

**Homerton Union of Students
Society Constitution
Template 2018/19**

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Edited by Nathan Johns**

Foreword

Dear Member,

The purpose of this document is to clarify the procedures that the society will follow.

It is designed to cover every eventuality governing the society and the activities that it will carry out.

More than anything as we write this, we hope that many of the clauses never need to be used.

However, as a society we are committed to creating a fun atmosphere where all members and guests feel welcome. We commit wholeheartedly to holding social events where nobody feels uncomfortable or targeted and we expect all of our members to uphold the highest standards and therefore this document sets out how we aim to ensure this happens.

If anybody fails to meet these standards we want to provide a clear way to raise your concerns, no matter which member of the society or guest it is about.

We look forward to this society hopefully outlasting our times at this college and this university and want to ensure it is on a good footing for the future.

We wish all of our members the best for now and the future, and hope you enjoy our events!

Yours,

The x society committee (201x-y)

President

Treasurer

Communications and Webmaster

Events and Speakers

(These are just examples of potential committee positions. What positions that are made available is completely up to the individual society)

The Constitution

Name and Aims

1. The name of the society shall be “ ” (hereafter, “the society”)
 - 1.1. A “member” of the society is defined as any student at Homerton College in the JCR or MCR who has filled in the membership form.
2. The society’s aims shall be as follows
 - 2.1. To promote and put on events for anybody interested in x, or learning more about x at Homerton
 - 2.2.
3. The society shall be a society of Homerton College and regulated by the Homerton Union of Students (HUS)

Governance

4. The society shall have four members, hereafter “committee members”, collectively known as “the committee”, elected under section 9 to govern the society
 - 4.1. One member shall be known as “the president” and shall be responsible for overall direction of the society and leadership as well as helping other committee members with their duties and dealing with the HUS president
 - 4.2. One member shall be known as “the treasurer” and shall be responsible for the finances of the society and dealing with the HUS treasurer
 - 4.3. One member shall be known as “the communications and webmaster officer” and shall be responsible for maintaining the website and social media as well as communicating with external groups if needed
 - 4.4. One member shall be known as “the events and speakers officer” and shall be responsible for inviting speakers and arranging events with the help of the president
5. A meeting with all members of the committee present shall be known as a “committee meeting”
 - 5.1. There must be at least 1 committee meeting for each of the three terms of the University of Cambridge academic year which must be held in term time
 - 5.2. Each meeting must end with a vote to accept that all relevant matters have been discussed
 - 5.3. Each meeting must have a nominated committee member to take minutes of the meeting
 - 5.4. Each meeting must discuss matters arising under section 8.3 should they have occurred
 - 5.5. A meeting must take place within 3 days of a measure 8.6 appeal being lodged and action taking according to section 8.6.2
 - 5.6. Votes may take place during committee meetings that are binding on the society and other committee members and are called when committee members do not reach unanimous agreement

- 5.6.1. Each committee member has one vote and can vote for or against the motion or abstain
- 5.6.2. Votes shall be carried by simple majority
- 5.6.3. Tied votes shall be cast in favour of the president's vote, unless they abstain in which case the outcome that leaves things unchanged as chosen by the president shall be the outcome of the said vote
- 5.6.4. Votes shall be recorded with names in the minutes
- 5.7. Minutes shall be published after each meeting (except a section 5.5 meeting) and matters under section 5.4 shall be redacted except to say such an incident occurred
- 6. A meeting open to all members of the society shall be known as a "general meeting"
 - 6.1. There must be at least 1 general meeting for each University of Cambridge academic year which must be held in term time
 - 6.2. During such a meeting a vote may be called either with unanimous agreement of the committee members or failing this at least $\frac{2}{3}$ of the members present
 - 6.2.1. Each member has one vote and can vote for or against the motion or abstain
 - 6.2.2. Votes shall be carried by simple majority
 - 6.2.3. Tied votes shall be cast in favour of the president's vote, unless they abstain in which case the outcome that leaves things unchanged as chosen by the president shall be the outcome of the said vote
 - 6.2.4. Votes shall be anonymous (except for committee members)
 - 6.2.5. The constitution may only be changed by such a vote

