

Constitution

(Revised – August 2025)

Titles

1 Names, Aims and Objectives.....	1
2 DEFINITIONS.....	2
3 INTERPRETATION.....	2
4 MEMBERSHIP.....	2
5 J-SOC COMMITTEE.....	3
6 GENERAL MEETINGS.....	9
7 COMMITTEE ACCOUNTABILITY.....	12
8 OTHER PROVISIONS.....	13
9 FOOD SAFETY AND HYGIENE POLICY.....	13

1 Names, Aims and Partners

1.1 The name of the society shall be Leeds University Jewish Society and shall hereafter be referred to as “J-Soc.”.

1.2 The aims of J-Soc. shall be:

1.2.1 To enhance the Jewish identity of students by promoting the study and understanding of Judaism and Zionism, and of Jewish and Israeli culture and history.

1.2.2. To unite Jewish students and coordinate their common efforts and energies in order to encourage education, reduce assimilation and protect their rights on campus.

1.2.3 To further and protect its members interests and to ensure adequate representation of its members opinions in all vital matters.

1.2.4 To provide members with educational speakers and other events including multiple perspectives on a given topic, either by itself or by co-operation with a diverse set of other bodies.

1.2.5 To maintain appropriate links with all local and National organisations also working for the interests of Jewish Students.

- 1.2.6 To promote tolerance and understanding among its members, to encourage an awareness of the problems of all racial and religious discord and tension, both at home and abroad.
- 1.2.7 To ensure that all activities of the J-Soc are open to full participation by all members through the appropriate maintenance of Kashrut and religious observance.
- 1.2.8 To facilitate the participation of postgraduate students within the J-Soc by supporting activities to this end.
- 1.2.9 To do all such things the J-Soc may think incidental or conducive to the attainment of the above objectives.
- 1.2.10 To commit itself to working with Liberation networks and equality and diversity groups.
- 1.2.11 To commit itself to working with cross-communal denominations to better represent all denominations in J-Soc
- 1.2.12 To commit itself to actively promoting and fundraising for (at least) one charity each year. The charity will be decided upon by a poll of the members.

1.3. J-Soc partners/affiliates with the following groups to support the achievement of its objectives. These partner organisations are: Union of Jewish Students (UJS)

1.4 J-Soc receives sponsorship and donations from the following groups to support the achievement of its objectives. These organisations are: Union of Jewish Students (UJS)

2 DEFINITIONS

- 2.1 The Constitution provides the structure within which the J-Soc functions
- 2.2 Standing orders are rules that govern procedure and conduct of J-Soc meetings
- 2.3 Any other business is for discussion or information that cannot be categorised by the standing orders.

3 INTERPRETATION

- 3.1 The J-Soc committee shall interpret the constitution where necessary referring to an EGM/AGM to resolve disputes.

4 MEMBERSHIP

4.1 Membership Regulations

- 4.1.1 All members shall be required to pay a membership fee decided by the J-Soc committee.
- 4.1.2 All J-Soc members shall be invited to become members of the Union of Jewish Students of the United Kingdom and Ireland (UJS).
- 4.1.3 All members shall be entitled to some or all of the privileges.
- 4.1.4 Any member may be suspended from any or all of the privileges of the J-Soc, including membership of it, for any period by a decision of the J-Soc committee.
- 4.1.5 The Union Affairs and Activities and Opportunities Officer shall be ex-officio members of the J-Soc and shall act as signatory to the official J-Soc bank mandate.
- 4.1.6 The Jewish student Chaplain shall be an ex-officio member of the J-Soc.
- 4.1.7 Full membership may be granted to members of the Union and they may be entitled to privileges outlined below.
- 4.1.8 Honorary Life Membership may be granted to persons that the J-Soc wishes to honour for services to the J-Soc.

4.2 Membership Privileges

- 4.2.1 To attend all meetings.
- 4.2.2 To vote on all questions of policy within J-Soc.
- 4.2.3 To propose or second candidates for election to the J-Soc committee.
- 4.2.4 To vote for such officers as are nominated for election.
- 4.2.5 To hold office on, and stand for election to J-Soc. committee.

