

University of Southampton Students' Union

Constitution of: Stage Technicians' Society

1 Constitution Scope and Responsibilities

- 1.1 All aspects of the Group will be delivered in accordance with this constitution and the Committee is responsible for ensuring this happens.
- 1.2 The Committee is responsible for ensuring the group meets and maintains the conditions for affiliation, as defined in Rule 8 'Student Groups' in the [Union's Rules](#).

2 Name

- 2.1 The association's name is Stage Technicians' Society|also to be known as|StageSoc and from now on the 'Group'.

3 Group Objectives

- 3.1 The Objectives of the Group are:

- 3.1.1 |To provide training in stagecraft for all members and to provide opportunities to allow the development of such skills.|
- 3.1.2 To care for the technical resources of the Society, including but not limited to: the Annex, equipment stored elsewhere, and any other resources allocated to the Society.
- 3.1.3 |To provide technical support and advice for Southampton University Students' Union (SUSU) Performing Arts societies, where skills are available in the membership.|
- 3.1.4 To provide members with development opportunities, through experience of external venues and companies.

- 3.2 The Group is to be operated solely for the purpose of the above Objects.

- 3.3 If an Objective becomes unlawful for any reason, then it will automatically cease to be valid and the Committee must promptly update the Objectives by following Clause 19 'Changes to the Constitution'.

4 Membership

- 4.1 Only the following people may be members of the Group:

- 4.1.1 Full Members of the Union (as defined in the Union's Rules) may become Full Members of the Group; and

- 4.1.2 Associate Members of the Union (as defined in the Union's Rules) may become Associate Members of the Group.
- 4.2 Membership is not transferable.
- 4.3 Only Full Members may:
 - 4.3.1 be elected to the Committee; or
 - 4.3.2 vote at a General Meeting.
- 4.4 The Group may charge a fee for admission to Membership, which may be set by a Meeting of the Committee. Different categories of membership may exist, but conflicts of interest must not result in higher or lower fees being charged to any individual member.
- 4.5 The Committee must keep a register of members (the 'Register') on the Student Groups Hub provided by the Students' Union at www.susu.org.
- 4.6 The Committee may not refuse an application for Membership unless they have demonstrated to the Union that the applicant:
 - 4.6.1 is not eligible for Full or Associate membership;
 - 4.6.2 is not eligible for membership following a disciplinary process conducted by the Union or the University; or
 - 4.6.3 has been barred from membership by the Group as per Clause 17 'Disciplinary Action'.
- 4.7 The Committee may limit access to some activities to make sure the student experience comes first.
 - 4.7.1 Some activities, or types of activities, may be limited to Full Members only; or
 - 4.7.2 Full Members may be given first access to activities, with any remaining places offered to Associate Members.
 - 4.7.3 This applies to any society activities.
 - 4.7.4 The Committee must apply any limits or prioritisation fairly and consistently.
 - 4.7.5 Any change to how activities are limited or prioritised must be agreed by a vote of the Committee.
- 4.8 Society membership must be held in order for an individual to participate in Society productions.

- 4.9 Membership ends:
- 4.9.1 immediately if the Member wishes to leave the group and gives written notice to the Committee;
 - 4.9.2 immediately upon a Member no longer qualifying for their category of Membership; and
 - 4.9.3 immediately when membership is revoked following a disciplinary process as per Clause 17, 'Disciplinary Action', or following a disciplinary process undertaken by the Union or the University;
- 4.10 Honorary Lifetime membership to the Society may be awarded to any member, following nomination by the Committee and a majority vote at a quorate General Meeting.
- 5 **General Meetings**
- 5.1 The General Meeting is the Group's highest decision-making body, as long as it follows the rules in this Constitution.
- 5.2 The Group must hold an Annual General Meeting ('**AGM**') between 1st February and 31st May in each academic year, unless otherwise agreed in writing by the Union.
- 5.3 A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting ('**EGM**').
- 5.4 The Committee may call an Extraordinary General Meeting at any time.
- 5.5 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 or Secretary.
- 5.6 The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least five Full Members of the Group. This ensures Members can collectively challenge non-disciplinary decisions and uphold democratic accountability.
- 5.6.1 The Members' written request must include an agenda for the matters they wish to be raised at the requested EGM.
 - 5.6.2 If the Committee does not announce an EGM within seven days of their receipt of the five or more Full Members' written request, the Members may proceed to hold an EGM as per Clause 6 'Proceedings of General Meetings'.
- 5.7 The Committee must call an Extraordinary General Meeting if the Union requests them to do so.

