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# Southampton SSAGO

## Constitution

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### 1) Name and Status

- The society will be known as Southampton University Student Scout and Guide Organisation, henceforth referred to as The Society, and abbreviated to Southampton SSAGO.
- The society will be a social society.

### 2) The Aims of the Society

The aims of The Society are:

- to provide a social framework to encourage an active interest in Scouting and Guiding.
- to render service, as a Society, to both Scouting and Guiding within the community, and to provide a link between the students and local Scout and Guide units.
- to provide a forum for discussion of ideas regarding the development of the two Movements.
- by spreading information and by example, to create an awareness of the work of the two Movements, particularly among fellow students in alliance with other organisations, to encourage students to participate in youth work.

### 3) Principles of The Society

The Society shall be governed by the principles laid down in accordance with the Constitution of the National Student Scout and Guide Organisation (hereafter referred to as National SSAGO).

### 4) Registration

The society shall affiliate to the National SSAGO during the Autumn term by paying the nationally approved membership rate per member.

### 5) Membership

- a) Full Membership shall be open to all registered students of Southampton University upon payment of the membership fee.
- b) Associate Membership shall be open to others in accordance with the Constitution of National SSAGO. Associate members shall be entitled to full rights and privileges as members, except that they may not hold elected office, nor nominate or vote in elections. All associate members must also purchase SUSU membership, either temporary or lifetime, in the case of graduate associates.
- c) The Societies Officer shall be provided with a list of members' names and student numbers at the start of each academic year.
- d) All members must complete a Criminal Records Bureau (CRB) form and an InTouch medical form on joining the club, as required by the national Student Scout and Guide Organisation.

### 6) Annual Subscription

- a) The Committee shall determine the annual subscription for The Society members. The minimum membership fee for The Society shall be set in accordance with SUSU's policy for the applicable academic year.
- b) The membership fee for The Society shall be due at the start of the academic year. The membership fee for members joining during the year will be due on their joining.

## 7) The Committee

### Executive Committee

- a) The Committee shall be responsible for the arrangements of the meetings of The Society, which must reflect the interests of the membership as expressed at General Meetings and the Annual General Meeting.
- b) The Society Committee shall consist of the Officers of The Society and Others Members of the Committee.
- c) A full description of the roles and responsibilities of Committee Members is contained in 'Southampton SSAGO Committee Job Descriptions 2012'.

#### **The Officers of The Society shall be:**

- Chair – who shall be the nominal head and representative of The Society, responsible for writing the club reports for National SSAGO, managing the completion of CRB and InTouch Forms
- Secretary – who shall maintain a record of meetings, deal with correspondence, including submitting The Society's registration.
- Treasurer – who shall maintain The Society's accounts.

#### **The Executive Officers of the Committee shall be:**

- Social Secretary – who shall be responsible for the organisation of social events and camps and where necessary delegate the organisation of these events.
- Scout Liaison Officer – who shall be responsible for maintaining links between The Society and local Scout units.
- Guide Liaison Officer – who shall be responsible for maintaining links between The Society and local Guide units.

**ELIGIBILITY** – All Officers of The Society and Officers of The Committee, must be Full Members of The Society for the entirety of their term of office.

**PERIOD OF OFFICE** – All Committee members shall each serve for one year, after which time they shall be eligible for re-election.

**CHANGE OF STATUS** – In the event of any Committee member ceasing to be eligible to Full Membership of The Society, they must resign their post immediately.

**RESIGNATION** – Members of The Committee may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Chair.

**EXPULSION** – A Committee member may be expelled from the Committee on the grounds of misconduct, or if they have acted in a manner prejudicial to the Aims and Principles of The Society, or its reputation. Expulsion shall require a two-thirds majority vote of the Committee.

**BY-ELECTIONS** – In the case of a vacancy on the Committee due to resignation or expulsion, the Committee shall have the power to co-opt any full member to the Committee until the next AGM. A By-election for any unfilled post may be held at an Extraordinary General Meeting of The Society.

**NO CONFIDENCE** – A Vote of No Confidence in the ability of a Committee Member can be called by a two-thirds majority of the Committee, or by a minimum of six members of The Society, submitted in writing to the Secretary, or in the case of the Secretary, to the Chair. The vote shall be held in an Extraordinary General Meeting of The Society, one week's notice of which shall be given, and held within two weeks of the submission.