5 J-SOC COMMITTEE

5.1 Committee Composition

- 5.1.1 The committee must consist of:
 - 5.1.1.1 President
 - 5.1.1.2 University Chair

- 5.1.1.3 Beckett Chair
- 5.1.1.4 Treasurer and Fundraiser
- 5.1.1.5 Secretary and Contacts
- 5.1.1.6 Cultural and Educational Engagement Officer
- 5.1.1.7 Publicity Officer
- 5.1.1.8 Publicity Officer
- 5.1.1.9 Campaigns Officer
- 5.1.1.10 Shabbat Officer
- 5.1.1.11 Shabbat Officer
- 5.1.1.12 Shabbat Officer
- 5.1.1.13 Events Officer
- 5.1.1.14 Events Officer
- 5.1.1.15 Social Action and Inter-community Officer
- 5.1.1.16 Sports Representative
- 5.1.1.17 J-Soc Ball Officer
- 5.1.1.18 Leeds Arts Representative

5.1.2 Shall be elected by the J-Soc membership at an AGM or EGM

5.1.3 Newly elected committee must assume their responsibilities by the first week of the second term or immediately following their election.

5.1.4 At least one individual from the committee per year is put forward to complete the CST cadet course. This ensures that during minor events where CST is not present, that there is likely to be at least one security-minded individual, and able to respond to any security-related scenario as necessary. This is subject to the subsequent interview process before being accepted onto any course

5.2 Committee Convocation

5.2.1 Committee meetings shall be open to all members of J-Soc.

5.2.2 Minutes of committee meetings must be made available, on request, to any member of J-Soc.

5.3 Committee Duties

5.3.1 To maintain the J-Soc. notice board.

5.3.2 To ensure proper running of the J-Soc.

5.3.3 To inform any suspended or expelled member of their rights of appeal through Union structures.

5.3.4 To publish a committee update report semi-annually including details of each committee member's progress towards implementing their election pledges and/or their contribution to committee.

5.4 Committee Powers

5.4.1 To manage J-Soc on behalf of its members and in accordance with its stated aims and objectives.

5.4.2 To suspend any member from any privileges of J-Soc, including membership of it, for any period.

5.5 Officers

5.5.1 Must be full J-Soc members who are also student ordinary members of the Unions.

5.5.2 The three officers shall be the signatories appearing on the J-Soc bank mandate.

5.5.3 The officers shall be:

5.5.3.1 University Chair

5.5.3.2 Treasurer

5.5.3.3 Secretary

5.6 Duties of core Officers as appearing in 5.5.3.

5.6.1 The Core Officers have overall responsibility for the smooth running and financial oversight of J-Soc, which benefits its members and is in line with the stated aims and objectives.

5.6.2 The primary duties and responsibilities of Core Officers are:

5.6.3 Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers, including complying with requests from the Activities Executive regarding the group.

5.6.4 Being a signatory to the J-Soc LUU cash office account.

5.6.5 Ensuring J-Soc meets the requirements of the annual certification check.

5.6.5.1 Ensuring J-Soc complies with all legal requirements and LUU policy, including the Clubs and Societies Health and Safety Policy, Media Policy, Freedom of Expression Protocol, and Safeguarding Policy.

5.6.6 Ensuring J-Soc LUU webpage, and, its own website and social media sites, are maintained in line with relevant LUU policy.

5.6.7 Running and attending all committee meetings and AGMs per the rules outlined in this constitution.

5.6.8 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.

5.6.9 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.

5.6.10 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive.

5.6.11 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM, the Activities and Opportunities Officer or the Activities Executive.

5.6.12 The three Core Officers have additional individual roles and duties alongside those outlined in 5.6

5.6.13 To attend Societies forum.

5.6.14 To attend the Union AGM

5.6.15 To be a signatory of the J-Soc bank account.

5.7 Duties of the President

5.7.1 To chair all meetings of the J-Soc.

5.7.2 To produce an annual report.

5.7.3 To represent J-Soc. to external organisations.

5.7.4 To work with the Interfaith and Inclusion Officer in furthering J-Soc interfaith initiatives.

5.7.5 To maintain, preserve and hold responsibility for the J-Soc sword. This includes ensuring the sword is present at every AGM and EGM.

5.8 Duties of the Chairs

5.8.1 To work towards the welfare of the membership, placing special consideration to their specific University members.

5.8.2 To work with the President to maintain the committee as an effective working body, and act as Deputy to the President.