6 Proceedings of General Meetings

6.1 Notice:

- 6.1.1 The minimum period of notice required to hold an Annual General Meeting is ten calendar days. The minimum period of notice required to hold an Extraordinary General Meeting is three days.
- 6.1.2 The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
- 6.1.3 If the General Meeting is an AGM, the notice must say so and must invite nominations as per Clause 10 'Appointment of the Committee'.
- 6.1.4 Written notice must be given to all Members and to the Committee.
- 6.1.5 Reasonable steps should be taken to ensure Full Members can attend and participate in person or online.

6.2 Chairing:

- 6.2.1 General Meetings will be chaired by the President.
- 6.2.2 If the President is not available, or is not present within fifteen minutes of the time appointed for the General Meeting:
- 6.2.3 if notified in writing to the Committee ahead of the General Meeting, the President may appoint another Committee Member to act as Chair;
- 6.2.4 otherwise, the Committee Members present may choose a Committee Member to act as Chair;
- 6.2.5 otherwise, the Full Members who are present may choose a Full Member to chair.

6.3 The quorum for a General Meeting will be 25% of the total number of Full Members of the Group.

- 6.3.1 Associate Members may speak at General Meetings at the Chair's invitation.

6.4 Voting on matters related to the Group:

- 6.4.1 Every Full Member present at a General Meeting, with the exception of the Chair, will be allowed to cast one vote upon every voting matter. In the case of an equality of votes, the vote of the Chair will be the casting vote.
- 6.4.2 Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.

- 6.4.3 All votes, except for Committee elections (Clause 10), will be decided by a show of hands or secret ballot, as chosen by the Chair.
- 6.5 The Committee is responsible for ensuring that:
 - 6.5.1 accurate minutes are taken of the General Meeting, including the decisions made and where appropriate the reasons for the decisions; and
 - 6.5.2 the minutes are made available to all Members within 14 days of the General Meeting.
- 6.6 Reports:
 - 6.6.1 If the General Meeting is an AGM, the Chair should invite the members of the Committee to present a report of their activities whilst in office.
 - 6.6.2 The Treasurer must present the Group's accounts to the Members at the AGM.
- 6.7 Resolutions:
 - 6.7.1 Any Full Member may propose a decision to be discussed and voted upon at a General Meeting by giving at least one day's written notice in advance.

7 **Officers and the Committee**

- 7.1 The Committee, made up of officers appointed under Clause 10, will manage the day-to-day operation of the Group and its property.
- 7.2 The Committee shall consist of the following Officers of the Society, given in rank order, with two Ordinary Members and no more than two Social Secretaries:
 - 7.2.1 [President.]

They shall be the figurehead of the Society to all external interests and shall take overall responsibility for its actions. They are responsible for any other tasks that do not come under jurisdiction of other members of the Committee (see below).
 - 7.2.2 [Treasurer.]

They shall maintain the accounts of the Society, which shall be available for examination at the AGM or by the VP Communities. They shall be responsible for all financial aspects of the Society. Any funds spent by the Society must follow SUSU regulations and purchases over £100 must be authorised by the Committee. They shall hold a Stores Key. They shall also do such tasks as directed by the Committee.

7.2.3 Secretary.

They shall keep minutes of all Society meetings, which shall be available to all members of the Society, or the VP Communities. They shall be responsible for all communications on behalf of the Society and its Committee. They shall also do such tasks as directed by the Committee.

7.2.4 Annex Officer.

They shall be responsible for the upkeep of the Annex stores, the Annex technical equipment and the shared resources of the Performing Arts societies stored in the Annex. They shall be jointly responsible (with the Webmaster) for technical infrastructure connected directly or indirectly to the campus data network. They shall be responsible for ensuring that a risk assessment and 'safe system of work'/'method statement' is completed for tools owned by the Society. They shall be responsible for ensuring that all Society equipment is tested according to Society risk assessments and 'safe systems of work'/'method statements' by suitably trained people. They shall be responsible for inspecting the Annex to ensure it is kept in an appropriate, organised and safe state for use by members during every show except in exceptional circumstances. They shall hold a complete set of keys. They shall also do such tasks as directed by the Committee.

