

## Schedule G: Standard Club/Society Constitution

1. **The Name of the Club/Society shall be:**

\_\_\_\_\_

2. **The Club/Society shall be a Club/Society of CUSU.**

3. **The Purpose of the Club/Society is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **The Club/Society shall make provision wherever possible for all abilities and sexes.**

5. **Membership shall be open to all members of CUSU.**

6. **The Committee will consist of :**

- (a) The Chair
- (b) The Secretary
- (c) The Treasurer
- (d) All other Elected Officers
- (e) The SU President (as an ex-officio member)

The term of office shall be for one year.

7. **Meetings:**

- (a) The Annual General Meeting of the Club/Society shall be convened by at least the third week of the summer term, overseen by a member of the SU Executive.
- (b) There shall be at least one general meeting every term.
- (c) The committee are responsible for arranging the dates of meetings and must inform members at least 5 working days in advance, using official notice boards. Agendas to be available 2 days in advance.
- (d) Additions to or changes to this constitution can only be made at a General Meeting of the club/society, to be ratified at Council.
- (e) The quorum must be at least 7 members of the club/society.

8. **Reports:**

The committee are to produce a report for Executive committee at the end of each term. The report is to detail the club/society's activities. To include a financial report.

**Please note a copy of this form or an alternative Constitution of your drafting (including codes of practice) MUST be submitted to the Students' Union. Any alternative Constitutions need to be checked by Executive before being passed by the Club/Society.**