**LSESU Societies Constitution**

**Part 1 – Student Group Procedures and Policies**
*Part 1 of your constitution is stipulated by the Students’ Union and outlines important procedures that every group must follow and implement. As such, this part of the constitution is not available to be edited by your student group, and may be changed at any time by the Activities and Development Officer, in consultation with the Activities Committee.*

1. Introduction

1. This group constitution should be read alongside the Students’ Union’s Memorandum and Articles of Association and Byelaws and any relevant Students’ Union policies.
2. This constitution or your group’s actions may not contradict or conflict with any of the above listed documents and it is the responsibility of your group’s committee to ensure that this does not happen.
3. When necessary, part 2 of this constitution should be reviewed and ratified annually at your group’s Annual General Meeting. Any amendments to your part 2 of your constitution must be approved by the Activities Committee in advance of your AGM.
4. In the event of a dispute as to the interpretation of any part of this constitution the document should be taken to the Activities and Development Officer for clarification and a decision.
5. All society activities that are available to its members are limited to the academic year only. Therefore societies cannot be operationally active summer (other than committee meetings) unless pre-agreed by your coordinator.

2. Constitutional Amendments

1. Any amendments to the part 2 of your constitution must be passed by a simple majority vote of the society committee. The new constitution or constitutional amendment must then be submitted to the Activities Committee for approval.
2. Following approval by the Activities Committee, the new constitution or constitutional amendment must be passed by a simple majority of members at the next group AGM.

3. Membership

1. Membership of your group is open to all members of the Union.
2. Once purchased, a student’s membership will expire on 31st of July every academic year.
3. Associate membership can only be offered after being approved by the Activities Committee of LSESU.
4. Associate membership may be offered to non-Union members (Staff, Alumni and the Public).
5. Associate members of your society may not stand or vote in student group elections and should not constitute more than 10% of your group’s membership.
6. Your student group’s offer of associate membership may be removed by the students’ union at any point and is valid for one year only. Your group will need to reapply to the Activities Committee to offer associate membership each year. Every member who wishes to sign up to a student group must agree to the terms and conditions outlined by the Students’ Union.
7. Committee members may resign by submitting a formal resignation in writing to the President.
8. Any Committee member who fails to attend to 3 consecutive Committee meetings without giving prior apologies will be deemed to have resigned their Committee position.

4. Annual Membership Fee

1. Your student group may only review and change its membership price once per year, and must be set for the year before the start of week 0 in Michaelmas Term.
2. The minimum membership fee as stipulated by the LSESU byelaws is £1.50.
3. Students holding core committee roles must still pay the annual membership fee and are not entitled to any membership discount.
4. Every student group must provide a list of opportunities to its members at the point of purchase to provide transparent information about their activities. You must also make available a copy of your constitution and risk assessment should your members request a copy of either.

5. Elections

1. All positions will be elected at an Annual General Meeting, and will serve for one calendar year.
2. All group’s AGM will take place in February, March or April of Lent term (Lent Term AGM), unless pre agreed with your relevant coordinator.
3. If any committee member is elected at any time throughout the academic year, (i.e. at a by-election) they will serve until the Lent Term AGM only. Further guidance on by-elections can be found on Committee Hubs at lsesu.com.
4. Only people who are directly elected by the society may be considered committee members and therefore be eligible to receive room booking rights.
5. Notice of any General Meeting (including the AGM) and the election procedures must be given to your membership at least 1 week in advance.
6. To be eligible to vote, members must have been a fully paid member of your society for 48 hours prior to the elections.
7. Elections must be chaired by an outgoing Executive Committee member, unless they are a candidate in any election taking place at the meeting they are chairing. Alternatively, a Students’ Union Executive Officer may be asked to fulfil the role.
8. Quorum is 10% of the Society’s membership or a minimum of 5 people for groups with 20 members or less. If the committee feels 10% cannot be met, they can speak to their relevant coordinator about setting an appropriate level of quorum. In the case of quorum not being met the results must be discussed with the Activities and Development Officer and relevant coordinator.
9. Elections will be conducted by simple majority voting via a show of hands. At the request of a member, a secret ballot may be used or an online election supported by the ARC team.
10. Each member, including committee members, may only cast one vote per role.
11. In the event of a tie, a re-count will be held; if the result is still a tie then the result should be reported to the Activities and Development Officer who will make a decision in consultation with the candidates.
12. Prior vetting of candidates (such as through submitted CVs) is strictly prohibited.
13. No candidate may use the society’s email list to campaign.
14. Nominations must be open to all members present at the election and no proxy or advanced voting is allowed.
15. Should a candidate not be able to attend the election, they may submit a speech to be read on their behalf. They are not allowed to vote unless they are present.
16. Any disputes regarding the integrity of the election should be directed to the Activities and Development Officer.