5.8.3 To hold the President accountable for his/her actions in relation to the J-Soc.

5.8.4 To be established as the official representative of J-Soc to his/her University.

- 5.8.5 To assume the responsibilities of the President in the event of there being no President.
- 5.8.6 To ensure representation of J-Soc within LUU/LBU.
- 5.8.7 The Formal responsibilities for the Beckett chair will include responsibility for all campuses in Leeds where Jewish Students study, excluding the University of Leeds, and working alongside the Leeds Arts representative
- 5.8.8 To ensure that threats are monitored and appropriate action is taken to counter those threats i.e signposting students to hate-crime reporting through the LUU or LBU. This includes keeping updated with ideas going to 'forum'.
- 5.8.9 To maintain links with the UJS Campaigns Director and a relationship with the Union & University.
- 5.8.10 To ensure representation of J-Soc at NUS and meet with LUU Leadership race (Exec team & Gryphon editor) candidates.

5.9 Treasurer and Fundraiser

- 5.9.1 To be responsible for the finances of J-Soc.
- 5.9.2 To maintain up to date accounts using the double entry book keeping method.
- 5.9.3 To submit applications to Societies Funding Committee.
 - 5.9.3.1 To ensure that expenses received in the account correspond with expenses claimed.
- 5.9.4 To ensure that J-Soc has viable funds, in order to operate.
- 5.9.5 To deal with external organisations in relation to funding.
- 5.9.6 The J-Soc treasurer will be responsible to ensure that the Jewish Society Football Team, Hapoel Hyde Park continues to run should there be demand.
 - 5.9.6.1 The treasurer will be responsible for the registration fee required for Hapoel Hyde Park to compete in the university society leagues.
- 5.9.7 To ensure J-Soc allocates adequate funding for food safety and hygiene purposes, including for training (9.1), PPE (9.2) and other hygiene-related products (9.3), and ensure that stock for replenishment is ordered when required.

5.10 Secretary and Contacts

- 5.10.1 To produce agenda documents for committee meetings.
- 5.10.2 To maintain a written record of all committee meetings.
- 5.10.3 To maintain and keep an up to date copy of the J-Soc constitution.
- 5.10.4 To maintain membership records of all J-Soc members, including Union and UJS membership.
- 5.10.5 To be the main point of contact between the membership and the committee.

5.10.6 To ensure J-Soc meets the requirements of the annual certification check

5.11 Cultural and Educational Engagement Officer

5.11.1 To Organise Student education events including a weekly LISHMA Lunch and Learn

5.11.2 To organise events promoting cultural awareness of Judaism, Israel and Jewish History

5.11.3 To arrange for external speakers to give Jewish educational talks

5.12 Campaigns Officer

5.12.1 To act as a campaigns officer on their campus/es, including:

5.12.2 To be responsible for the organisation of political events and campaigns on the Leeds campus. Panels should be balanced and speakers from a range of organisations across the political spectrum. Campaigns officer should hold at least one event per term open to all students with a Q&A

5.12.3 To work with the treasurer to gain sponsorships

5.13 Social Action and Inter-community Officer

5.13.1 To be responsible for J-Soc's interfaith relations on the Leeds campus.

5.13.2 To endeavour to create/maintain links with other faith societies within the LUU and LBU and local faith communities with a view towards interfaith activities.

5.13.3 To endeavour to create J-Soc social action programming and charity campaigns for those in need within Leeds, the Jewish community or the wider global community.

5.13.4 To coordinate involvement with local Jewish organisations such as the Leeds Jewish Representative Board and local synagogues.

5.13.5 To run at least one Interfaith panel or other event and at least one Intrafaith discussion group or other event throughout the year.

5.14 Sports Rep

5.14.1 To be the contact point between Hapoel Hyde Park and the J-Soc Committee by liaising with the Hapoel Hyde Park manager

5.14.2 To be the contact point between the J-Soc netball team and the J-Soc Committee by liaising with the netball team manager

5.14.3 To organise friendly inter-J-Soc sports nights including viewing parties of big sporting events and sports socials (such as a table tennis tournament)

5.15 Events Officers

- 5.15.1 To organise regular social events for J-Soc membership
- 5.15.2 To maintain relationships with clubs and social venues for discounted tickets for J-Soc members
- 5.15.3 To work with the J-Soc Ball Officer to organise the annual J-Soc Ball

5.16 Shabbat Officers

- 5.16.1 To be responsible for and coordinate J-Soc. activities on Shabbat.
- 5.16.2 To promote those activities independently and in conjunction with the Publicity Officer.
- 5.16.3 To be responsible for the provision of meals on Shabbat to all those members who require them.
- 5.16.4 To be responsible for food safety and hygiene in the preparation of food within Hillel House kitchen, at all times
- 5.16.5 To undertake a Level 2 Food Safety and Hygiene training course.

