

By-Law 10 Appendix A - Club and Society Constitution

1. Every Club and Society shall have a Constitution recognised by the SU.
2. The Constitution cannot contravene or be at odds with the SU's governing documents. The SU's Governing documents will take precedence over the Club or Society Constitution where there is conflict.

Contents of a Constitution:

1. A Society or Club Constitution must contain at least the following:
 - a. The name of the Society or Club
 - b. The Aims and Objectives of the Society or Club.
 - c. Recognition of the relevant SU By-Law's and Appendices.
 - d. Affiliations the Society or Club may have.

Changing a Society or Club Constitution:

1. Changes to a Society or Club Constitution are made by a Club or Society General Meeting.
2. Motion to change the Constitution must have a proposer and seconder who may be any two standard members of the Society or Club.
3. All members should have at least 7 days' notice of a General Meeting. This notice should include the proposed changes to the Constitution.
4. Members shall have equal access and opportunity to speak for and against the motion.
5. The motion shall be decided by a majority vote of the General Meeting. In the event of a tie, the motion shall not pass.
6. If requested by at least one member, a secret ballot must be held.
7. Votes should be counted by a current member of the Society or Club without a conflict of interest. A SU Returning Officer, Sabbatical Officer or appropriate member of SU Staff can be requested to carry out this role depending on availability.
8. All changes to the Constitution must be ratified by the SU Societies or Sports Exec before they take effect.

Quorum:

1. The quorum for all Society and Sports Clubs constitution changes shall be the cumulative total of Quorum 1. a) – f) in 'Club and Society Election Appendix' multiplied by 1.5 and then rounded up to the nearest whole number.
2. The minimum quorum for any Society or Sports Club constitution change is 8.

Constitution Template:

Society or Club Name Constitution

1. Name

- a. The name of the Society or Club:

2. Aims and Objectives

- a. The Aims and Objectives of the Society or Club describe its primary purpose.
- b. All activities and of the Society or Club must be in line with its Aims and Objectives.
- c. The Society or Club's Aims and Objectives are:

3. Warwick SU

- a. This Constitution shall abide by SU Rules and By-Laws at all times. This includes:
 - i. By-Law 10: Clubs and Societies
 1. Appendix A Club and Society Constitution Appendix
 2. Appendix B Recognition and De-Recognition of Societies and Clubs
 3. Appendix C Club and Society Financial Responsibilities
 4. Appendix D Club and Society Elections and Democracy
 5. Appendix E Sports and Societies Federation Membership
 - ii. By-Law 11: Equality and Diversity
 - iii. By-Law 12: Disciplinary
- b. Any proposed changes to this Constitution must be approved by a General Meeting of the Society/ Club and the Warwick SU Societies/ Sports Exec before taking effect.

4. Affiliations

- a. The Society is affiliated to the following organisation(s):