7.2.5 Webmaster.

They shall be responsible for the maintenance and upkeep of the Society website, Committee email accounts and other online infrastructure relating to the Society. They shall ensure that the content of these resources is kept accurate and up-to-date. They shall act as the Data Controller for the purposes of data protection legislation. They shall be jointly responsible (with the Annex Officer) for technical infrastructure connected directly or indirectly to the campus data network. They shall hold a Stores Key. They shall also do such tasks as directed by the Committee.

7.2.6 Training Officer.

They shall be responsible for organising training programmes as required by the Committee and the membership, keeping records of training undertaken by members, and ensuring members meet the minimum training requirements as set by the Committee. They shall also do such tasks as directed by the Committee.

7.2.7 Social Secretary.

They shall be responsible for organising social events at the discretion of the Committee and shall actively propose and enact plans for social events. They shall also do such tasks as directed by the Committee.

7.2.8 Ordinary Members.

They shall assist with any tasks not explicitly covered by other position including taking the minutes when the Secretary is unavailable, and shall express the opinions of the rest of the society. They shall also present feedback following shows except in exceptional circumstances. They shall act as welfare officers for the Society. They shall also do such tasks as directed by the Committee.

7.2.9 Publicity Officer (This role will be elected from within the existing committee if not elected as a separate position).

They shall oversee all publicity and promotional material including the use of social media. They shall also do such tasks as directed by the Committee.

7.3 The number of Officers on the Committee must not be less than three. There is no maximum number. There must always be:

7.3.1 one President;

7.3.2 one Treasurer;

7.3.3 at least one Ordinary Member

7.4 An officer or ordinary member of the Committee will cease to hold office:

7.4.1 immediately if they are no longer a Full Member of the Group;

7.4.2 with effect from their resignation by written notice to the Committee;

7.4.3 with effect from being removed from office as an outcome from a disciplinary process, as per Clause 17, 'Disciplinary Action'; and

7.4.4 with effect from being removed from office as an outcome from a disciplinary process by the Union or the University.

8 **Technical Liaisons**

- 8.1 A representative from any Performing Arts society committee (or production team) may attend meetings of the Society Committee.
- 8.2 They shall have a single vote on the election of Technical Directors for productions performed by their respective societies and are entitled to a single vote on further matters relating to their production.
- 8.3 They shall not be able to vote on any other matters.
- 8.4 Technical Liaisons may be requested to attend any Committee meeting.

9 **Meetings of the Committee**

- 9.1 The Committee can manage their meetings as they see fit, as long as they follow the guidance outlined in this section of the constitution and adhere to the Union's Code of Conduct (Rule 7 in the Union's Rules).
- 9.2 Any member of the Committee may request the President or the Secretary to call a meeting of the Committee.
- 9.3 The President or Secretary must call a Meeting of the Committee within 14 days if requested to do so by a member of the Committee.
- 9.4 Meetings of the Committee will be chaired by the President.
- 9.5 If the President is not available, or is not present within fifteen minutes of the time appointed for the meeting:
 - 9.5.1 if notified in writing to the Committee ahead of the Committee meeting, the President may appoint another Committee Member to act as Chair; and
 - 9.5.2 otherwise, the Committee Members present may choose a Committee Member to act as Chair.
- 9.6 The quorum for a meeting of the Committee will be a simple majority of the total number of members of the Committee in office.
- 9.7 No decision may be made by a meeting of the Committee, unless a quorum is present at the time the decision is made.
- 9.8 Members with a conflict of interest must not vote on the decision and must not be included when calculating the quorum for that decision.
- 9.9 Abstentions to a vote shall be counted as a non vote - if this reduces the number of people voting below quorum the vote shall be postponed until the next available committee meeting.

