



Southampton SSAGO Constitution



1) Name and Status

- a. The Society will be known as Southampton University Student Scout and Guide Organisation, henceforth referred to as The Society, and abbreviated to Southampton SSAGO.
- b. The Society will be a social society.
- c. This is an unincorporated association and its property shall be managed and administered in accordance with this constitution.

2) The Aims of The Society

The Aims of The Society are:

- a. To provide a social framework to encourage an active interest in Scouting and Guiding.
- b. To render service, as a society, to both Scouting and Guiding within the community, and to provide a link between students and local Scout and Guide units.
- c. To provide a forum for discussion of ideas regarding the development of the two movements.
- d. 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) and should try to act in a manner that upholds The Scout Law or The Guide Law.

4) Definitions

- a. "SUSU" means "The University of Southampton Students' Union".
- b. Relevant SUSU Officer: the relevant SUSU representative that takes over responsibility for societies, or who holds responsibility for the particular area referenced in this constitution.

5) Registration

The Society shall affiliate to National SSAGO by paying the nationally approved membership rate per Member by the date set by National SSAGO.

6) Membership

- a. Full Membership shall be open to all Full Members of SUSU upon payment of the Membership fee.
- b. Associate Membership shall be open to anyone who can be a Member of National SSAGO. Associate Members shall be entitled to full rights and privileges as Members, except where specified in this document or other policy documents. All Associate Members must also qualify for and purchase SUSU Membership.

- c. A list of Members shall be kept, as requested by SUSU and National SSAGO.
- d. All Members must provide an up-to-date InTouch form.

7) **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 Committee will decide when Membership is due.

8) **The Committee**

a. Executive Committee

- i. The Chair shall be responsible for the arrangements of the meetings of The Society, which must reflect Members' interests as expressed at General Meetings.
- ii. The Society Committee shall consist of the Executive Officers of The Society and other Officers of The Committee.
- iii. A full description of the roles and responsibilities of Committee Members is contained in 'Southampton SSAGO Committee Job Descriptions'.

b. The Officers of The Society shall be:

- i. **Chair** - who shall be the nominal head and representative of The Society, responsible for writing the club reports for National SSAGO and managing the completion of InTouch Forms.
- ii. **Secretary** – who shall maintain a record of meetings, deal with society correspondence and maintain a membership list.
- iii. **Treasurer** – who shall maintain The Society's financial accounts.

ELIGIBILITY – All Executive Officers of The Society must be Full Members of The Society for the entirety of their term of office.

PERIOD OF OFFICE – All Executive Officers of The Society shall each serve until the next AGM, after which time they shall be eligible for re-election.

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

RESIGNATION – Executive Officers of The Society may resign by giving one week's written notice to the Chair, or in the case of the Chair to the Secretary.

EXPULSION – Executive Officers of The Society may be expelled from their position as a result of a disciplinary action 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. The method of expulsion must be in line with SUSU's disciplinary process.

BY-ELECTIONS – In the case of a vacancy amongst the Executive Officers of The Society due to resignation or disciplinary action, The Committee shall have the power to co-opt any Full Member to The Committee until the next general meeting. A By-election for any unfilled post must be held at a General Meeting of The Society held ideally within 14 days but no more than 28 days of the vacancy opening.

c. The Officers of The Committee shall be:

- i. **Social Secretary** – who shall be responsible for the organisation of social events and camps. Where necessary, they may delegate the organisation of these events.
- ii. **Scout Liaison Officer** – who shall be responsible for maintaining links between The Society and local Scout units.
- iii. **Guide Liaison Officer** – who shall be responsible for maintaining links between The Society and local Guide units.
- iv. **Quartermaster** – who shall be responsible for all non-financial physical assets and stores of The Society, and for collating all matters relating to The Society’s merchandise.

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

PERIOD OF OFFICE – All Officers of The Committee shall each serve until the next AGM, after which time they shall be eligible for re-election.

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

RESIGNATION – Officers of The Committee may resign by giving one week’s written notice to the Chair.

EXPULSION – An Officer of The Committee may be expelled from their position as a result of a disciplinary action 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. The method of expulsion must be in line with SUSU’s disciplinary process.

