

Bangor University Students' Union Constitution: Part 2 – By-Laws

By-Law 16 – Student Opportunities

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board, Undeb Bangor Council and the Undeb Bangor Student Members Meetings, in line with their procedures.

Undeb Bangor Student Opportunities include the Bangor University Sports Clubs and the Athletic Union, Bangor University Societies and the Societies Guild, Student Volunteering and Volunteering Projects, UMCB Clubs and Societies, Widening Access Projects and Fundraising by Student Groups.

UNDEB BANGOR STUDENT OPPORTUNITIES STRUCTURE

See Appendix Club Constitution.

See Appendix Society Constitution

10.1. Undeb Bangor Sports Clubs, Societies and Volunteering Projects.

10.1.1 Recognised Clubs, Societies and Volunteering Projects are affiliated to the Undeb Bangor and thus members must follow its rules and governing documents. Applications to start an opportunity must be in accordance with the Undeb Bangor Student Opportunities Ratification Policy.

10.1.2 All equipment and assets purchased by a Club, Society or Volunteering Project are the property of Undeb Bangor.

10.1.3 The VP for Sport and the VP for Societies and Volunteering are responsible for providing general resources and facilities for the use of Clubs, Societies and Volunteering members.

10.1.4 Each Club, Society and Volunteering Project is an unincorporated association, bound by constitution or partnership agreement and their executive committees are responsible for all of the activities of their Club, Society or Volunteering Project.

10.1.3 Club, Society and Volunteering Project Members are required to abide by prevailing legislation including but not limited to relevant charity law, health and safety law, data protection law and any relevant Bangor University or Undeb Bangor Policy or guidance.

10.2. Club, Society and Volunteering Project General Meetings

10.2.1 All recognised Club, Society and Volunteering Projects are expected to send at least two representatives to each General Meeting. General Meetings are important events that enable

discussion and communication of key information. Those Club, Society and Volunteering Projects that fail to attend without satisfactory apologies may incur sanctions in accordance with the ratification policy including suspension or closure if they are discovered to be inactive.

10.2.2 General Meetings are held once every term and at any other time as required. This will usually be decided by the VP for Sports or the VP for Societies and Volunteering.

10.2.3 At least 14 days' notice of General Meetings will be sent to all Club, Society and Volunteering Projects.

10.2.4 At General meetings, each recognised Club, Society and Volunteering Project has one vote. In the event of a tie, the VP for Sports or the VP for Societies and Volunteering has the casting vote.

10.3. Club, Society and Volunteering Project Executive Committees

10.3.1 Clubs (Athletic Union), Societies (Societies Guild) and Volunteering Project Executive Committees are the Executive Committees of the Sports Clubs, Societies Guild and Student Volunteering Projects respectively. Two members from each Executive Committee will be elected onto Undeb Bangor Council.

10.3.2 Athletic Union Executive Committee

- See Appendix 1

10.3.3 Societies Guild Executive Committee

- See Appendix 1

10.3.4 Student Volunteering Executive Committee

- See Appendix 1

10.3.5 The Sabbatical Officers hold the authority of the Club, Society and Volunteering Project Executive Committees including outside of the undergraduate academic terms. Any decisions made must be communicated at the next meeting of the Club, Society and Volunteering Project Executive Committees.

10.4. Recognition of Club, Society and Volunteering Projects

See the Club, Society and Volunteering Project **Ratification Policy**.

CLUB, SOCIETY AND VOLUNTEERING STRUCTURE

10.5. Membership of Clubs, Societies and Volunteering Projects

10.5.1 Standard Membership is open to Full Members of Undeb Bangor provided that:

- a) They register as Standard Members of the Club or Society* online at www.undebbangor.com.
- b) They satisfy or are working towards satisfying any required competency level as determined within the activities hazard control sheet or health and safety policy.
- c) They have not been banned through SU Disciplinary Procedures.