Social events

- 7. Social events arranged by the events and speakers officer must adhere to the rules set out in the "Good Swap Code" entered into our constitution as section 8
 - 7.1. The events and speakers officer is responsible for choosing the "responsible member" as defined under section 8 and may choose themselves
 - 7.2. All people breaking rule 8.3 shall be suspended until a committee meeting takes place to decide the sanction
 - 7.3. Punishment for breaking rule 8.3 should usually be a ban from future events and permanent and irreversible termination of membership unless there are exceptional circumstances
- 8. The "Good Swap Code" shall govern all events held by the society and is copied into our constitution here
 - 8.1. There shall be a responsible member of the society for the event
 - 8.1.1. The responsible member must be a named member of the this society and named by one of the committee members of this society
 - 8.1.2. The responsible member must be somebody in attendance at the event and should normally be somebody who is organising the event
 - 8.1.3. The responsible member is the person who is responsible for ensuring members at the event adhere to these rules
 - 8.2. Joint events shall require a responsible member from the other society or group

- 8.2.1. Where decisions in this document mention the responsible member decisions must be made by unanimous agreement between both people
- 8.2.2. The responsible member from the other society must be chosen in accordance with rule 1
- 8.3. There is no tolerance for disrespectful behaviour towards another attendee of the event (somebody breaking this rule is a “rule 8.3 breaker”)
 - 8.3.1. The list of behaviours that result in breaking rule 8.3 include, but are not limited to the following list: Sexism, Racism, Homophobia, Transphobia or Sexual Harassment
 - 8.3.2. The responsible member(s) are entitled at the event itself to decide what behaviour results in a breakage of rule 8.3
- 8.4. A breakage of rule 8.3 results in removal of that person from the event
 - 8.4.1. The responsible member’s/members’ verdict must be listened to, even if not agreed to at the time
- 8.5. A permanent sanction must be applied to the member, unless there is an appeal
 - 8.5.1. The committee of the society the rule 8.3 breaker comes from must decide on a sanction to be applied to the member. Decisions must be made unanimously
 - 8.5.2. The victim should be assisted by the relevant society committee to report such behaviour to their college staff, students’ union or the police if they wish to do so
- 8.6. Appeals may be lodged against decisions and must be handled independently
 - 8.6.1. Should the victim or rule 8.3 breaker disagree with either the decision of the society committee or the original decision of a responsible member they may lodge an appeal with the committee of the relevant society
 - 8.6.2. The committee must within 2 weeks arrange for an independent person to adjudicate on the issue and take the advice of the relevant students’ union that the society is governed by to find such a person

Elections

- 9. Elections shall be held in Lent term or in the event of a role becoming unoccupied (a by-election) and must be carried out under the following rules
 - 9.1. No elections may be held when starting or restarting the society after a mothballing under section 10, instead the restarting people may choose which roles they shall fill and co-opt within the first year
 - 9.2. The committee at a committee meeting shall decide the date for the elections, hereafter referred to as the “election date”

- 9.3. The returning officer for the election shall be the President and the deputy returning officer shall be the Communications and Webmaster officer
- 9.4. The notice of election and call for candidates shall be given at least 1 month prior to the election date to the members via all social media and communications channels by the Communications and Webmaster officer
- 9.5. Members may apply for any role (but may not apply for more than one role) between the call for candidates and 3 weeks prior to the election date
- 9.6. Candidates may campaign between 3 weeks prior to the date of the election and the date of the election
 - 9.6.1. Each candidate must consider the election to be an event held under section 8 and the responsible member to be the president
 - 9.6.2. Candidates may not campaign on Facebook except for changing their cover photo
 - 9.6.3. Each candidate is entitled to a photo poster and A4 sized manifesto to be sent to all members via the society official media channels
 - 9.6.4. All election materials must be approved by either the returning officer or deputy returning officer
 - 9.6.5. A meeting under section 6 shall be held as an AGM and hustings event at least 2 days prior to the election date
- 9.7. Voting shall take place using a Single Transferable Vote system
 - 9.7.1. Members may vote using a system that allows for STV voting as decided by the Communications and Webmaster officer
 - 9.7.2. Voting shall be open from 08:00 on the election date to 20:00 the following day
 - 9.7.3. In the event that any of the electoral rules are broken as decided unanimously by the returning officer and deputy returning officer, the rule breaking candidate(s) shall be disqualified

Final Measures

10. The society shall be mothballed and suspended if in any one academic year, candidates cannot be found for both the treasurer and president (the other two roles may be shared between the treasurer and president and filled later by a by-election)
 - 10.1. If such a situation occurs for more than two consecutive academic years the society shall be dissolved and any assets left remaining donated to a charity of the last committee's choice (who should be contacted should this occur)

Please note:

This is an extensive template. How the committee decides to run their events, elections, meetings and disciplinary process etc. is of their own volition. Some measures (such as 8.3) are mandatory and all constitutions need to be approved by both the HUS Treasurer (hus-treasurer@homerton.cam.ac.uk) and President (hus-president@homerton.cam.ac.uk) before the society is officially recognised.