to resign their position before the end of their period in office, they must submit their resignation in writing to the Union of Students’ Societies Coordinator.
**10.2** Following an early resignation the President may act as interim until an EGM can be arranged.
 a) In the event that the President has resigned the Society may appoint another committee member and an EGM will be held to fill the vacant position.
4. **Finance**
**11.1** The Treasurer shall be responsible and accountable for authorising the financial decisions of the Society.
 a) In the event that the Treasurer has a conflict of interest, the President shall
 assume this responsibility.
**11.2** Members shall receive no direct or indirect payment, except for any instructor fees or legitimate expenses incurred in connection with society business.
**11.3** All monies shall be used to support the aims and objectives of the Society.
**11.4** All monies shall be held by the Union of Students.
5. **External Parties**
**12.1** Any affiliation between a Society and an external organisation must be approved by the Union of Students.
**12.2** Any commercial or sponsorship agreement with an external organisation must be approved by the Union of Students.
6. **Amendments & Interpretation**
**13.1** Any proposed amendment to this constitution must be passed by a majority at the Society AGM or EGM.
**13.2** If there is a dispute over the interpretation of the constitution, the decision of the VP (Activities) will be sought.
 a) The decision of the VP (Activities) will be final and no appeal shall be available
7. **Warhammer society code of conduct**
* Do not cheat under any circumstances including rules being deliberately misconstrued.
* Do not make any society related activities unfun for anyone.
* You must ask permission before touching anyone's personal belongings.
* Treat everyone with respect whilst engaging with the society including whilst at any society led events, in society related virtual conversations and when engaging with any of the society's social medias.
* Do not demand or pressure anyone into doing anything.
* Ask permission from a committee member before doing anything that will affect the society as a whole.
* Display good sportsmanship when playing games at society events.
* Be lenient with new members and people who are new to Warhammer.
* Avoid discussing politics at society events and virtual conversations related to the society.
* Ask permission from a committee member before taking anything that belongs to the society and be honest about what you are taking.
* Do not discriminant against any of the protected characteristics outlined in the equality act 2010.