10.5.2 Associate Membership is open to Associate Members of Undeb Bangor provided that:

- a) They register as Associate Members of the Club or Society* online at www.undebbangor.com.
- b) They pay the Associate Membership Fee for the Club or Society (an amount greater than the standard membership fee).
- c) Their membership is approved by the Club or Society's Committee and by the VP for Sport or VP for Societies and Volunteering.
- d) They satisfy or are working towards satisfying any required competency level as determined within the activities hazard control sheet or health and safety policy.
- e) They have not been banned through SU Disciplinary Procedures.

*Volunteering Project membership status is determined by an application to volunteer on a project. Applications are completed via the Opportunities Module at www.undebbangor.com in accordance with the Undeb Bangor Volunteering Policy.

10.5.3 Honorary Membership may be awarded to current or past members of a Club, Society or Volunteering Project by the Undeb Bangor Executive Committee.

10.5.4 It is the responsibility of the Club, Society and Volunteering Project to ensure that those attending their events or participating in their activities are members of the Union.

10.6. Club, Society and Volunteering Project Committee Members

10.6.1 Committee Members are the Executive Officers of the Club, Society or Volunteering Project and must be elected in accordance with the Club or Society's Constitution or in the case of Volunteering Project Leaders/Officers, recruited in accordance with the Undeb Bangor Volunteering Policy and the Undeb Bangor Recruitment and Selection Policy.

10.6.2 Club, Society and Volunteering Project Committees have a minimum Executive Officer structure. This must include:

a) A Club Captain/Chairperson (or equivalent)

b) A Treasurer (or equivalent)

c) A Secretary*.

Additional positions may be created at the Club, Society or Volunteering Project Annual General Meeting.

*Within Volunteering projects, the role of Secretary may be undertaken by a Project Leader.

10.6.3 Club, Society and Volunteering Project Committees must also ensure that the Executive Officers promote widely and lead by example in regards to:

a) Equality and Diversity

b) Safety

c) Appropriate behaviour.

10.6.4 Executive Officers must attend training relevant to their role, usually delivered at the Undeb Bangor Student Leadership Conference and any other training events as scheduled (usually specified by the relevant Student Opportunities Co-ordinator).

10.7. Individual Club, Society and Volunteering Project Democracy

10.7.1 A General Meeting of an Opportunities Group:

a) Is the supreme decision-making body of a Club, Society or Volunteering Project.

b) Must occur at least once an academic year

c) May elect Executive Members using the Single Transferable Voting process. You can find more information at: <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/> or <https://www.electoral-reform.org.uk/ers-cymru/?lang=cy>

d) Will allow only Standard Members of the Club, Society or Volunteering Project to vote.

e) Will allow only Standard Members of the Club, Society or Volunteering Project to stand in elections.

f) Will allow one member one vote. All votes are counted as equal.

g) Must record the minutes of their meetings and retain for a period of two years.

10.7.2 Quorum:

Due to the principles of participation, ie members can take part to the level that they decide, Quorum for Club, Society or Volunteering Project General meetings shall not be determined by a quantitative figure. The caveat being that the date of the general meeting must be during term dates and announced no later than 14 days prior to it being held.

10.8. Finance

See the Undeb Bangor Financial Procedures in the policy hub at undebbangor.com.

10.9. Equality and Diversity

10.9.1 All Clubs, Societies and Volunteering Projects have a commitment to inclusivity and good equality practices.

10.9.2 All Clubs, Societies and Volunteering Projects are required to follow Bangor University and Undeb Bangor rules and regulations and general good practice guidance when organising and running their activities.

10.9.3 All Clubs, Societies and Volunteering Projects are expected to handle internal matters with professionalism, consistency and discretion. When matters arise and Committees do not feel confident to handle them internally, or if the issue escalates, the Committee should seek the advice of their relevant VP or Co-ordinator.

11.0 Policies and Processes

11.1 All Clubs, Societies and Volunteering Projects must keep up to date and keep their members up to date of any policy development and policy contents. The policy hub is at www.undebbangor.com and www.bangor.ac.uk.

11.2 Some of the key policies and procedures are listed below:

Undeb Bangor Key Policies and Procedures

Undeb Bangor Associate Membership Policy

-Process, criteria and guidance for non-students who wish to join an Opportunities Group.