### **The Non-Executive Officers of the Committee:**

- a) Non Executive Officers shall be responsible for specific tasks as specified in 'Southampton SSAGO Committee Job Descriptions 2012'

#### **The Non Executive Officers of The Committee shall be:**

- Quartermaster – who shall be responsible for the all assets and stores of The Society and for collating all matters relating to The Society's merchandise.

- Webmaster – who shall be responsible for maintaining The Society’s mailing lists and website.
- Archivist – who shall be responsible for the upkeep of The Society’s log book

**ELIGIBILITY** – Non Executive Officers of The Society may be either Full or Associate Members of the Society.

**PERIOD OF OFFICE** – All Non Executive Officers shall each serve for one year unless otherwise specified by ‘Southampton SSAGO Committee Job Descriptions 2012’ after which time they shall be eligible for re-appointment. In the event that all Non-Executive positions are not filled at the Society AGM, then the position may be filled following a majority vote by the Executive Committee.

**CHANGE OF STATUS** – In the event of any Committee member ceasing to be eligible to Membership of The Society, they must resign their post immediately.

**RESIGNATION** – Non Executive Officers may resign by giving one week’s written notice to the Chair.

**EXPULSION** – Non Executive Officer may be removed by the Committee on the grounds of misconduct, or if they have acted in a manner prejudicial to the Aims and Principles of The Society, or its reputation. Expulsion shall require a two-thirds majority vote of the Committee after which the Chair must appoint a replacement within two weeks.

## 9) Handover Process

- Chair – Upon election of a new committee the outgoing Chair is responsible for overseeing the handover of responsibilities for a minimum of two weeks following the elections.
- Treasurer – The treasurer must ensure that The Society’s Accounts are fully up-to-date and that The Society Bank Account details are transferred to the new Treasurer, along with all relevant documentation. The Treasurer shall assist in drawing up the Budget, which must be submitted before the end of the Summer Term, unless otherwise specified by SUSU.
- Secretary – The Secretary shall transfer all minutes and relevant documentation to the new Secretary. The Secretary will also assist with the completion of The Society registration, Bunfight stand request and SUSU handbook entry forms for the forthcoming session and pass these to the Clubs and Societies Officer.
- Social Secretary – The Social Secretary shall transfer all relevant contact details for SUSU, pass on all information on upcoming pre-arranged socials and explain how to fill in SUSU Risk Assessment forms and where to submit them.
- Liaison Officers – The Liaison Officers shall pass on all contact details for the local Scout and Guide Units to the new Liaison Officers.
- Webmaster – The Publicity Officer shall ensure that all computing matters of The Society are passed to the new Publicity Officer.
- The Quartermaster – The Quartermaster shall pass on all equipment of The Society and ensure it is adequately stored.
- The Archivist – The Archivist shall pass on all current logbooks and explain how to complete them, the measures that must be taken to ensure their preservation and what to do with completed books.

## 10) Meetings

The Societies Officer shall be admitted to any of the meetings of The Society, provided that the SUSU believes that there is good reason for them to attend.

### a) **Annual General Meeting (AGM)**

- The Society’s AGM shall be held in the Spring Term of each year.
- At least 14 days notice of the AGM shall be given to all members of The Society.
- The minutes of the previous AGM must be approved.
- All Officers of the Society, Officers of the Committee and Non-Executive Officers must report on all matters over the past year relevant to their position.

- v. All Officers of the Society and Officers of the Committee shall be elected at the society AGM.
- vi. Election of all Officers of The Society and Officers of the Committee shall only be by a direct vote of all Full Members present. Posting, e-mail and other indirect forms of voting are disallowed. Nominations will open 14 days before the AGM and close no earlier than 9am on the day of the AGM unless no nominations are received, in which case nominations will be taken from the floor. A further alternative of re-open nominations shall be given.
- vii. The Societies Officer or the relevant SUSU sabbatical officer shall be invited to the AGM.

**b) Extraordinary General Meetings (EGM)**

- i. An Extraordinary General Meeting may be called by the Chair, Secretary, or on submission to the Chair of a written request signed by at least six members of The Society, together with a written statement of the objects for which the meeting is desired.
- 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 Chair.
- iv. Societies Officer shall be informed of the meeting and the reason for it being called, before it is held.