BY-ELECTIONS – In the case of a vacancy amongst the Officers of The Committee due to resignation or disciplinary action, the position will remain vacant until the next General Meeting. A By-election for any unfilled post may be held at an Extraordinary General Meeting of The Society.

d. Working Members:

Working Members are roles that are co-opted by vote during Committee meetings by the Officers of The Committee. Working Members can be any Full or Associate Member of The Society but the roles are not required to be filled for the operation of The Society. The responsibilities of a Working Member role may be split between Officers of The Committee if no member is co-opted. Working Members can also be Officers of the Committee. They are not required to attend meetings but can be requested to attend if needed by the Chair.

- i. **Webmaster** – who shall be responsible for maintaining The Society’s mailing lists, website and social media.
- ii. **Archivist** – who shall be responsible for the upkeep of The Society’s archive book.

ELIGIBILITY – Working Members may be Full or Associate Members of The Society for the entirety of their term of office.

PERIOD OF OFFICE – All Working members should each serve until the next AGM, unless otherwise specified by the ‘Southampton SSAGO Committee Job Descriptions’, after which time they shall be eligible for re-appointment. In the event

that Working Member positions are not filled at The Society AGM, then the vacant positions may be filled following a majority vote by The Committee.

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

RESIGNATION – Working Members may resign by giving one week's written notice to the Chair.

EXPULSION – Working Members may be removed by The Committee from their position as a result of a disciplinary action 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. The method of expulsion must be in line with SUSU's disciplinary process.

9) Handover Process

- a. After an AGM, it is the responsibility of the outgoing Committee Member to arrange a meeting with the new incoming Committee Member of the same position. In the event there is nobody in the outgoing role, the outgoing Chair will fulfil this role.
- b. If a position is filled at an EGM, it is the Chair's responsibility to ensure a meeting with the new Committee Member occurs, which may be with the Chair or with the outgoing Committee Member. Whom the meeting is with is at the discretion of The Committee. In the case of the Chair role, the Secretary will be responsible for ensuring this meeting occurs.
- c. There will be a Handover Committee Meeting that should be within 4 weeks of the AGM. This will take the form of a Committee Meeting as outlined in Section 13. It can be attended by both the previous and incoming Committee.
- d. The previous Committee is obligated to continue their role until the Committee handover process is completed.
- e. In the event that a role is not fulfilled at an EGM or AGM all information should be passed to the Chair and/or The Committee.
- f. Responsibilities of the roles are as follows:
 - i. Chair – Upon the election of a new Committee, the outgoing Chair is responsible for overseeing the handover of responsibilities.
 - ii. Treasurer – The Treasurer must ensure that The Society's Accounts are fully up-to-date and that The Society's Bank Account details are transferred to the new Treasurer, along with all relevant documentation.
 - iii. Secretary – The Secretary shall transfer all minutes and relevant documentation to the new Secretary. They will also complete the minutes for the AGM.
 - iv. Social Secretary – The Social Secretary shall transfer all relevant contact details for SUSU, and pass on all information on upcoming pre-arranged socials.
 - v. Liaison Officers – The Liaison Officers shall pass on all key contact details within local Scouting and Guiding. They should introduce the new Liaison Officers at the next relevant local meeting.
 - vi. The Quartermaster – The Quartermaster shall pass on The Society's equipment and ensure it is adequately stored. They shall also pass on all relevant documents.
 - vii. Webmaster – Shall ensure that all computing matters of The Society are passed to the new Webmaster.
 - viii. The Archivist – The Archivist shall pass on all current archive books and relevant library information; they should provide guidance on completing and submitting the completed books to the library archive.

10) General Meetings

a. Annual General Meeting (AGM)

- i. The Society's AGM shall be held in the Spring term of each academic year. The precedent is Pancake Day.
- ii. At least 14 days' notice shall be given to all Members of The Society.
- iii. All Executive Officers of The Society and Officers of The Committee shall be elected at The Society's AGM.
- iv. Any Full or Associate Member of The Society must be admitted to an AGM.
- v. Quorum must be reached for an AGM and Quorum is half of all Full Members.
- vi. The Chair of The Society will be the Chair for the meeting unless they are a Candidate, in which case the Chair must appoint a Chair of the meeting for that section of the meeting. Or, if there is a disciplinary process involving the Chair of The Society, The Committee may select an appropriate Chair of the meeting.
- vii. The elections at an AGM should follow the procedures set out in Section 11.
- viii. The Relevant SUSU Officer, or an appointee by the Relevant SUSU Officer, and a representative of National SSAGO, who is not a member of Southampton, will be invited to sit in on any AGM, but have no voting power beyond their Membership status.
- ix. The minutes of these meetings will be published to all Full and Associate Members. Ideally these minutes should be published within 21 days.
- x. The minutes of these meetings must be made available on request by the National SSAGO Executive Committee or the Relevant SUSU Officer, who must receive them within 21 days.
- xi. The minutes for an AGM will be approved at the next AGM.
- xii. An AGM, unless prevented by Scouting, Guiding, National SSAGO or SUSU, should be held in-person.

b. Extraordinary General Meeting (EGM)

- i. An EGM may be called by the Chair, Secretary, or on submission to the Chair 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. Any Full or Associate Member of The Society must be admitted to an EGM.
- iii. Quorum must be reached for an EGM and Quorum is half of all full members.
- iv. The Chair of The Society will be the Chair for the meeting unless they are a Candidate, in which case the Chair must appoint a Chair of the meeting for that section of the meeting. Or, if there is a disciplinary process involving the Chair of The Society, The Committee may select an appropriate Chair of the meeting.
- v. The elections at an EGM should follow the procedures set out in Section 11.
- vi. At least 48 hours' notice of an EGM shall be given. The meeting must be held within 10 days of a request being given to The Chair of The Society.
- vii. The Relevant SUSU Officer shall be informed of the meeting, and the reason it is being called for.
- viii. The minutes of these meetings will be published to all Full and Associate Members. Ideally these minutes should be published within 21 days.
- ix. The minutes of these meetings must be made available on request by the National SSAGO Executive Committee or the Relevant SUSU Officer, who must receive them within 21 days.
- x. The minutes for an EGM will be approved at the next AGM.

- xi. An EGM, unless prevented by Scouting, Guiding, National SSAGO or SUSU, should be held in-person.

c. Votes at a General Meeting

- i. Any other voting matters proposed at a General Meeting should have the options of yes, no, or abstain.
- ii. Every Full Member present at the General Meeting, excluding the Chair of the meeting, may vote.
- iii. In the event of a tie, the Chair of the Meeting casts the deciding vote.
- iv. Any Full or Associate Member may propose a vote, but they must be supported by at least two Full Members.

11) Elections

An election is defined as any time a position on The Committee or a Working Group is voted on.

a. Candidates

A Candidate is any Member of The Society who is running in an election.

- i. Any Member wishing to be a Candidate must submit in writing to the Chair that they wish to be a Candidate for a position up for election. This must be done in the period between the announcement of the General Meeting and two hours before the General Meeting is set to start. Following the procedure of 10 a vi and 10 b iv.
- ii. Any Candidates must find a Nominator who is willing to support their bid. A Nominator must be a Full Member of The Society, excluding the Chair.
- iii. Any Candidates must also find a Secunder who is willing to support their bid. A Secunder must be either a Full or Associate Member of The Society, excluding the Chair.
- iv. The Secunder and the Nominator must be different people.
- v. A Member of The Society may only be a Nominator or a Secunder to one Candidate per position.
- vi. The Candidates for a position will only be announced by the Chair of the meeting at the General Meeting.
- vii. In the event that there are no Candidates for a role, an eligible Member of The Society may run from the floor. Candidates running from the floor still require a Nominator and Secunder.
- viii. A joint bid between two people is permissible, but will be viewed as a single Candidate.
- ix. In all elections, Re-Open Nominations, 'RON', shall be an option. An election yielding a result of RON shall be re-run as a by-election if the position is an Executive Officer of The Society or an Officer of The Committee.

b. Hustings

- i. During a General Meeting, each Candidate will be given a minimum of two minutes to tell the attending Members why they are the most appropriate Candidate for the role.
- ii. The Nominator, or the Secunder if the Nominator is not available, must be given an opportunity to tell attending Members why their Candidate is suitable for the role.

- iii. In the event that a Candidate is unable to be present at the election, they may submit a statement to be presented by the Chair of the meeting, the Nominator or the Secunder.
- iv. Full and Associate Members, excluding Candidates being questioned, must be given an opportunity to ask questions to the Candidates.
- v. Any questions must be applicable to all Candidates, and must be answered by all Candidates.
- vi. Candidates may not ask other Members of The Society to ask questions on their behalf.
- vii. At no point may a Candidate attempt to slander another. This is left at the discretion of the Chair of the meeting.
- viii. The Chair of the meeting may disallow unreasonable questions.
- ix. The Chair of the meeting decides on the number of questions.
- x. Outside of the times made clear in this section, the length of time a Candidate or Nominator speaks is at the discretion of the Chair of the meeting, but this must be equal for all Candidates.

c. Voting

- i. Every Full Member of The Society, excluding the Candidates in the position being voted on and the Chair of the meeting, is entitled to a vote.
- ii. All voting should be done anonymously. All Candidates must leave the room while voting occurs.
- iii. In the event of a tied result, the Chair of the meeting will have the deciding vote, or choose to re-open nominations.
- iv. The Returning Officer will be an Associate Member of The Society who is unbiased in regard to the Candidates. In the case of no Associate Members, the Relevant SUSU Officer, or their representative will fulfil this role. If they are unavailable a representative from National SSAGO will fulfil this role.
- v. If any Full Member of The Society requests the appointment of an independent returning officer, at any point up to 36 hours before the election, The Committee will request that the Relevant SUSU Officer shall appoint one. If this is not possible, the Chair of the meeting will appoint an unbiased person from outside The Society to the role.

d. Results

The results of the election will be announced by the end of the General Meeting, however may be announced at any earlier point after voting has concluded.

12) Committee Meetings

- a. The Committee may regulate their proceedings as they think fit, subject to the provisions of this section.
- b. Any two Members of The Committee may request the Chair to call a Committee Meeting on any matter relating to The Society.
- c. The Chair must call The Committee Meeting within 10 days of receiving the request.
- d. A Committee Meeting must occur at least once a term and once before the beginning of the academic year as defined by the University of Southampton.
- e. The Chair of the Committee Meetings shall be the Chair of The Society. If the Chair is unable to be the Chair of the Committee Meeting due to a conflict of interest or otherwise, The Committee may appoint a Chair for the meeting.
- f. At the start of each Committee Meeting, all Members will report on their dealings since the last Committee Meeting.

- g. If a Member of The Committee is unable to attend the meeting, an apology should be sent to the Secretary and Chair, with their report attached. The Chair will then read their report at the meeting. In the event of the Secretary being absent, they will send their apologies and report to the Chair of The Society.
- h. The quorum for a Committee Meeting will be the greater of 50% or three members of The Committee.
- i. No decision may be made by The Committee unless a quorum is present at the time of the decision being made.
- j. The Executive Officers of The Society, the Officers of the Committee are entitled to one vote upon every voting matter. In the case of a tied result, the Chair of the meeting shall cast one additional vote.
- k. There shall be no absentee voting.
- l. Minutes must be taken of all proceedings at a Committee Meeting, including the decisions made. These minutes can be requested by any Full or Associate Member of The Society, National SSAGO Executive Committee or the Relevant SUSU Officer and receive them within 21 days of the request. The Committee has the right to redact sensitive information.
- m. Any Member of The Committee may request an advisor(s) on matters relating to a Committee Meeting. Any Member of The Committee may raise an objection to this request, and then it should be put to a vote. An Advisor has no voting power.
- n. The minutes of the last Committee Meeting will be approved at the start of the next Committee Meeting.

13) Expulsion of Members

- a. The Committee shall have the power to expel any Member from The Society, after discussion with the Relevant SUSU Officer, in accordance with SUSU's disciplinary process. On the grounds of:
 - i. Conduct of a nature opposed to the Aims of The Society
 - ii. Conduct of a nature opposed to the Aims of National SSAGO
 - iii. Conduct of a nature opposed to SUSU
 - iv. General Misconduct
 - v. A Member failing to meet the Membership requirements
 - vi. Any sum due to The Society that is not paid in full within six months with reasonable effort by The Society to contact the Member
- 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. Expulsion should be considered a very severe recourse.
- d. Re-admittance into The Society shall require a two-thirds majority vote of all voting Members of The Committee.

14) Finance

- a. The Treasurer of The Society shall be responsible for maintaining the accounts of The Society.
- b. An annual statement of The Society accounts must be presented at the AGM by the Treasurer of The Society.
- c. The Executive 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. The Secretary may opt-out of being a signatory on the account.

- d. The Officers of The Society are jointly liable for the proper management of The Society's finances.

15) 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 Committee of The Society, who will deal with any disputes or issues raised.
- f. The Chair of The Society, or their representative, shall have an absolute right to sit as an ex officio Member of the Working Group. However, they need not attend all meetings. The Chair of the Working Group must report on the progress of the Working Group at each Committee Meeting of The Society.
- g. The Secretary of a Working Group will take minutes of all Working Group meetings and must be made available to any member of The Society Committee.
- h. Membership of the Working Group shall be open to Full Members of The Society.
- i. Members of the Working Group must be Full student members for the duration of the Working Group
- j. Resignations from a Working Group shall be made in writing to the Secretary of The Working Group and the Secretary of The Society, or in the event of the Secretary, to the Chair of the Working Group and Secretary of The Society.
- k. Expulsions - a Member of a Working Group can be expelled on the grounds of misconduct as a result of a disciplinary action 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. The method of expulsion must be in line with SUSU's disciplinary process.
- l. 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.
- m. The Working Group shall be closed upon completion of the purpose for which it was formed.

16) National Events

- a. Any member or group of members may participate at the National SSAGO General Meeting for the purpose of running an Event or project on behalf of the National SSAGO (including, but not limited to, the running of a National Rally or National Ball).
- b. Any National event, working group, or project at any stage, including bids/proposals may seek endorsement from The Society.

17) Conflicts of Interests

- a. A Member of The Committee must:

- i. Declare the nature and extent of any interest, direct or indirect, they have in any decisions of a Meeting of The Committee, or in any transaction or arrangement entered into by the Group. This must be declared at the earliest possible moment.
- ii. Absent themselves from any discussions of The Committee where possible conflict will arise between their duty to act solely in the interests of the Group and any personal interest, including but not limited to personal financial interest.
- b. Any Member of The Committee absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of The Committee on the matter. If The Committee has less than half of their voting Members due to conflicts of interest, the matter will be passed to either National SSAGO or SUSU.

18) Amendments to the Constitution

- a. Amendments to the constitution must be made at a General Meeting. Details of the amendments proposed must be circulated to all Members and associates at least seven days 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 SUSU for approval.
- d. The Officers of The Society, SUSU and National SSAGO shall keep copies of the constitution, which The Committee will make available to Members upon request.
- e. All amendments must contain an appendix detailing how they are to come into effect.

19) Policy Documents

- a. Any policy document may be altered by a simple majority vote of Full Members present at a General Meeting and take immediate effect.
- b. Contents of policy documents must pertain to their original purpose.
- c. The current policy documents include:
 - i. Southampton SSAGO Committee Job Descriptions

20) Dissolution of governing bodies

- a. In the event that SUSU ceases to function, this document should be reviewed at a General Meeting with changes taking effect at the closure of the meeting. This process should happen within one year of the initiating event.
- b. In the event that National SSAGO ceases to function, this document should be reviewed at a General Meeting of The Society. This process should happen within one year of the initiating event.

21) Dissolution

- a. Every effort should be taken to avoid dissolution.
- b. Any vote for the dissolution of The Society must be unanimous and must occur at a General Meeting.
- c. The quorum for a dissolution vote is set at 75% of Full Members.
- d. If the Members resolve to dissolve The Society, The Committee will remain in office and be responsible for closing the affairs of The Society both with SUSU and National SSAGO.

- e. Dissolution should follow both SUSU and National SSAGO guidance, where possible.

22) 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 overruled by a simple majority vote at a General Meeting. Adding a resulting amendment should be considered.

23) Declaration

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

Date: 13/05/2023

Chair: S. Jasper

Secretary: duvergohg

The Students' Union Approved this Constitution:

Date: _____

Relevant SUSU Officer: _____