5.17 Publicity Officers

- 5.17.1 To be responsible for the publicity of events.
- 5.17.2 To be responsible for the J-Soc social media. Including WhatsApp business, Instagram, Facebook and Twitter
- 5.17.3 To be responsible for publicising, responsibly, Hillel House facilities for the Jewish student community.
- 5.17.4 To keep up to date with all events in order to create the relevant publicity graphics and materials
- 5.17.5 To act as the link between members and committee by answering questions sent in through the social media and in some cases passing it onto the relevant committee member

5.18 J-Soc Ball Officer

- 5.18.1 To ensure the annual J-Soc ball is organised
- 5.18.2 Organising a planning committee to help plan all aspects of the J-Soc ball

5.19 J-Soc Leeds Arts University Representative

- 5.19.1 Responsible for all Jewish students studying at Leeds Arts University
- 5.19.2 To complete all the duties of the chairs

5.19.3 To communicate with the rest of committee

5.20 Family Style J-Soc

5.20.1 Outgoing J-Soc committee will act as a 'family' role encouraging new committee members to seek them out for additional support and guidance

5.21 Delegation of Duties

5.21.1 If in the scenario a role does not get elected on the committee, it is the responsibility of the President to delegate that role's duties to the rest of the committee.

5.22 Completion of Full Term

5.22.1 To be eligible to apply for a position on the J-Soc Committee, applicants must be students in Leeds for the entirety of their committee term.

6 GENERAL MEETINGS

6.1 General Rules pertaining to Meetings

6.1.1 The Annual General Meeting shall be held during the first term except in the case of extenuating circumstances, to be decided at the discretion of the J-Soc committee.

6.1.2 The order of business shall be:

6.1.2.1 Constitutional amendments

6.1.2.2 President's report

6.1.2.3 Financial Report

6.1.2.4 Any other business

6.1.2.5 Election of Officers

6.1.3 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.

6.1.4 Only Students and Apprentices, registered at institutions based in Leeds who are paying members of the J-Soc may attend the J-Soc AGM and any subsequent EGM, unless otherwise stated by the steering committee.

6.2 Regulations for meetings

6.2.1 Business for discussion at General Meetings must be submitted by the Steering Committee in this way:

6.2.1.1 A Provisional Business for discussion must be submitted 6 working days prior to the date of the meeting.

6.2.1.2 A finalised Closed Business for discussion must be submitted 5 hours before GM.

6.2.2 The agenda for the meeting must be posted five working days before the date of the meeting.

6.2.3 A nominee of the J-Soc committee shall chair all General Meetings of the Society. The GM will be run by the Steering Committee.

6.2.3.1 The Steering Committee will be chaired by the President or a nominee of the President and be made up of 2 Committee and 2 non-Committee members appointed by the President.

6.2.4 A vote of No-Confidence in the Chair can be called at any moment.

6.2.4.1 This call for a vote of No-Confidence must be seconded and then ratified by a member of the steering committee.

6.2.4.2 The vote must pass with a simple majority.

6.2.5 If a vote of No-Confidence in the Chair is passed, a new Chair shall be elected out of the remaining members of the Steering Committee or the member that called for the vote of No-Confidence.

6.2.6 At all General Meetings the chair shall have a casting vote only.

6.2.7 All motions to meetings shall require a simple majority, except where otherwise stated in this constitution.

6.2.8 All business must appear on the agenda or amendment sheet.

6.2.9 If no business is submitted on the agenda the meeting shall not take place.

6.2.10 If an EGM is declared inquorate, it may not proceed.

6.2.11 The agenda for an EGM shall be restricted to the motion or business for which it was called.

6.3 Quorum

6.3.1 All meetings must be quorate before they can proceed.

6.3.2 The quorum for General meetings shall be one-third of all the full members or 50 full members, whichever is the lesser.

6.4 Policy

- 6.4.1 Any motion passed by an AGM of J-Soc shall become official policy of J-Soc.
- 6.4.2 Policy passed by a meeting cannot be deleted during the session in which it was passed.
- 6.4.3 Policy shall remain in place for the three sessions after it is passed unless specifically deleted.
- 6.4.4 All representatives of J-Soc shall act at all times in accordance with J-Soc policy.