- 9.10 Every member of the Committee, will be allowed one vote on every voting matter. In the case of an equality of votes, the vote of the Chair will be the casting vote.
- 9.11 All Committee decisions must be made by a simple majority of votes at a quorate meeting of the Committee by show of hands or secret ballot at the Chair's discretion.
- 9.12 Only Committee members present (in person or online) may vote.
- 9.13 Minutes must be taken of all meetings at a meeting of the Committee, including the decisions made.
- 9.14 Any non-committee member of the Society may attend Committee meetings, but shall not be entitled to vote upon matters discussed at that meeting unless otherwise stated.
- 9.15 Committee reserves the right to enter a closed session whereby non-committee members and interested parties will be asked to leave the room. This includes but is not limited to Technical Directors.
- 9.16 A representative of productions the Society is involved with may be asked to attend any Committee meeting. Technical Directors are required to attend Committee meetings on request.

10 **Appointment of the Committee**

- 10.1 The Full Members of the Group in General Meeting will appoint the officers and other members of the Committee by election within the AGM window of 1st February until 31st May.
 - 10.1.1 Elections for the Committee will be held before the Annual General Meeting.
 - 10.1.2 By-elections for vacant roles will be held before an Extraordinary General Meeting.
 - 10.1.3 Elections will be held electronically through the Union.
 - 10.1.4 A Single Transferrable Vote (STV) system will be used for all elections.
 - 10.1.5 In the event that the Union's online election system is inaccessible, a First-Past-The-Post system may be used by the Group's Committee with approval by the Union.
 - 10.1.6 In all elections Re-Open Nominations, 'RON', will be a candidate. An election yielding a result of RON will be re-run as a by-election.
- 10.2 The Chair of the General Meeting will publicly announce election results and must do so accurately. If members believe the count is wrong, they can request a recount by the Union.

- 10.3 A member of the Committee will assume office with effect from the end of their handover from their predecessor.
- 10.4 All AGM handovers must be completed by the 1st July.
- 10.5 The committee information will be updated on the Student Groups Hub provided by the Union at www.susu.org.
- 10.6 The retiring Committee must notify the Union within seven days if they wish to run any by-elections for unfilled positions.
- 10.7 If the President role, Ordinary Member role, and/or Treasurer role is vacant following the committee election (AGM), this automatically means a by-election (EGM) should be run.
- 10.8 If the President, Ordinary Member, or Treasurer for the following academic year is not appointed before the AGM window has closed, or after one by-election has been held within the AGM window, the Group will disaffiliate from the Union (in line with Rule 8 'Student Groups' of the Union's Rules).
- 10.9 A retiring Committee member must give all relevant information and documents to their successor or the incoming President before their term ends on 30th June.
- 10.10 A Member may not be appointed a member of the Committee if they have been barred from becoming a member of the Committee following a disciplinary procedure by the Group as per clause 17 'Disciplinary Action' or following disciplinary action by the Union or the University.
- 10.11 A member of the society may run for a committee member role in absentia by submitting a pitch to the Committee, to be presented by an impartial person at the general meeting.

11 **Society Handover**

- 11.1 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:
 - 11.1.1 President - They must ensure that all resources are transferred to their successor.
 - 11.1.2 Treasurer – They must ensure that the Society's finances are up to date and in line with SUSU regulations. They must inform their successor of any invoices or payments currently in progress. They will complete the financial review of their year on committee in line with SUSU regulations, ready to be used for the first grant round of the new academic year.

- 11.1.3 Secretary – They will transfer all minutes and relevant documentation to their successor.
- 11.1.4 Training Officer – They will pass on documentation containing the names of members who have completed any compulsory Society/Union training sessions to their successor.
- 11.1.5 Webmaster – They will ensure that their successor has updated website privileges and can access all online data and will pass on all relevant passwords.
- 11.1.6 All Officers and Committee members – They must ensure that any relevant documentation and information in their possession, including details of the Officer’s Committee email account, is transferred to their successor.