Undeb Bangor Grant Allocation Policy

-Process and timeframes for the process of allocating grants.

Undeb Bangor Safeguarding Policy

-Policy surrounding the welfare of participants.

Undeb Bangor Student Media Agreement

-Advice, guidance and rules regarding radio, print, and online media.

Undeb Bangor Notification of an Emergency Procedure

-Advice and guidance regarding what to do in the event of an emergency.

Bangor University Code Of Practice On Freedom Of Speech inc External Speakers Policy

-Policy surrounding the activity of external speakers attending student events or activities.

Bangor University Policy On Electoral Campaigning on Bangor University Premises

-Information, guidance and regulations regarding electoral activity on campus.

Undeb Bangor Opportunities Group Ratification Policy

-Process and criteria for ratification of opening and closure of Clubs and Societies.

Undeb Bangor Financial Procedures

-Detailed information about the Financial Responsibilities of Clubs and Societies.

Undeb Bangor Group Leader Agreement

-Roles and responsibilities of being a group leader.

Undeb Bangor Student Opportunities Health and Safety Policy

-Advice and guidance to support the duties of opportunities members to themselves and others.

Undeb Bangor Club Constitution

-Template Constitution for Clubs including the means to change the Constitution.

Undeb Bangor Student and Associate Member Disciplinary Procedure

-Outlines the process by which a formal complaint will be handled.

Undeb Bangor Society Constitution

-Template Constitution for Societies including the means to change the Constitution.

Appendices

Appendix 1: Executive Committee Roles

Appendix 1.1: Athletic Union

Athletic Union President

- Vice President for Sport.

Athletic Union Secretary

- Records the minutes of any meetings and supports the AU President as required.

Athletic Union Events Officer

- Arranges events for the Athletic Union and has a role in the themes for AU Nights.

Athletic Union Widening Access Officer

- Promotes participation in Sport and works alongside the Campus Sport Coordinators.

Athletic Union BUCS Officer

- Supports away team logistics and updates score boards across campus.

Athletic Union Communications and Publicity Officer

- Promote events and club activity on Social Media and liaise with Seren and Y Llef.

Athletic Union Healthy Living Officer

- Promotes Healthy Living and leads with the AU President on Healthy Living Week.

Appendix 1.2: Societies Guild

Societies Guild Chairperson

- Vice President for Societies and Volunteering.

Societies Guild Secretary

- Records the minutes of any meetings and supports the Chair as required.

Societies Guild News Officer

- Promotes events and Society activity on Social Media and liaises with Seren and Y Llef.

Societies Guild Inter Societies Officer

- Promotes collaborative activity between Societies.

Societies Guild Events Officer

- Arranges events for the Societies Guild and support requests for support from Societies.

Societies Guild Community Officer

- Encourage and support engagement with the local community.

Appendix 1.3: Student Volunteering

Student Volunteering Chairperson

- Vice President for Societies and Volunteering.

Student Volunteering Secretary & Vice Chairperson

- Supports the Committee and VP for Societies and Volunteering as required.

Student Volunteering Executive Committee Member

- Supports the development of Student Volunteering and helps shape new ideas.

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Student Volunteering Executive Committee Member

- Supports the development of Student Volunteering and helps shape new ideas.

Student Volunteering Promotions Team Representative

- Leads promotion of Volunteering activities.

Student Volunteering RAG Representative

- Supports the development of Student Volunteering and supports student fundraising.

Appendix 2.0: Undeb Bangor Club Constitution

-Template Constitution for Clubs including the means to change the Constitution.

BANGOR UNIVERSITY [NAME] CONSTITUTION

1 Name

1.1 The Club shall be called “Bangor University [name]” hereinafter called the club.

2 Affiliation

2.1 The club shall be [recognised/affiliated] to the Bangor University Athletic Union [and Governing Body].

3 Objectives

3.1 Offer coaching, competitive & non-competitive opportunities to members.

3.2 To maintain a responsible, positive and inclusive environment for all.

3.3 To be sustainable and well managed.

3.4 To maintain best practice and behaviour at all times.

3.5 To ensure the safety, health and well being of all members.

3.6 To ensure that members only participate within the scope of their comfort and experience/qualification to do so.

3.7 [other relevant objectives]

4 Membership

4.1 The club shall only be open to the membership of Undeb Bangor, herein after referred to as “club members”.

4.2 Club members may be defined as Standard members (Registered Students at Bangor University) or Associate members (Persons who are not ordinary members).