**c) Conduct of Meetings**

- i. Nominations: Candidates must be nominated by a Full Member of The Society.
- ii. Voting: Every Full Member of The Society is entitled to vote upon every voting matter. Associate Members of The Society are not entitled to vote. Elections shall be carried out by a secret ballot. The Chairmanship of the meeting will pass to another member of the committee in the event of the Chair standing for another office or during elections if the position of Chair is contested. If any Full Member of the society requests the appointment of an independent returning officer at any point up to 24 hours before the election the Committee will request that the District Commissioner of Southampton City Scout District shall appoint one. If this is not possible the Chair will appoint someone from outside the society to the role. In the event of a tied result, a further vote will be held for the position.
- iii. Results: The results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the Clubs and Societies Officer within 14 days of the election.
- iv. Quorum: The Quorum at all meetings shall be 50% of all Full Members.
- v. Minutes: The Secretary of The Society shall keep minutes of all Society meetings, which shall be available to the Societies Officer and Societies Department Committee.

**11) Expulsion of Members**

- a) 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 the Students' Union.
- b) Where any member of the Society is expelled by the Committee, a report of the matter shall be made to the next AGM of the Society.
- c) A Committee Member may be expelled from the committee on the grounds of misconduct, or for conduct of a nature opposed to the objects of the Society and the Students' Union.

- d) Expulsion shall require a two-thirds majority vote of the committee.

## **12) Finance**

- a) 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 Department Committee.
- b) An annual statement of the Society accounts must be presented to the AGM by the Society Treasurer.
- c) The Officers of the Society are jointly liable for the proper management of the Society's finances and ensuring that the Union's Grant Aid regulations are applied.
- d) The Officers of the Society shall be the only members mandated on the Society account and shall be responsible for overseeing the mandate change following elections at an AGM.

## **13) Working Groups**

- a) The Society may form Working Groups for any purpose, at the discretion of the Committee
- b) Working Groups must adhere to the Aims and Principles of The Society.
- c) Each Working Group shall consist of a Chair, Secretary, Treasurer and other members as appropriate.
- d) The Chair, Secretary and Treasurer shall each be elected by a simple majority vote at a General Meeting for each position. In the event of a subsequent vacancy, the Executive Society Committee may vote in a replacement by majority vote.
- e) The Chair, Secretary and Treasurer may elect members to other positions as appropriate, overseen by the Executive Society Committee who will deal with any disputes or issues raised.
- f) The Chair of the Society or his representative shall have an absolute right to sit as an ex officio member of the Working Group. However, he need not attend all meetings. The Chair must report on the progress of the Working Group at each society Committee Meeting.
- g) Membership of the Working Group shall be open to Full and Associate Members of The Society.
- h) In the event of a Working Group being formed for the purpose of running an Event on behalf of the National Student Scout And Guide Organisation (including, but not limited to, the running of a National Rally or National Ball), the Society Committee may appoint a representative committee to stand in at the National SSAGO AGM. The members of this representative committee must still be elected at the Society AGM and are in no way entitled to hold the positions they represented in the final Working Group Committee.
- i) Resignations from a Working Group shall be made in writing to the Secretary of The Working Group and The Society Secretary, or in the event of the Secretary to the Chair of the Working Group and The Society Secretary.
- j) Expulsions - a member of a Working Group can be expelled on the grounds of misconduct, or if they have acted in a manner prejudicial to the Aims and Principles of The Society, or its reputation. Expulsion shall be at the discretion of the Society Committee on request from the Working Group Committee. Students who are expelled from a Working Group have the right of appeal to the Societies Officer.
- k) In the event of a vacancy occurring on a Working Group, the Committee may elect a replacement. This must be ratified by the Society Committee
- l) The Working Group shall be closed upon completion of the purpose for which it was formed

## **14) Amendments**

- a) Amendments to the Constitution must be made at either an AGM or an EGM. Details of the amendments proposed must be circulated beforehand.

- b) All amendments to the constitution must be approved by a two-thirds majority vote by the Full Members present.
- c) The Society's Constitution and all amendments to it must be submitted in writing to the Societies Officer, for consideration and approval by the Societies Department Committee.
- d) The Chair and Secretary of The Society, the Societies Officer and The Members' Officer of The Student Scout and Guide Organisation shall keep copies of the constitution.

**15) Interpretation of the Constitution**

The Chair shall rule on the meaning of the constitution whenever any dispute arises, after taking any appropriate advice. This may be over-ruled by a simple majority vote at either an AGM or an EGM.

An AGM of the Society approved the above constitution on:

Date: \_\_\_\_\_

Signed: (Chairman) \_\_\_\_\_

(Secretary) \_\_\_\_\_