Constitution of the St. Hugh's

College \_\_\_\_\_\_\_\_\_Society [TEMPLATE]

# Name

All references hereafter to "The Society" shall refer to "The St Hugh's College \_\_\_\_\_\_\_Society." The Society may also be called the St. Hugh's \_\_\_\_\_\_\_\_\_\_ Society.

# Aims

The aims of the Society shall be [EXAMPLES]:

1. The advancement of education and learning in the spheres of \_\_\_\_\_\_\_ within the College by maintaining and improving the inclusive and supportive environment, resources, advice and strengthening the ties of members within the college.
2. The holding of talks and social events for members in order to promote the understanding of \_\_\_\_\_\_\_\_\_\_ within the College.
3. Promoting interaction between those who \_\_\_\_\_\_\_\_\_\_ within the College.
4. Any activities in the furtherance of the above objects that the Management Committee may deem appropriate.

The Society shall remain apolitical throughout the pursuit of its aims.

# Membership

Membership of the Society shall be comprised of those who fall into any of the following categories:

1. All St. Hugh's undergraduate or graduate student members of \_\_\_\_\_\_\_\_\_\_ will be considered as Voting Members.
2. Those appointed as 'Senior Members' by the Management Committee. 'Senior Members' must be members of the St. Hugh's College governing body.
3. Those appointed as 'Honorary Members' for life by the Management committee.

# Supporters

The Management Committee may appoint as a supporter any organisation or person at their discretion for periods as they see fit. Supporters will be expected to contribute to the funds and activities of the society. They may send a representative to the Annual General Meeting. They will have no right to vote or participate in the management of the society.

This article does not disentitle an individual who is also a supporter, one of the group of persons making up a supporter or a partner in, or employed by, a supporter, who is eligible in his or her own right under article 3, to be a member in his or her individual capacity and as such exercising his or her rights in accordance with that membership.

# Officers

The Society’s Management Committee shall have the following officers:

1. A President who shall be a Voting Member in residence and shall be elected annually by Voting Members of the Society. The President will have the power to call meetings of the Society and Management Committee. The President is jointly responsible with the Treasurer for applying for amalgamated funds.
2. A Vice President who shall be a Voting Member in residence and shall be elected annually by Voting Members of the Society. The Secretary is responsible for organising events and socials.
3. A Treasurer who shall be a Voting Member in residence and shall be elected annually by Voting Members of the Society. The Treasurer shall have the powers and duties as assigned to him from time-to time by the Senior Treasurer. The Treasurer will be responsible for signing cheques. The Treasurer is jointly responsible with the President for applying for amalgamated funds.

# Annual General meeting

At least one annual general meeting, which all voting members will be entitled to attend, will be held each term at a date determined by the Management Committee.

# Elections

Elections for the positions of officers shall be held once a year.

1. Manifestos must be given to the current President by Friday of Week 6 in Michaelmas Term, or at another date as specified by the President. They should contain the signature of the candidates and the signature of the current standing officer for the corresponding position ascertaining that they have discussed the position.
2. Voting slips will be given to all eligible members in their pigeonholes on Friday of Week 7 in Michaelmas Term. The Secretary of the society must receive these by 8:00 pm of Sunday Week 8, or later if agreed by the President. Alternatively voting may be conducted by e-mail.
3. Unopposed candidates do not have to be voted in.
4. The results shall be posted up on the subject notice boards as soon as they are authorized by at least three standing officers and no later than Monday of Week 8, or displayed electronically via an email to all members of the society. The results should include the signatures of the officers authorizing the result.

# Management Committee

1. The Management Committee consisting of all officers of the society shall manage the Society.
2. The meetings of the Management Committee should occur at least once a year. The President may hold other meetings at his discretion, and is obliged to hold a meeting at the request of another Management Committee officer, but is not required to hold more than one meeting in any two-week period.
3. The President will take the chair at meetings of the Committee, unless the President decides to delegate powers to another officer. The person in the chair shall have the casting vote in the event of an equality of vote.
4. Meetings may take place electronically.

# Majority

 All non-constitutional decisions of the Society in a meeting of the Management Committee shall be decided by a simple majority, taking into account the casting vote of the person in the chair in accordance with article 9(c) of this constitution.

# Resignation

A member desiring to resign must give notice in writing to the Secretary of the Society. Members should be notified and a by-election held, in the same manner as an ordinary election, but with suitable substitutions for dates.

# Power to Change the Constitution

Any of the foregoing rules of the Society may be repealed, altered or added to by the Society at a special meeting of the Management Committee. The meeting shall require:

1. All standing officers to be present at the meeting.
2. The President must sit in the chair. However, there shall be no casting vote for the President at this special meeting.
3. A two-thirds majority shall decide the vote.

The Constitution may also be changed if the President suggests alterations that are subsequently authorised by all officers in the Management Committee.