4.3 Affiliate members must not exceed % of the clubs membership.

4.4 The membership shall agree to support and accept the objectives of the club.

4.5 In accepting membership, a person agrees to abide by the constitution and the rulings of the club in addition to the rulings of the club committee.

4.6 Membership fees are not to be charged, however the costs of any additional training if required may be charged. Any fees shall be stipulated at the club Annual General Meeting (AGM).

4.7 All members must receive an appropriate induction to the club and the activity and receive a briefing on the current risk assessment or hazard control sheet in force.

5 Club Committee

- 5.1 Shall be comprised of the following elected officers:
 - 5.1.1 Club Captain
 - 5.1.2 Secretary
 - 5.1.3 Treasurer
 - 5.1.4 [other relevant officers ie Training Officer, Social Secretary, Fixtures Secretary etc - ask a member of the Student Opportunities Team for advice.....]

- 5.2 Duties
 - 5.2.1 To manage the club.
 - 5.2.2 To consider applications for membership and decide if these applications should be accepted. This decision shall be in accordance with the policy specified in 4.
 - 5.2.3 To decide what equipment/property is to be bought by the club.
 - 5.2.4 Shall be responsible for all property owned by the club including maintenance and inspection records.
 - Ensure that all members are aware of the responsibilities for their own personal equipment used during activities ie maintenance and insurance
 - 5.2.5 To maintain links with Undeb Bangor and manage the compulsory administrative aspects to include:
 - 5.2.6 **Risk Assessment and training records**- Review annually in conjunction with SU staff.
 - 5.2.7 **Constitution**- Review annually in conjunction with SU staff.
 - 5.2.8 **Health and Safety Policy**- Review annually with SU staff.
 - 5.2.9 **Grant Form**- Review annually in conjunction with SU staff.
 - 5.2.10 **Membership list and general record keeping**- Review each semester in conjunction with SU staff.
 - 5.2.11 **Medical conditions**- Review each member and submit to SU Staff if relevant.
 - 5.2.12 Other documentation as requested from time to time.

- 6 Officers of the Club Committee should seek guidance from the relevant Student Opportunities Co-ordinator.
 - 6.1 The **Club Captain**, shall be responsible for:
 - 6.1.1 Chairing all General Meetings of the club and all meetings of the club committee.
 - 6.1.2 Guiding the activities of the club as expressed by the majority of its members.
 - 6.1.3 [Represent or arrange for representation of the club at meetings of other organizations or leagues.]
 - 6.1.4 Reporting on the work of the club committee to the AGM.
 - 6.1.5 Selecting teams to be entered into competition (where relevant).
 - 6.1.6 Ensuring players are eligible to participate and hold the necessary qualifications, training or experience to participate.
 - 6.1.7 [other relevant duties]

6.2 The **Secretary**, shall be responsible for:

6.2.1 Organising all General Meetings of the club and all meetings of the club committee.

6.2.2 Taking minutes at all club meetings and archiving them.

6.2.3 Ensure all financial committee decisions are minuted.

6.2.4 Keeping a regularly updated record of all club members to be communicated with the Students Union as requested.

6.2.5 [other relevant duties]

6.3 The **Treasurer**, shall be responsible for:

6.3.1 Keeping a record of all income and expenditure.

6.3.2 Lodging all club monies with the Students' Union Finance Office.

6.3.3 Purchases agreed by the committee but shall have the power to reject expenditure from the club account.

6.3.4 Signing off all club expenditure in line with Students Union Finance procedures.

6.3.5 Presenting a financial report to the AGM showing the financial state of the club.

6.3.6 Preparing the annual grant application.

6.3.7 [other relevant duties]

