

# SUPS Constitution

1. **Name:** *The name of the society shall be “Southampton University Photographic Society”, it shall be referred to by either its full name or SUPS. Informally it can be referred to by PhotoSoc. Hereinafter referred to as the Society.*
2. **Type:** *The Society shall be of the Social & Media type and shall be listed under Media, Music and the Arts by SUSU.*
3. **Purpose:** *The Society shall exist to provide a platform for which persons with an interest in photography (regardless of experience) are able to benefit in a social or educational way. The Society should additionally exist to provide where possible photography to the SUSU and other societies and clubs.*
4. **Yearly Society Guidance:** *A yearly society guidance document should be drawn up in the summer term by the newly elected committee. This should provide a set of rules which are to be followed for the coming year, the previous year’s document should always been consulted before a new one is drawn up. All guidance should be filed and kept in a location where it is accessible by future members. A copy of the guidance shall be provided to any member on request.*
5. **Membership:**
  - i. *Membership cost per year shall be determined as per the yearly society guide.*
  - ii. *Full membership shall be granted to any registered student upon payment of agreed membership fees.*
  - iii. *Associate membership shall be granted to anyone upon payment of associate membership to SUSU. The same level of membership shall exist between associate members and full members; however, they are not permitted to hold office, nor nominate or vote in elections, nor vote or speak in meetings.*
  - iv. *The membership list shall contain at least member’s name and student number, although addition details required shall be decided by the yearly society guidance. A paper and electronic copy shall be kept up-to-date at all times.*
  - v. *The Societies Officer shall be provided with an up-to-date copy of membership lists when requested.*
6. **Officers:**
  - i. *There should be at least eight officers of the society per year; it is at the President’s discretion as whether to more than this is needed in a given year. If more than eight are to be present in one given year it should be stated clearly in the yearly society guidance of which positions are to be created and what each position will entail.*
  - ii. *The Society should have at all times the following positions:*
    - i. **President** - *The President is the figurehead of the Society to all external interests. They are responsible for any other tasks that do not come under the jurisdiction of other committee members. This position where possible shall be held by a member with previous committee experience. They shall act as Chairperson at all meetings, unless they are standing for election at the AGM, in which case they should delegate the role of Chairperson at said meeting to a member not intending to stand for election.*
    - ii. **Treasurer** - *The Treasurer shall maintain the accounts of the Society, which shall be available for examination at the AGM, by the Societies Officer or VP Student Engagement. Any funds spent by the Society must follow SUSU regulations and be authorised by the Treasurer and the President.*
    - iii. **Secretary** - *The Secretary shall keep minutes of Society meetings which shall be available to the Societies Officer or VP Student Engagement if required. It is the responsibility of the Secretary to deal with all communications on behalf of the Society and its committee. The Secretary shall produce and maintain a list of all members, including up to date contact details, which shall be available to the SUSU.*

7. **Committee:**

- i. *The administration and management of the Society shall be the responsibility of its committee. The committee shall consist of the officers of the Society and no less than 2 ordinary members of the Society. The committee shall be bound by the same disciplinary regulations as that of the rest of the society and shall additionally follow the code of conduct as set out in the yearly society guidance. Committee meetings are to be held regularly, with at least one occurring per term. The agreed location and frequency of occurrence of said meetings shall be included in the yearly society guidelines.*
- ii. *Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following the elections. The responsibilities of each outgoing officer are:*
  - i. **President:** *The President must ensure that the e-mail list, computing file store (member ship lists and level 1 packs) and mailing list are transferred to the new owner.*
  - ii. **Treasurer:** *The Treasurer must ensure that the Society's finances are up to date and in line with SUSU regulations and that the new officer has all bank account details transferred to him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the Societies Officer before the end of the summer term.*
  - iii. **Secretary:** *The Secretary will transfer all minutes and relevant documentation to the new officer. The Secretary will also complete the Society registration and Bunfight stand request for the coming session and pass these to the Societies Officer as soon as possible.*