12 **Technical Director (TD)**

- 12.1 A Technical Director shall be elected by the Committee to each production the Society is involved in, at the discretion of the Committee.
- 12.2 Elections for TDs shall be held throughout the year as appropriate, as part of any Committee meeting.
- 12.3 The President or delegated Committee member shall be responsible for advertising the availability of a TD position at least 5 days in advance of the Committee meeting where elections will take place.
- 12.4 Applications for a TD position shall be by written notice to the President or Secretary and/or a vocal pitch to the Committee at the meeting. Applications may be taken at the meeting.
- 12.5 Voting for the elections shall be by show of hands or verbal assent. Any Committee member, including the Technical Liaison where applicable (see section 7), has the right to vote in a TD election. In the event of a tie, the Chairperson shall have the casting vote.
- 12.6 The Chairperson shall be an impartial Committee member in the event that the Chairperson is applying for the position.
- 12.7 In the event that a TD resigns or is expelled before the end of their production, a Committee meeting shall be held to elect a new TD. The voting procedure shall be conducted as for any TD election.
- 12.8 The Committee shall have the power to relinquish the role of TD from any member, should they deem fit. This will be subject to a majority vote of the Committee.

- 12.8.1 Should a production team be unhappy with their elected TD and wish to expel them, the reasons for this shall be presented in writing to the President and/or Secretary, for consideration by the Committee. The Committee shall have the power to uphold the original election.
- 12.8.2 In the event that the President and/or Secretary is the TD in question, the production team shall present their case to the most senior impartial member of the Committee for consideration.
- 12.9 Any member of the Committee applying for the position of TD may not vote in the election of that position.
- 12.9.1 Co-TDs shall be seen as equivalent to a TD by this Constitution. They shall share all the responsibilities of a TD and shall be held jointly responsible for the production.
- 12.10 ATDs (Assistant Technical Directors) must run with the TD or be subsequently approved by committee. For elections to the position of TD, ATDs shall be seen as equivalent to TDs for sections 12. h and o.
- 12.11 Any Full Member or Associate Member shall be entitled to apply for the position of TD for any production.
- 12.12 RON (Re-Open Nominations) shall run for all elections.
- 12.13 The Committee shall have the right to conditionally award the position of TD in any election. Conditions include but are not limited to the mentorship of the applicant by another member.
- 12.14 Any member of the Committee that holds a position on the production team for any production may have a singular vote in votes related to that production.
- 12.15 The TD for a production shall act as a liaison between the Society and the production team or organisers of the show.
- 12.16 They shall be in overall charge of all technical aspects of the production, having the responsibility to form a crew from the membership. It is their responsibility to ensure that crew members behave appropriately and safely whilst acting as representatives of StageSoc for the production.
- 12.17 The TD is responsible or may delegate responsibility to ensure crew welfare is upheld.
- 12.18 They shall be responsible for completing a risk assessment for any activities that go beyond what is covered in the annual risk assessment and shall be responsible for ensuring that a copy of this risk assessment is submitted to the Secretary, 5 days prior to the start of the production, except in exceptional circumstances.

- 12.19 They shall be responsible for ensuring that all control measures stated in the risk assessment are put into practice by the crew.
- 12.20 Technical Directors are requested to attend the Committee at which feedback for their show is discussed, to provide feedback to the Committee.
- 13 Health and Safety**
- 13.1 All members shall be collectively responsible for the health & safety practice of the Society.
- 13.2 Risk assessments:
- 13.2.1 The Committee shall review all supplementary risk assessments for productions, as submitted to the Secretary, and shall ensure that the risk assessments are adequate for the activity in question, by approving, amending or rejecting the risk assessment.
- 13.2.2 In the event that a risk assessment is rejected, amendments should be suggested to the TD and the risk assessment should be resubmitted after these amendments have been made.
- 13.2.3 The Committee and TDs shall not allow any activity to take place that does not have an adequate risk assessment.
- 13.2.4 The President shall be responsible for the annual review of the Society risk assessment/s.
- 13.2.5 The Annex Officer shall be responsible for ensuring that a risk assessment and 'safe system of work' is completed for each new tool purchased by the Society and shall complete an annual review of all existing 'safe systems of work'/'method statements'.
- 13.3 The Training Officer shall ensure that all members are appropriately trained in health & safety and the Committee and TDs shall disallow any member from participating in activities that they are not safely trained in.
- 13.4 The Committee shall ensure that TDs are practising the control measures stated in the risk assessment for their production and any other applicable Society risk assessments.
- 13.5 The Annex Officer shall be the designated Health and Safety officer with regards to the Students' Union.