6.5 Constitutional Amendments

- 6.5.1 Constitutional amendments may be approved by either an AGM or an EGM.
- 6.5.2 Shall require a two-thirds majority of quorum to be passed.
- 6.5.3 Constitutional amendments are subject to the final approval of the Societies Funding Committee of the LUU.
- 6.5.4 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under “Any Other Business”.
- 6.5.5 Constitutional amendments shall come into effect immediately unless otherwise stated in the constitution.
- 6.5.6 The Rules established for Constitutional Amendments will be adopted as the rules for all elections.

6.6 Elections

- 6.6.1 Shall take place at the AGM
- 6.6.2 Voting shall be by the “single/alternative transferable vote” system as laid out by the Electoral Reform Society of Great Britain (1976) and shall include Re Open Nominations as a candidate
- 6.6.3 Shall be counted by an impartial nominee of the J-Soc committee.
- 6.6.4 Shall be by secret ballot.
- 6.6.5 Candidates for positions on the J-Soc committee are required to be full members of the J-Soc.
- 6.6.6 Notification of the opening of nominations shall be ten working days before the meeting.
- 6.6.7 Nominations shall open seven working days before the meeting.
- 6.6.8 Nominations shall close one working day before the date of the GM.
- 6.6.9 Candidates shall submit an official manifesto no later than three working days before the date of the GM.

6.6.10 A spending limit should be set for candidates running to be elected to the J-Soc committee. This should be set out each year by the outgoing committee.

7 COMMITTEE ACCOUNTABILITY

- 7.1 All committee members are bound by the above requirements of their positions
- 7.2 It is the President's responsibility to ensure each committee member is held accountable.
- 7.3 If any of the committee has failed to fulfil their specific requirements, the President must hold council with the UJS regarding action on this occurrence.
- 7.4 Leeds J-Soc, by the President, shall devise and implement an internal complaints procedure.
 - 7.4.1 This procedure shall involve an advisory body consisting of the J-Soc's UJS sabbatical officer, one committee member as designated Complaints Officer, and an independent J-Soc member. Complaints submitted via this procedure should only be visible to the advisory body.

8 OTHER PROVISIONS

- 8.1 No member shall have more than one vote.
- 8.2 The interpretation of this constitution is the responsibility of the J-Soc committee.
- 8.3 In case of dispute over a particular interpretation of this constitution, the Societies Funding Committee shall be the final arbiter.
- 8.4 Standing orders for J-Soc meetings shall be as those pertaining to LUU General Meetings (outlined in section 6 of the Union constitution document).
- 8.5 Each motion put forward must have someone speaking in opposition to it.

9 FOOD SAFETY AND HYGIENE POLICY

9.1 Level 2 Food Safety and Hygiene:

- 9.1.1 A Level 2 Food Safety and Hygiene certificate is required to enter Hillel House kitchen and is a prerequisite to Shomer training within Leeds J-Soc.

9.1.2 All members enrolled in Shomer training are automatically enrolled in Level 2 Food Safety and Hygiene training course

9.1.3 Training may be delivered by a trained member or, where not possible, by an external training body funded by J-Soc.

9.1.4 Members who do not have a Level 2 Food Safety and Hygiene certificate may only enter the kitchen, and prepare food for consumption by J-Soc members in the presence of a trained member – who bears complete responsibility for food safety in that circumstance

9.2 Personal Protective Equipment (PPE)

9.2.1 PPE includes:

9.2.1.1 Apron or clothing protection

9.2.1.2 Gloves

9.2.1.3 Hair net, mob cap, beard snood

9.2.1.4 Plasters, bandage coverings and other medical provisions

9.2.1.5 Any other additional as identified by those responsible.

9.2.2 PPE may be:

9.2.2.1 Single-use, and disposed of immediately after use.

9.2.2.2 Reusable, and sufficiently sanitised between each use.

9.2.3 PPE made from thin plastic, including those listed in 9.2.1.4 must be made from a colour other than white or colourless.