8. **Meetings:**

- a. *Termly General Meetings (TGM)*
  - i. *Society shall hold a General Meeting at least once a term, which shall be advertised to Union members. Notice of the meeting shall be issued at least 10 clear days in advance.*
- b. *Annual General Meeting (AGM)*
  - i. *The Society AGM shall be held in the spring term.*
  - ii. *Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Union members.*
  - iii. *Nominations must be given to the Society's Secretary before the start of the meeting.*
  - iv. *Each member of the Committee may be invited by the Chairperson to make a short speech concerning his or her activities during the previous year. This speech is compulsory for the Treasurer, who must also present the year's accounts for examination.*
  - v. *The Societies Officer shall be invited to the AGM.*
  - vi. *Minutes of the AGM shall be made available at the start of the summer term*
- c. *Extraordinary General Meetings (EGM)*
  - i. *An EGM can be called by the President or Secretary of the Society, or by written application to the Society President of at least 6 members of the Society, together with a written statement of the objects for which the meeting is being called.*
  - ii. *At the EGM no business other than that specified in the written statement shall be discussed.*
  - iii. *At least 24 hours' notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the Society President.*
  - iv. *The Societies Officer shall be informed of the meeting and the reason for it being called, before it is held.*
- d. *Conduct of meetings*
  - i. *Voting: Every full member of the Society present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose. Should a decision not be reached on voting alone, the Chairperson is invited to present their opinions on the matter as to whether a conclusion shall be drawn or the matter postponed until a later time.*
  - ii. *Quorum: The quorum at all meetings shall be at least 25% of the full members.*

- iii. *Minutes: The Secretary of the Society shall keep minutes of all Society meetings, which shall be available to the Societies Officer and the Societies Committee. The President shall keep minutes in the case the Secretary is unable to.*

**9. Elections:**

- i. *Elections for Society Officers and Committee members shall be held at the AGM. The Secretary shall invite nominations at least 7 days before the meeting. Nominations must be given to the Secretary before the meeting, the elections will be advertised to all Union members.*
- ii. *The elections shall be carried out by show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chairperson is invited to present their preference of candidate or may declare the post unfilled.*
- iii. *If a full Committee is not elected for any reason, a Secretary shall be elected and s/he will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.*
- iv. *Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the Societies Officer before the end of the summer term.*

**10. Financial Matters:**

- i. *The Treasurer of the Society shall be responsible for maintaining the accounts of the Society, which shall be available to the Societies Officer and the Societies Committee.*
- ii. *An annual statement of the Society accounts must be presented to the AGM by the Society Treasurer. Yearly society guidelines should be consulted as to when accounts must be filed by the Treasurer.*
- iii. *The officers of the Society are jointly liable for the proper management of the Society's finances in line with SUSU policy.*

**11. Expulsion of Members:**

- i. *The Committee shall have the power to expel any member from the Society, after discussion with the Societies Officer, on the grounds of misconduct, or for conduct of a nature opposed to the objects of the Society and SUSU.*
- ii. *In exceptional circumstances, the President shall have authority to expel any member immediately.*
- iii. *Where any member of the Society is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Society.*
- iv. *Students who are expelled from any Society have the right of appeal to the Societies Committee.*

**12. Affiliations:** *The Society may affiliate to an external organisation which is in line with the aims of the Society and which provides a direct benefit to its members. All external affiliations must be reported to the Societies Committee and to the SUSU AGM.*

**13. Legal Obligations:** *The president is legally responsible for the activities of the society. All actions undertaken by the Society must therefore be risk assessed annually. The society is only covered by public liability insurance as provided by SUSU. As a result, all member activities must be undertaken at the person's own risk. Sufficient training to perform such activities shall be provided to members. Details of such shall be found in the Yearly Society Guidance.*

**14. Constitution Amendments:**

- i. *The Society's committee at a General Meeting shall first approve amendments to the constitution.*
- ii. *The Committee shall hold a vote to pass any constitutional changes. This shall be done by ballot or a show of hands, at the discretion of the meeting. Should there be a tie, the Chairperson may vote.*
- iii. *Amendments to this constitution shall be submitted to the Societies Officer in writing, for consideration and approval by the Societies Committee.*
- iv. *The Secretary of the Society and the Societies Officer shall both keep a copy of the constitution.*

THE ABOVE DOCUMENT WAS APPROVED BY A MEETING OF THE COMMITTEE ON THE 11TH JUNE 2012.

THE ABOVE DOCUMENT WAS CONVERTED TO A PDF ON THE 5TH NOVEMBER 2016