14 **Financial Management**

- 14.1 The Committee shares responsibility for managing the Group's finances properly.
- 14.2 The Group's finances will be run through the Union's digital Money Hub system. The Group may not hold a bank account with an external bank or building society.
- 14.3 All income and property must be used only to support the Group's Objectives.
- 14.4 Committee members can be reimbursed for reasonable expenses they incur while working for the Group but should get approval from the Treasurer beforehand whenever possible.
- 14.5 The Maintenance Fund exists to maintain (repair or replace) small and large equipment belonging to the Society, or in the Society's care.
- 14.6 Society hire charges
 - 14.6.1 Any production that uses StageSoc's equipment shall be charged a fee, as determined by the Committee, on a per performance basis, with an additional charge if the production does not take place in the Annex.
 - 14.6.2 Technical Directors or Committee members may apply to the Committee for a reduction in this charge, on a per production basis, in advance of the production. Applications made after the production will be declined. This shall be at the discretion of the Committee.
 - 14.6.3 The Committee may award a reduction on the basis that only a small proportion of the Society's equipment is used. This shall be at the Committee's discretion.
 - 14.6.4 The Committee shall vote on all applications for reductions. A majority vote is required to award the reduction.
- 14.7 The purchase of equipment that requires spending of over £200 from any of the Society's accounts, including the Maintenance Fund, shall require three quotes to be obtained prior to the Committee approving the purchase.

15 **Irregularities and Saving Provisions**

- 15.1 Committee decisions remain valid provided that, at the time the decision was made, a sufficient number of votes were cast by members who were eligible to vote.
- 15.2 Any vote cast by a person who, at the time of voting, was:
 - 15.2.1 disqualified from holding office;

- 15.2.2 retired or required to step down;
 - 15.2.3 not allowed to vote due to conflict of interest
 - 15.2.4 must be disregarded and does not count towards the decision.
- 15.3 Members can challenge a Committee or General Meeting decision through a Point of Order only if a procedural error clearly harmed a member of the Group.
- 16 Conflicts of Interests and Conflicts of Loyalties**
- 16.1 A Member of the Committee must:
- 16.1.1 declare any personal interest in decisions or transactions that hasn't already been disclosed.
 - 16.1.2 step away from discussions where a conflict between their duty and personal interest might arise.
 - 16.1.3 not vote on, or be counted in the quorum for, a decision connected to their conflict of interest.
- 17 Disciplinary Action**
- 17.1 The Committee cannot commence disciplinary action without approval from the Union.
- 17.2 The Committee may take disciplinary action against any Member of the Group as a consequence of conduct by the Member which is:
- 17.2.1 detrimental to the reputation of the Group and/or the Students' Union and/or the University.
 - 17.2.2 incompatible with the Objectives of the Group (see Clause 3, 'Group Objectives');
 - 17.2.3 in contravention of any provision of this Constitution; and/or
 - 17.2.4 in breach of the Union's Code of Conduct (Rule 7 in the Union's Rules)
- 17.3 Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all relevant representations on the matter. The Committee must follow [the Union's disciplinary action and processes guidelines](#) for Groups throughout the process.
- 17.4 Members subject to disciplinary action by the committee have the right of appeal to the Union. The appeals process is set out in [the disciplinary guidelines](#).

- 17.5 A full report of all disciplinary action taken by the Group in the previous year must be presented at the AGM. The preparation and presentation of this report must follow the Union's [disciplinary guidelines](#).
- 17.6 The outcome of any disciplinary action must be shared with the Union within 7 days of the Committee's decision.
- 18 Affiliation to External Organisations**
- 18.1 The Group can become an affiliate of an external organisation if:
- 18.1.1 the aims of that organisation are in line with and relevant to the Objectives of the Group;
 - 18.1.2 the Members derive a material benefit from the affiliation;
 - 18.1.3 no Policy of the Union or law is breached by the affiliation; and
 - 18.1.4 a decision to affiliate is passed by the Members in General Meeting.
- 18.2 The Group's affiliation to an external organisation will end immediately:
- 18.2.1 at the conclusion of each Annual General Meeting after affiliation, unless the Members in General Meeting agree to re-affiliate at each AGM as per sub-clause (18.1); or
 - 18.2.2 if a decision to disaffiliate is passed by the Members in General Meeting.
- 18.3 All external affiliations and disaffiliations must be reported to the Union within seven days.
- 18.4 The Union reserves the right to reject external affiliations that don't meet the requirements under 14.1, or if the affiliation brings, or risk bringing, the Union or the University into disrepute and/or that are incompatible with the Union's charitable objectives. The Group must obtain the Union's prior approval before voting on affiliation with an external organisation.
- 18.5 For the avoidance of doubt, the Union and the University are not external organisations for the purposes of this Clause 18.
- 19 Changes to the Constitution**
- 19.1 The Group may make changes to this Constitution provided that changes:
- 19.1.1 are provisionally agreed to by the Union in writing in advance of the changes being put to a General Meeting for approval;