6.4 **Election of Officers**

6.4.1 Officers shall be elected annually at the AGM and hold post for one year.

6.4.2 Nomination forms shall be available from the Secretary 7 days before the AGM.

6.4.3 All nominations must be proposed and seconded by two club members.

6.4.4 Each officer shall be elected by the Single Transferable Voting process.

7 **Meetings**

7.1 Apologies for meetings must be sent to the Secretary.

7.2 All members shall be entitled to vote and shall have equal voting rights.

7.3 The Chair of the meeting shall have the casting vote in the event of a tie.

7.4 **Annual General Meeting**

7.4.1 The club AGM shall be held annually - usually during April.

7.4.2 An AGM must be announced no less than 14 days before the date of the AGM.

7.5 **Emergency General Meeting (EGM)**

7.5.1 An EGM may be called with unanimous consent of the club committee.

7.5.2 An EGM must be announced no less than 3 days before the date of the EGM.

7.6 **Club Committee Meetings**

- 7.6.1 Shall be attended by all club committee members.
- 7.6.2 Shall be held no less than once a month.

8 Discipline and Appeals

- 8.1 Breach of the constitution by club members may result in disciplinary action and possibly expulsion from the club.
- 8.2 The club committee shall convene and discuss any breach of the constitution within 7 days.
- 8.3 The club committee shall take action against any member if it is deemed appropriate.
- 8.4 Members have the right to appeal any decision in writing to the club committee within 7 days.
- 8.5 Upon receipt of an appeal the club committee shall contact the club members to form an Appeals Committee within 7 days.
- 8.6 The Appeals Committee will meet within 7 days of formation and should include an Undeb Bangor representative.
- 8.7 The decision of the Appeals Committee will be final.
- 8.8 The Student Opportunities Team must be kept informed of all disciplinary matters.

9 Review of the Constitution

- 9.1 This constitution shall be reviewed on an annual basis.
- 9.2 Amendments to the constitution shall only be agreed at General Meetings (GM).
- 9.3 Amendments to the constitution shall be submitted to the Secretary no less than 7 days before the date of a GM.

Club Captain Name:

 Signature:

Secretary Name:

 Signature:

Treasurer Name:

 Signature:

Date:

Appendix 3.0 Undeb Bangor Society Constitution

-Template Constitution for Societies including the means to change the Constitution.

BANGOR UNIVERSITY [NAME] CONSTITUTION

1 Name

1.1 The Society shall be called “Bangor University [name]” hereinafter called the society.

2 Objectives

- 2.1 Offer opportunities for involvement to members.
- 2.2 To maintain a responsible, positive and inclusive environment for all.
- 2.3 To be sustainable and well managed.
- 2.4 To maintain best practice and behaviour at all times.
- 2.5 [other relevant objectives]

3 Membership

- 3.1 The society shall only be open to the membership of the Bangor University, Students' Union, herein after referred to as “members”.
- 3.2 Members may be defined as Standard members (Registered Students at Bangor University) or Associate members (Persons who are not ordinary members).
- 3.3 Affiliate members must not exceed % of the society membership.
- 3.4 The membership shall agree to support and accept the objectives of the society.
- 3.5 In accepting membership, a person agrees to abide by the constitution and the rulings of the society in addition to the rulings of the society committee.
- 3.6 Membership fees are not to be charged. Any fees that may arise as a result of activity must be known in advance and where possible shall be stipulated at the society Annual General Meeting (AGM).

4 Society Committee

- 4.1 Shall be comprised of the following elected officers:
 - 4.1.1 Chairperson
 - 4.1.2 Secretary
 - 4.1.3 Treasurer
 - 4.1.4 [other relevant officers]
- 4.2 Duties
 - 4.2.1 To manage the society.
 - 4.2.2 To consider applications for membership and decide if these applications should be accepted. This decision shall be in accordance with the policy specified in 3.
 - 4.2.3 To decide what equipment /property is to be bought by the society.
 - 4.2.4 Shall be responsible for all property owned by the society.
 - 4.2.5 To maintain links with The Students' Union and manage the compulsory administrative aspects to include:
 - 4.2.6 **Risk Assessment**- Review annually in conjunction with SU staff.
 - 4.2.7 **Constitution**- Review annually in conjunction with SU staff.
 - 4.2.8 **Health and Safety Policy**- Review annually with SU staff.