**Motions of No-Confidence**

1. Motions of no-confidence regarding any member of your Committee must be submitted to the president. If the motion regards the Chair, it should be submitted to the Treasurer.
2. The President or Treasurer must pass the details of the motion to the Activities and Development Officer within 24 hours of receiving this information.
3. The Activities and Development Officer must approve the motion of no-confidence to move forward. They may propose a number of outcomes such as, but not limited to, the need for mediation, investigation, the vote to continue or immediate removal from post.
4. The Activities and Development Officer or staff member will advise on whether the voting constituents must be the full membership, partial membership or the committee.
5. Motions of no-confidence require a clear 2/3 majority of the voting constituents to pass.

**Students’ Union Election Endorsements**

1. Endorsement of candidates in any General Students’ Union election may only be carried out after a simple majority vote of the committee following a discussion of the candidates’ manifestos.
2. A student group’s endorsement of a candidate in the Students’ Union Elections may only be validated once a member of committee has attended the relevant hustings. Individual members may still choose to vote for who they wish.

**Part 2 – Your Student Group Information**
*This part of your constitution is unique to your society, and can be edited to reflect your aims, volunteer roles and specific constitutional requirements. Amendments to this section may be made by your committee and must then be approved by the Activities Committee and ratified by a vote at your society’s AGM, as outlined in Part 1. All notes in purple are to be edited or removed.*

**1. Group name**

1. This group shall be known as the *ENTER GROUP NAME HERE* of the LSE Students’ Union.

**2. Group Aims and Objectives**

*If your group intends to change or specifically expand its activity, you must update and resubmit your constitution for our records.*

*ENTER GROUP NAME HERE* shall be run according to the below stated aims and objectives:

1. *ENTER GROUP AIM/OBJECTIVE HERE*
2. *ENTER GROUP AIM/OBJECTIVE HERE*
3. *ENTER GROUP AIM/OBJECTIVE HERE*
4. *ENTER GROUP AIM/OBJECTIVE HERE*
5. *ENTER GROUP AIM/OBJECTIVE HERE*

**3. Student Group Committee Roles**

*There are a number of core committee roles that the Students’ Union requires you to have in order to ensure that your group is run efficiently and in accordance with this constitution. These committee roles and their expected needs are listed below in italics and can be expanded on by your group if necessary. As well as these core roles, your group is able to add further committee positions if you feel they are necessary to the operation of your student activity.*

The Society shall have the following positions:

a. Chair/President, who shall;

- Convene and chair society meetings.

- Liaise with LSESU officers and staff on all society issues

- Be responsible for ensuring compliance with all LSESU and School policies and regulations.

- Ensure all other committee members complete the relevant training needed for their roles.

- Insert further role requirements here if needed

b. Treasurer, who shall;

*-* Administer and keep a record of the finances of the society.

- Authorise all society expenditure via the use of Expense 365 or otherwise.

- Be responsible for ensuring all group activity abides by LSESU financial procedures.

- Insert further role requirements here if needed

c. Secretary, who shall;

- Act as liaison between the society committee and its members.

- Be responsible for managing the student group’s email and room bookings rights

- Take minutes of all society committee meetings, AGMs, and ordinary meetings

- Insert further role requirements here if needed

INSERT MORE POSITIONS IF REQUIRED (For further support and recommendations for other roles, please see the committee hubs on the Students’ Union website)

**4. Student Group Subcommittees**

We understand that a number of groups are of such a nature that they require subcommittees for their activities to be delivered. Below you must outline all of the sub-committees that your society has (if applicable) and the roles within these sub-committees.

INSERT SUBCOMMITTEE POSITIONS IF REQUIRED

**5. Special Activities and Requirements**

Some groups, such as RAG and the Media Group, have to operate in a particular way to ensure they can deliver their activities. If you feel your group has any special requirements, please outline these in the section below, for example co-presidents, special allowances, DBS and libel checks, etc.

INSERT SPECIAL ACTIVITIES AND REQUIREMENTS POSITIONS IF REQUIRED

**6. Additions to sections in Part 1**

In this section you may add any additional constitutional requirements which are not outlined in Part 1. This may include additional requirements about membership fee, endorsement of election candidates, etc.

a. Introduction

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED

b. Constitutional Amendments

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED

c. Membership

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED

d. Annual Membership Fee

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED

e. Elections

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED

f. Other

INSERT ADDITIONAL CONSTITUTIONAL REQUIREMENTS IF NEEDED