

CONSTITUTION

Definitions

Activities Executive - the elected students representing Clubs and Societies as outlined in Bye-Law 7:21.

Activities & Opportunities Officer - the elected student who leads the Activities Executive. Their role is outlined in Bye-Law 7:4.

Ex-Officio Membership - membership of clubs & societies given to the Activities & Opportunities Officer and members of the Activities Executive because of the role they have

1 Name, Aims and Objectives

1.1 The name of the Club/Society is Leeds University Union **A Cappella Society**, hereafter referred to as the Club/Society, or such other name agreed at an AGM or EGM with the approval of the Activities & Opportunities Officer.

1.2 The objectives of the Club/Society are:-

1.2.1 To create an outstanding musical group(s)

1.2.2 To have the opportunity to take part in regular performances and competitions

1.2.3 To create a fun but hard working atmosphere in rehearsals and performances

1.2.4 The Club/Society partners with the following organisations to support achieving its objectives. These partner organisations are: **not applicable at this time.**

1.2.5 The Club/Society receives sponsorship/donations from the following organisations to support achieving its objectives. These organisations are: not applicable at this time.

1.2.6 All sponsorships must adhere to the [LUU Working with External Organisations Policy](#).

2 Membership and Participation

2.1 Membership takes effect on completion of registration with the Club/Society, including listing of membership details with the LUU Student Activities Team. Where relevant this will include payment of the Club/Society membership fee.

2.2 Categories of membership and participation options, with their associate rights, are shown in the table below. **Members and participants only have the rights outlined in the relevant row.**

	Category	Rights
2.2.1	Full Membership may be granted only to current Members of Leeds University Union. Members are as defined in the LUU Articles of Association and Bye-Law 6:5.	<ul style="list-style-type: none"> ● To attend relevant meetings and take part in society activities ● To vote on all questions of policy within the club/society ● To nominate candidates for election as Core Officers and Committee Members of the club/society ● To vote to appoint the Core Officers and the Committee Members of the club/society ● To hold office on and stand for election as a Core Officer or Committee Member of the club/society ● Membership fees and participation in activities may be subsidised using LUU grants ● Full members may be subject to additional annual fees dependant on group participation in events/competitions
2.2.2	Ex-Officio membership. This will normally be the Activities & Opportunities Officer and the relevant Activities Executive representative.	<ul style="list-style-type: none"> ● To attend all meetings and take part in society activities ● To vote on all questions of policy within the club/society ● To nominate candidates for election as Core Officers and Committee Members of the club/society ● To vote to appoint the Core Officers and the Committee Members of the club/society ● Membership fees and participation in activities may be subsidised using LUU grants

2.2.3	Participator may be alumni, from another HE institution, or a member of the public.	<ul style="list-style-type: none"> ● Participators are admitted at the discretion of the committee and Activities Executive. ● Participators may be charged a fee to take part. ● Participators do not hold constitutional rights.
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3 Club/Society Committee Members

3.1 The Committee shall consist of the three Core Officers, and an optional number of additional members.

3.2 The three Core Officers must be Full Members as outlined in section 2.2.1.

3.3 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM.

3.4 The term of office of all Committee roles will be approximately twelve months.

3.5 All Club & Society Committee Members must adhere to the Committee Member Code of Standards and Code of Conduct. A breach of the Code of Standards and/or the Code of Conduct may result in disciplinary action being taken using Bye-Law 8.

4 Core Officer Roles and Duties

4.1 The Core Officers have overall responsibility for the good running and financial oversight of the Club or Society for the benefit of its members and in line with the stated aims and objectives.

4.2 The primary duties and responsibilities of Core Officers are:

4.2.1 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.

4.2.2 Being a signatory to the Club/Society LUU cash office account.

- 4.2.3 Ensuring the Club/Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities & Opportunities Officer and in accordance with relevant legal requirements as determined by the Head of Student Engagement.
- 4.2.4 Ensuring the Club/Society LUU webpage, and, if applicable, own website and/or Facebook or similar social media sites, are maintained in line with relevant LUU policy.
- 4.2.5 Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.
- 4.2.6 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.
- 4.2.7 Attending Executive Category Meetings (at least one Core Officer must attend); and
- 4.2.8 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.
- 4.2.9 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive.

4.3 Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities & Opportunities Officer.

4.4 The three Core Officers have additional individual roles and duties alongside those outlined in 4.2:

4.4.1 President/Captain/Chair:

- organising and overseeing the running of the Club/Society
- chairing Committee Meetings, AGMs and EGMs
- ensuring the production of an annual report
- ensuring there is an up to date entry in the Club/Society's LUU webpage
 - Code of conduct, risk assessments, etc communicated to all members
 - Ensure that [LUU Safeguarding Policy](#) is upheld and/or clearly delegate this responsibility.

4.4.2 Secretary:

- maintaining membership records containing at least the name and membership category of all the Club/Society's members
- producing agenda documents for all meetings
- maintaining a written record of all meetings
- maintaining an up-to-date copy of the Club/Society constitution
- ensuring only Full and Ex-Officio Members are given an opportunity to vote in society elections

4.4.3 Treasurer:

- managing the finances of the Club/Society
- maintaining up-to-date accounts with the LUU Cash Office only
- submitting subsidy applications to Activities Executive
- produce a termly report and yearly budget
- submitting a detailed statement of accounts for the year to the Club/Society's Annual General Meeting.
- maintain records of fundraising done for/by any group(s) to ensure fair distribution of funds

5 Additional Committee roles and duties

5.1 The Activities & Opportunities Officer, who is elected annually to lead LUU as part of the Student Executive team, is also a member of each society because of their elected position, and has specific duties to manage all Clubs & Societies. The Activities & Opportunities Officer approves most decisions made at AGMs or EGMs, and leads the Activities Executive whose role includes making decisions about complaints and disciplinary action.

5.2 The Club/Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Club/Society.

5.3 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.

5.4 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.

5.5 Where an Equality and Inclusion Officer is not appointed, the specific responsibilities enumerated under that optional role in the Constitution must be borne by the Core Officers

5.6 The Additional Committee roles will be:

5.6.1 Musical Director

- The musical director should provide music for their group.
- The musical director should be responsible for the teaching/learning of music within their group.
- The musical director should plan and run rehearsals for their group.

5.6.2 Social Secretary

- The social secretary should organise socials for the entire society.

5.6.3 Social Media Secretary

- The social media secretary should run the social media outlets for their group.

5.6.4 Welfare Secretary

- The welfare secretary should provide wellbeing support for all society members.

5.6.5 Choreographer

- The choreographer should collaborate with relevant members to devise choreography for their group.

6 Elections to Committee Roles

6.1 The Returning Officer for elections will be the Activities & Opportunities Officer. However their presence is not required at each election.

6.2 Elections shall take place by a secret ballot of Full members using the approved LUU mechanism.

6.3 Candidates for positions on the Club/Society committee can only be nominated by Full Members of the Club/Society. For the purposes of clarity, Full Members may nominate themselves.

6.4 Nominations will open at least 7 working days before the AGM or EGM.

6.4.1 For online elections the nominations must be open for at least 7 working days, and the voting period must be at least 24 hours.

6.5 Nominations should be through the official process (i.e. the process which has been approved by the Activities & Opportunities Officer or their nominee) and shared with the Activities & Opportunities Officer or their nominee.

6.6 Newly elected Club/Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

7 Club and Society Formal Meetings

7.1 The Activities Executive or Activities & Opportunities Officer may, at their discretion, send an observer to any Club/Society formal meeting.

7.1.2 If any Full Member moves a no confidence in the Chair, a vote shall be taken immediately.

7.1.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.

7.1.4 Decision making should ideally be by secret ballot. In the event of a tie, voting should be by consensus/show of hands. Decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution. No member has more than one vote.

7.2 Committee Meetings

7.2.1 Any Committee Member may call a Committee Meeting.

7.2.2 The time, date and location of Committee Meetings must be posted on the Club/Society LUU webpage or a member accessible web source, at least two working days in advance.

7.2.3 Committee Meetings shall be open to all members of the Club/Society.

7.2.4 The agenda for Committee Meetings should be made available at the start of the meeting.

7.2.5 The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.

7.2.6 The minutes of any decisions made at the meetings must be accessible via the Club/Society LUU webpage, once ratified as a true and accurate record of the meeting.

7.3 Annual General Meeting

7.3.1 The Annual General Meeting (AGM) will be held during the designated election month, as defined by the LUU Activities Team.

7.3.2 In exceptional circumstances, with the agreement of the Development and Engagement Coordinator, the AGM will instead be held within 395 days of the previous AGM.

7.3.3 Notice of the AGM must be posted on the Club/Society LUU webpage or a member accessible web source, at least 10 working days in advance of the meeting.

7.3.4 The agenda for the AGM must be posted on the Club/Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.

7.3.5 The order of business shall be:

- the President's/Captain's/Chair's report
- the Financial report

- Constitutional Amendments
- Elections
- Any other business

7.3.6 The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.

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

7.3.8 If a reconvened AGM is declared inquorate, the Club/Society shall report this to the Activities & Opportunities Officer who may authorise an inquorate AGM.

7.3.9 If requested by the Activities Executive, the Club/Society must submit the full agenda and minutes of their AGM to the Activities Executive.

7.4 Extraordinary General Meetings

7.4.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.

7.4.2 Notice of the EGM, together with their agenda, shall be posted on the Club/Society LUU webpage or a member accessible web source within two working days of the meeting being called.

7.4.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.

7.4.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.

7.4.5 If an EGM is declared inquorate it may not proceed. If the EGM is declared inquorate, the Club/Society shall report this to the Activities & Opportunities Officer who may authorise an inquorate EGM.

7.4.6 The Club/Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities & Opportunities Officer.

8 General Administration and Finance

8.1 Constitution

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

8.1.1.1 In the event a Group's constitution is deemed invalid, the [Club & Society Model Constitution 2022/23](#) will instead be used as that Group's constitution.

8.1.2 The assets or liabilities of the Club/Society shall remain with the Club/Society regardless of any changes to committee, group structure or constitution.

8.1.3 The Club/Society shall be a constituent part of LUU and thus subject to the rulings of Better Union Forum and the Board of Trustees.

8.1.4 In the event of dissolution or abolition of the Club/Society its assets will revert to LUU.

8.2 Constitutional Amendments

8.2.1 Constitutional amendments may be recommended by an Annual General Meeting, Extraordinary General Meeting, or by Referendum of the Club/Society.

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

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

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

8.3 Administration and Finance

8.3.1 The Club/Society must produce a detailed statement of accounts within 24 hours if requested by the Activities Executive.

8.3.2 The Core Officers shall accept full administrative and financial responsibility for the Club/Society.

8.3.3 Committee members may not receive financial payment or profit as a result of their position on the committee.

8.3.4 Committee members may be reimbursed for any reasonable expenditure on behalf of the Club/Society only after submitting a receipt to the Treasurer.

8.4 Cash Office

8.4.1 The Club/Society will have a bank account (or accounts) with the LUU Cash Office **only**.

8.4.2 At least two Core Officers' signatures will be required to make payments from the Club/Society account.

8.4.3 The Club/Society will keep full, up-to-date accounts of its finances through the LUU Cash Office.

8.4.4 LUU Subsidies allocated to the Club/Society may not be spent on perishable goods such as food, drink or tobacco.

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

9 Marketing, Media, and Communications

9.1 The Club/Society will at all times adhere to the [LUU Data Privacy policies as found on the LUU website](#).

9.2 Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.

9.3 The Club/Society will at all times adhere to the [Media Policy](#).

9.4 The Club/Society requires members to adhere to kit guidelines which may include appropriate match-day and training kit, appropriate activity wear, club colours.

9.4.1 The preferred kit supplier is either GEAR or Surridge.

10 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 club/society activity)

10.1.2 The delivery of any club/society activity

10.1.3 Any decision taken which impacts on the overall activity of the club/society

10.2 Any member may also raise a complaint to the LUU Student Activities Team regarding the individual or group conduct of a club/society or their members. Complaints raised in this way will be referred to the Committee to handle.

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

10.4 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.

10.5 If the Committee and the member who has raised the complaint are unable to come to an informal resolution, they must conduct a fair and impartial investigation. They must consult with the Student Activities Team Manager, or their nominee, before undertaking the investigation.

10.5.1 The investigation process must follow the Good Practice Guidelines.

10.5.2 If the Committee decides to take disciplinary action as a result of an investigation following a complaint, they must consult the Student Activities Team Manager, or their nominee, at the earliest opportunity otherwise any subsequent decision will be treated as void.

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

10.5.3.1 Temporary suspension from some or all activity

10.5.3.2 Requirement that the disciplined member issues an apology

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

10.5.4 In more serious cases, the Committee may choose to permanently suspend a member from some or all activity, or permanently exclude that member from the society. This is covered in section 11 of this constitution.

10.5 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 should be submitted within 14 days of the original decision.

10.6 If the complainant is unhappy with the Committee resolution to their complaint, they may escalate the issue formally to the Activities Executive.

10.7 For the purposes of this Clause, the Good Practice Guidelines means the LUU Club & Society Conflict Resolution Good Practice Guidelines and Good Practice Guidelines (Investigations) which can be found on the LUU website: <http://engage.luu.org.uk>.

11 Suspension and Expulsion

11.1 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 the club/society, so long as the decision was made using the procedure outlined in this section.

11.2 The Club/Society Core Officers can suspend or expel any member of the group 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.

11.3 The Club/Society 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.

11.4 Suspended or expelled members may appeal a disciplinary decision so long as the request is submitted in writing to the Activities & Opportunities Officer within 14 days of being notified of this decision.

11.5 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 Club/Society 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

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