- 19.1.2 do not change the Objectives in a way that undermines or works against the previous objectives of the Group;
 - 19.1.3 do not invalidate any prior decision of the Members in General Meeting or a Meeting of the Committee;
 - 19.1.4 are agreed to by at least a two-thirds majority of the Full Members present at a quorate General Meeting;
 - 19.1.5 receive final formal approval by the Union.
- 19.2 The rules of this Constitution will be subordinate to those of the Union's Articles, Rules, and Policies.
- 19.3 The Committee and the Union will retain a copy of this Constitution, which the Committee must make available to Members upon request.
- 19.4 The constitution shall be available to all members to view on the Society's website.

20 **Dissolution and Disaffiliation**

- 20.1 An affiliated student group may dissolve or disaffiliate from SUSU at any time and for any reason as long as their members have voted to approve this.
- 20.2 Dissolution or disaffiliation could happen in the following ways:
- 20.2.1 The Group agrees to dissolve. This means the Group will cease to exist.
 - 20.2.2 The Group agrees to disaffiliate from the Union. This means the Group continues to exist as an unaffiliated student group.
 - 20.2.3 The Union disaffiliates the Group because of a disciplinary decision, or because it no longer meets the Union's affiliation requirements.
- 20.3 If the Group is dissolved or disaffiliated, the Committee stays in charge until all of the Group's affairs are properly wrapped up.
- 20.4 To dissolve the Group or to disaffiliate the Group from the Union (20.2.1 or 20.2), at least two-thirds of the Full Members at a General Meeting must agree.
- 20.5 The Committee must gather all the Group's assets and make sure all debts and obligations are paid.
- 20.6 Following dissolution or disaffiliation of the Group, any leftover money or property must, with approval from the Union,
- 20.6.1 transferred to another group within the Union similar aims, or

- 20.6.2 if possible, be used for the Group’s original purpose, or
- 20.6.3 used in another way approved in writing in advance by the Union.
- 20.7 Members can decide (before or at the time of dissolution or disaffiliation) how the remaining assets should be used, as long as it follows the rules above. The Committee must follow that decision.
- 20.8 Members cannot receive any of the leftover money or assets personally.
- 20.9 The Committee must securely destroy the Group’s register and all other data when the Group is dissolved.
- 20.10 The Committee must inform the Activities Team within seven days that the Group has been dissolved or disaffiliated. If required, they must also send the Union the Group’s final accounts for the last accounting period.

21 Interpretation

21.1 In this Constitution:

- 21.1.1 **‘Committee’** means the officers of the Group who are appointed per Clause 10.
- 21.1.2 **‘The University’** means ‘the University of Southampton’.
- 21.1.3 **‘University term’** and **‘academic year’** have the definitions set out in the University Calendar and Almanac.
- 21.1.4 **‘Financial Benefit’** means a benefit, direct or indirect, which is either money or has a monetary value.
- 21.1.5 The **‘Union’** means ‘The University of Southampton Students’ Union’, operating as **‘SUSU’**.
- 21.1.6 **‘Articles’**, or **‘Articles of the Students’ Union’** mean the Students’ Union’s Articles of Association, accessible on the Students’ Union’s website.
- 21.1.7 **‘Union’s Rules’** and **‘Policies’** have the definitions set out in the Articles, accessible on [the Students’ Union’s website](#).
- 21.1.8 **‘Simple Majority’** means more than half of the individuals referenced.

22 Declaration

The Members of the Group in General Meeting Adopted this Constitution:

Date: 10/06/2026	President Signature: Dan Money Treasurer Signature: James Alcock
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The Union will approve this Constitution by accepting its upload on the Student Groups Hub provided by the Students' Union at www.susu.org.