9.2.4 PPE is worn in all food production areas that are used for production of food for J-Soc members.

9.2.5 Food cannot be produced by individuals unless adequate PPE is worn.

9.2.6 PPE holders are placed before entered the food preparation area.

9.2.7 PPE must remain stocked, and replenished when necessary.

9.3 Other hygiene provisions

9.3.1 Other hygiene provisions include:

9.3.1.1 Sanitiser Spray

9.3.1.2 Floor Cleaner

9.3.1.3 Mop, bucket

9.3.1.4 Disposable paper Roll

9.3.1.5 Washing up liquid

9.3.1.6 Cloths, wipes

9.3.1.7 Drying towels

9.3.1.8 Sponges, scrubbers

9.3.2 Other provisions must remain stocked, and replenished when necessary.

9.4 Leeds Hillel Warden and the Shabbat Officers are responsible for enforcement of 9
FOOD SAFETY AND HYGIENE POLICY.

Policies Enacted at AGM 2022 (scheduled to lapse at AGM 2025):

1. J-Soc should work to ensure that Jewish students mental health and wellbeing are looked after. This should be done through working with the Jami representatives on campus and in the instance that there are no representatives, it should be the responsibility of the J-Soc committee to host wellbeing events.
2. It shall be the responsibility of the Inter-Community and Social Action officer to look after the Sanitary Product Donation point in Hillel
3. It shall be the responsibility of the Inter-Community and Social Action officer to hold an Interfaith Action Day in March every year in conjunction with UJS.
4. In order to give the Cultural and Educational Engagement Officer as much flexibility as possible to run popular and informative events, change the word “weekly” to “fortnightly” in clause 5.11.1, changed “Lishma” to “Educational event”

Policies Enacted at AGM 2020 (scheduled to lapse at AGM 2023):

- Lishma: At least 4 out of every 5 ‘Lishma’ sessions should be run by peers rather than representatives of external organisations (***lapsed in 2022 instead***)

10 Complaints and Suspension policy

10.1 Complaints

10.1 Any member has the right to raise a complaint to the Committee, relating to (but not limited to) the following;

10.1.1 The conduct of another member or members of the club or society (while participating in J-Soc activity)

10.1.2 The delivery of any Leeds J-Soc activity

10.1.3 Any decision taken which impacts on the overall activity of Leeds J-Soc

10.1.4 Any member may also raise a complaint to the LUU Student Activities Team regarding the individual or group conduct of Leeds J-Soc or their members. Complaints raised in this way will be referred to the Committee to handle.

10.1.5 The Committee must inform the LUU Student Activities Team of any complaints.

10.1.6 The Committee should work with the member who has raised the complaint to come to an informal resolution, following the LUU Good Practice Guidelines. Resolution of complaints by the Committee should always be the first stage in any issue relating to the society.

10.1.7 If the Committee and the member who has raised the complaint are unable to reach an informal resolution, or if informal actions are deemed inappropriate, they must conduct a fair and impartial investigation. They must consult with the Student Activities Team Manager or their nominee before undertaking the investigation. An investigator will be identified from the Core Committee members, or their nominee which may be an ex-officio member. Nominations made in this way will be made with the agreement of the Activities Team Manager or their nominee.

10.1.8 The investigation process must follow the Good Practice Guidelines. An investigation will ideally conclude within 14 days of its initiation. The complainant will be informed when the investigation begins and will be notified if the investigation timeline is expected to extend beyond 14 days from its initiation. The reason for delay and the new expected deadline will be communicated each time a delay occurs.

10.1.9 If it is deemed appropriate due to the severity and impact of allegations, the member under investigation may be suspended from their membership to Leeds J-Soc, including any Committee roles, if the Committee or the investigator recommends this. As with all suspensions, this action must be taken with the agreement of the Activities Manager, or their nominee.

10.1.10 Following the conclusion of an investigation, the Committee will review the investigator's report and decide on the outcomes for the member under investigation. If the Committee decides to take disciplinary action following an investigation into a complaint, it must consult the Student Activities Team Manager or their nominee as soon as possible; otherwise, any subsequent decision will be void.

10.1.11 Disciplinary action against a member may include (but is not limited to):

10.1.12 Temporary suspension from some or all activity

10.1.13 Requirement that the disciplined member issues an apology

10.1.14 Requirement that the disciplined member completes mandatory training to prevent an issue from reoccurring

10.1.15 In more serious cases, the Committee may permanently suspend a member from some or all activity, or permanently exclude that member from the society. This is covered in section 12 of this constitution.

10.1.16 Any member impacted by the outcome of a complaint managed by the Committee has the right to appeal the decision. The appeal should be made in writing to the Activities Executive via the Activities & Opportunities Officer and submitted within 14 days of the original decision. A member appealing should do this on the basis of either procedural deficiency or unfairness of the decision-making process. As such, appeal cases should be made on grounds of:

- unfairness of judgement
- the severity of the penalty having regard to extenuating circumstances
- new evidence coming to light that was not available at the time of the original meeting/investigation

- material procedural irregularities
- bias of panel members
- unfairness of the interview.

10.1.15 If the complainant is dissatisfied with the Committee's resolution of their complaint, they may formally escalate the issue to the Activities Executive, using the same grounds for appeal as set out in clause 10.1.16

10.2 Suspension and Expulsion

10.2.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of Leeds J-Soc, so long as the decision was made using the procedure outlined in this section.

10.2.2 The Leeds J-Soc Core Officers can suspend or expel any group member so long as they have taken explicit advice from the Student Activities Team Manager, or their nominee, and informed the individual affected of the reason/s for the decision in writing.

10.2.2.1 The cause for suspension and expulsion would be if formal disciplinary action were taken using section 11 of the constitution, or there was a medical need.

10.2.3 The J-Soc Core Officers must immediately notify the Activities & Opportunities Officer, in writing, of any suspensions or expulsions with a summary of the reason/s for the decision.

10.2.4 Suspended or expelled members may appeal a disciplinary decision so long as the request is submitted in writing to the Activities & Opportunities Officer within 10 working days of being notified of this decision.

10.2.5 On receipt of a request for a review, the Activities & Opportunities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the J-Soc Core Officers and the Head of Student Activities that a review is taking place;
- if necessary, consult with relevant parties regarding the original decision and may take into account new information;
- will, in discussion with the Activities Executive, decide whether to uphold, modify or over-turn the original decision and
- will inform both parties of the outcome of their decision within 14 days

10.2.6 If the Activities Executive upholds the decision to suspend or expel the member, the matter will be deemed to have been through an LUU disciplinary and appeal process, and the member will have no further rights to appeal under the Bye-Laws.

11 General Administration and Finance

11.1 Constitution

11.1.1 In case of dispute over a particular interpretation of this constitution, the Activities & Opportunities Officer will be the final arbiter.

11.1.1.1 If a Group's constitution is deemed invalid, the Club & Society Model Constitution 2024/25 will instead be used as that Group's constitution.

11.1.2 The assets or liabilities of Leeds J-Soc shall remain with the Society regardless of any changes to the committee, group structure or constitution.

11.1.3 Leeds J-Soc shall be a constituent part of LUU and thus subject to the rulings of the Better Union Forum, the Activities Executive, and the Board of Trustees

11.1.4 In the event of dissolution or abolition of J-Soc its assets will revert to LUU.

11.2 Constitutional Amendments

11.2.1 Constitutional amendments may be recommended by an Annual General Meeting, Extraordinary General Meeting, or by Referendum.

11.2.2 Constitutional amendments may not come into force until they have been approved by the Activities & Opportunities Officer acting on behalf of the Activities Executive. For clarity, approval will be in the form of an email confirmation sent to the society's Core Officers with the amended constitution attached.

11.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any Other Business'.

11.2.4 Constitutional amendments shall come into effect immediately after Activities & Opportunities Officer approval unless otherwise stated in the amendment.

11.3 Administration and Finance

11.3.1 If the Activities Executive requests a detailed statement of accounts, the Club/Society must produce one within 24 hours.

11.3.2 The Core Officers shall accept full administrative and financial responsibility for Leeds J-Soc.

11.3.3 Committee members may not receive financial payment or profit due to their position on the committee.

11.3.4 Members may be reimbursed for any reasonable expenditure on behalf of the Society only after submitting a receipt to the Treasurer.

11.3.5 Reimbursements must be requested within 3 months of costs being incurred. Requests after this period shall not be authorised.

11.4 Cash Office

11.4.1 Leeds J-Soc will have a bank account (or accounts) with the LUU Cash Office only.

11.4.2 At least two Core Officers' signatures will be required to make payments from the J-Soc account.

11.4.3 Leeds J-Soc will keep full, up-to-date accounts of its finances through the LUU Cash Office.

11.4.4 LUU Subsidies allocated to Leeds J-Soc may not be spent on tobacco, gambling or illegal items.

11.4.5 The Society Subsidy and/or Grant account will be zeroed at the end of each academic year, and the funds will be returned to LUU.