- 4.2.9 **Grant Form**- Review annually in conjunction with SU staff.
- 4.2.10 **Membership list**- Review each semester in conjunction with SU staff.
- 4.2.11 **Medical conditions**- Review each member and submit to SU Staff if relevant.
- 4.2.12 Other documentation as requested from time to time.

5 Officers of the Society Committee

5.1 The **Society Chairperson**, shall be responsible for:

- 5.1.1 Chairing all General Meetings of the society and all meetings of the society committee.
- 5.1.2 Guiding the activities of the society as expressed by the majority of its members.
- 5.1.3 Reporting on the work of the society committee to the AGM.
- 5.1.4 [other relevant duties]

5.2 The **Secretary**, shall be responsible for:

- 5.2.1 Organising all General Meetings of the society and all meetings of the society committee.
- 5.2.2 Taking minutes at all society meetings and archiving them.
- 5.2.3 Ensure all financial committee decisions are minuted.
- 5.2.4 Keeping a regularly updated record of all society members.
- 5.2.5 [other relevant duties]

5.3 The **Treasurer**, shall be responsible for:

- 5.3.1 Keeping a record of all income and expenditure.
- 5.3.2 Lodging all society monies with the Students' Union Finance Office.
- 5.3.3 Purchases agreed by the committee but shall have the power to reject expenditure from the society account.
- 5.3.4 Signing off all society expenditure in line with Students Union Finance procedures.
- 5.3.5 Presenting a financial report to the AGM showing the financial state of the society.
- 5.3.6 Preparing the grant application to be presented to the relevant Student Opportunities Co-ordinator at the required time.
- 5.3.7 [other relevant duties]

5.4 Election of Officers

- 5.4.1 Officers shall be elected annually at the AGM and hold post for one year.
- 5.4.2 Nomination forms shall be available from the Secretary 7 days before the AGM.
- 5.4.3 All nominations must be proposed and seconded by two society members.
- 5.4.4 Each officer shall be elected by the Single Transferable Voting process.

6 Meetings

- 6.1 Apologies for meetings must be sent to the Secretary.
- 6.2 All members shall be entitled to vote and shall have equal voting rights.
- 6.3 The Chair of the meeting shall have the casting vote in the event of a tie.
- 6.4 **Annual General Meeting**
 - 6.4.1 The society AGM shall be held annually - usually during April.
 - 6.4.2 An AGM must be announced no less than 14 days before the date of the AGM.

6.5 Emergency General Meeting (EGM)

- 6.5.1 An EGM may be called with unanimous consent of the society committee.
- 6.5.2 An EGM must be announced no less than 3 days before the date of the EGM.

6.6 Society Committee Meetings

- 6.6.1 Shall be attended by all society committee members.
- 6.6.2 Shall be held no less than once a month.

7 Discipline and Appeals

- 7.1 Breach of the constitution by society members may result in disciplinary action and possibly expulsion from the society.
- 7.2 The society committee shall convene and discuss any breach of the constitution within 7 days.
- 7.3 The society committee shall take action against any member if it is deemed appropriate.
- 7.4 Members have the right to appeal any decision in writing to the society committee within 7 days.
- 7.5 Upon receipt of an appeal the society committee shall contact the society members to form an Appeals Committee within 7 days.
- 7.6 The Appeals Committee will meet within 7 days of formation and should include an Undeb Bangor representative
- 7.7 The decision of the Appeals Committee will be final.
- 7.8 The Undeb Bangor Student Opportunities office must be kept informed of all disciplinary matters.

8 Review of the Constitution

- 8.1 This constitution shall be reviewed on an annual basis.
- 8.2 Amendments to the constitution shall only be agreed at General Meetings (GM).
- 8.3 Amendments to the constitution shall be submitted to the Secretary no less than 7 days before the date of a GM.

Chairperson Name:

Signature:

Secretary Name:

Signature:

Treasurer Name:

Signature:

Date: