# SignSoc Constitution

University of Southampton Students’ Union Sign Language Society

28th March 2019

**1 NAME**

Sign Language Society was founded in 2010 and goes by the name ’SignSoc’, hereinafter referred to as the Society.

**2 SOCIETY TYPE**

The Society is part of the Sustainability Zone within SUSU.

**3 AIMS AND FUNCTIONS**

1. The promotion of British Sign Language, hereinafter referred to as BSL, through teaching
2. Being a hub for those who already know and use BSL
3. Promoting Deaf awareness

**4 MEMBERSHIP**

The cost of membership is dependent on the current committee. It has been £3, £5 and £10 but currently stands as free. It the committee decides to charge for lessons this would fund;

1. Printing costs for resources like alphabet sheets
2. Subsidising costs which could include and is not limited to;
3. Theatre trips with BSL interpreter
4. Societal clothing

Anyone is able to gain membership of the Society if so wish, it is at the liberty of the committee to accept those who are not students at the university.

**5 EXPLUSION OF MEMBERS**

Any members can be asked to leave class if they disrupt the class, judgement at the discretion of the teacher and President. A three strike system will take place, so there is a chance for the person to alter their behaviour.

**6 OFFICERS & COMMITTEE MEMBERS**

The administration and management of the Society shall be the responsibility of its Committee. The Committee shall consist of the following Officers of the Society, given in rank order.

**6.1 President**

They shall be the figurehead of the Society to all external interests, and shall take overall responsibility for its actions. They shall lead all committee meetings unless they choose to delegate to any other committee member they deem appropriate. They are responsible for any other tasks that do not come under jurisdiction of other members of the Committee (see below). They are in charge of the mailing list and administer the Facebook page and YouTube channel with the Promotions Officer.

**6.2 Vice-President**

They shall support the President in all and any roles delegated to them from the Society.

**6.3 Treasurer**

They shall maintain the accounts of the Society, which shall be available for examination at the AGM. They are responsible for all financial aspects for the Society and any funds spent by the Society must follow SUSU regulations and be authorised by the Committee. They shall produce and maintain a list of all members and whether they have paid if the Committee that year choose to charge membership and/or lesson prices. They shall also do such tasks as directed by the Committee.

**6.4 Secretary**

They shall keep minutes of all Society meetings, which shall be available to any member of the society on request. They will book all rooms for classes and meetings. They will also administrate the mailing list. They shall also do such tasks as directed by the Committee.

**6.5 Ordinary Member**

They shall assist with any tasks not explicitly covered by other positions including taking the minutes if the Secretary is unavailable and shall express the opinions of the rest of the society. They shall also present feedback from semester classes. They shall also do such tasks as directed by the Committee.

**6.6 Teachers**

These teach in each semester and have a seat on Committee. They shall also do such tasks as directed by the Committee.

**6.7 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.

**6.8 Promotions Officer**

They shall oversee all publicity and promotional material including the use of social media. This includes the use of the YouTube and Facebook pages. This person(s) will organise society clothing. They shall also do such tasks as directed by the Committee.

**6.9 Charity Rep**

They shall choose a charity and organise fundraising events to raise money for them. They shall also do such tasks as directed by the Committee.

**7 COMMITTEE MEETINGS**

1. The President shall chair all meetings and in their absence appoint a Committee member
2. The President may convene a Committee meeting at their discretion by notifying members with at least 24 hours notice by email and general advertisement.
3. Three members of the Committee can request a meeting by presenting the Secretary with 24 hours written notice.
4. In the event of a Committee meeting having not been called for nine term weeks, the Secretary must convene a meeting at the earliest practical date.
5. All committee members present are entitled to one vote.
6. The quorum for any Committee meeting shall be 3 members of the Committee, including at least one of the President, Treasurer or Secretary.
7. 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

**8 GENERAL MEETINGS**

**8.1 Conduct of Meetings**

1. The Secretary of the Society shall keep minutes of all Society meetings, which shall be available to anyone in the Society
2. At all general meetings, the President shall make the agenda available at least 3 working days in advance
3. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice, shall not invalidate the proceedings at that meeting

**8.2 Annual General Meetings (AGM)**

1. There shall be a Society AGM held in the spring term whenever possible. If it is not possible to secure a date for the AGM in the spring term then it will be held at the beginning of the summer term at the earliest convenience.
2. The President will be responsible for informing all members of the meeting at least 14 clear days in advance.
3. Agenda points will be included at the President’s discretion, providing submission at least 24 hours before the meeting.
4. Officers of the Society and Committee members shall be elected at the AGM. The President shall invite nominations at least 7 clear days before the meeting. Nominations may be received at the meeting.
5. The Officers elected at the AGM shall take office from the end of the meeting if the AGM occurred in the summer term, subject to the minimum handover period of 2 weeks.
6. Each member of the Committee may be invited by the President to make a short speech concerning his or her activities during the previous year. This speech is compulsory for the President, who shall present an annual report, and the Treasurer, who shall present the year’s accounts for examination.
7. Minutes of the AGM shall be made available within 14 days of the AGM taking place.

**8.3 Extraordinary General Meeting (EGM)**

1. An EGM may be called by the President or Secretary of the Society, or by written application to the Secretary by at least 5 members of the Society, together with a written statement of the objects for which the meeting is being called.
2. At an EGM no business other than that specified in the written statement shall be discussed.
3. 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.

**9 ELECTIONS**

1. Elections for Committee members and Officers shall be held at the AGM.
2. Voting for the elections shall be voting by secret ballot, or at the discretion of the Chairperson. Proxy votes shall not be accepted for any purpose.
3. An independent vote counter, unaffiliated with the society, can be present for society officer and committee elections to verify the counting of the votes, this is chosen at the discretion of the President.
4. In the event of a tie for any position, the incumbent President shall have the casting vote, unless the President is one of the candidates, where the responsibility shall pass to the most senior Committee member who is not a candidate.
5. In the event that a full Committee is not elected for any reason, the incoming Secretary shall be responsible for ensuring that elections occur as early as possible. In the event that a secretary has not been elected, an interim Secretary shall be appointed by the outgoing committee, to fulfil this duty.
6. In the event that a Committee member resigns or is expelled before the end of their term, then an EGM shall be held to elect a new Committee member. The voting procedure shall be conducted as for an AGM, but only for the vacant position.
	1. In the instance where a current Committee member wishes to run for a vacant position, they may nominate themselves for the election. If successful, they can resign their original position on Committee immediately. Their original Committee position will then be vacant.
		1. If they wish to take on both roles, this is at the discretion of the rest of the Committee and just must receive a majority.
7. The responsibilities of any unfilled Committee roles shall be shared by the Committee until these elections can occur.

**10 SOCIETY HANDOVER**

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:

1. President - They must ensure that all resources are transferred to the new Officer.
2. Treasurer – They 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 them, along with all relevant documentation. **They shall ensure the signatories are exchanged** before the start of the summer holidays at the bank.
3. Secretary – They will transfer all minutes and relevant documentation to the new Officer.
4. 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 the new Officer.

**11 HEALTH AND SAFETY**

All members shall be collectively responsible for the health and safety practise of the Society. This is mainly applicable for external events arranged which requires a risk assessment, for example, theatre trips outside of the university.

**12 FINANCIAL MATTERS**

* 1. The Treasurer of the Society shall be responsible for maintaining the accounts of the Society.
	2. An annual statement of the Society accounts must be presented at the AGM by the Society Treasurer.
1. The Officers of the Society are jointly liable for the proper management of the Society’s finances in line with SUSU policy.
2. The Committee shall vote on all funding applications
3. Any expenditure from this account shall be subject to a vote by the Committee. A majority is required to approve the expenditure.
4. The president and treasurer will be the two named signatories on the bank account.
5. Any committee member who wants access to the account can be given so at the discretion of the treasurer and/or president.

**13 CONSTITUTIONAL MATTERS**

a. The Committee shall have the power to interpret any matter within this constitution.

b. The Committee shall first approve amendments to the constitution at a General Meeting.

c. The Committee shall hold a vote to pass any constitutional changes. This shall be done by secret ballot or show of hands as decided by the Committee.

d. The constitution will be subject to acceptance by a 2/3 majority of a quorate General Meeting.

e. Notice of the proposed alteration must be given with the notice to convene the General Meeting.

f. Amendments to this constitution shall be submitted to the SUSU in writing, for consideration.

g. The Society is to remain at all times an autonomous SUSU Society, over which no outside body has any authority.

h. The Secretary of the Society shall keep a copy of the constitution and shall be available to all members on request.

This constitution was approved by the Committee and by those Full Members present at the Annual General Meeting on 28th March 2019 under the presidency of Michaela Milne. This replaces all previous constitutions on record from the first in 2013.

 Signed:(President)

 (Secretary)

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