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University of Southampton Students’ Union Constitution of: The University of Southampton English Society

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# Adoption of the Constitution

This unincorporated association and its property shall be managed and administered in accordance with the Constitution.

# Name

The association name is ‘The University of Southampton English Society’, commonly referred to as ‘EngSoc’ and here in after ‘the Society’.

# Objects

The objectives of the Society, ‘the objects’, are:

1. Building a community for English students and those from other subjects who wish to take part by providing social, cultural, and sporting pursuits.
2. Supporting its members by providing pastoral support.
3. Being a safe, welcoming and enjoyable environment free from discrimination and prejudice in whose activities all may participate fully.

# Membership

1. Membership is open to natural persons and is not transferable to anyone else.
2. Membership is constituted in the following categories:
3. Full, open only to full members of the Students’ Union;
4. Associate, open to Associate and Temporary Members of the Students’ Union, and to those students of the University who have exercised their right not to be members of the Students’ Union.
5. Only full Members are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting. These are the sole privileges afforded to the Full Members over any other category of Membership.
6. The Society may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.
7. The Committee must keep a register of members (**‘the register’**) on the Student Groups Hub provided by the Students’ Union at [www.susu.org](http://www.susu.org).
8. The committee may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Society to refuse the application.
9. Membership is terminated if:
10. The Member resigns by written notice to the Committee.
11. Any sum due from the member to the Society is not paid in full within six months of it falling due.
12. A Member ceases to be qualified for their category of Membership.
13. Membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, ‘Disciplinary Action’.

# General Meetings

1. The General Meeting constitute the Society’s highest decision- making body, subject to the provisions of this Constitution.
2. The Society must hold an Annual General Meeting (AGM) in each academic year and not more than fifteen months may elapse between successive AGM’s.
3. A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).
4. The Committee may call an Extraordinary General Meeting at any time.
5. The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least five Full Members of the society.
6. The Members’ written request must state a complete agenda for the EGM.
7. If the Committee do not hold an EGM within five days of their receipt of the Members’ written request, the Members may proceed to hold an EGM in accordance with Clause 6, ‘Proceedings of General Meetings’.

# Proceedings of General Meetings

1. Notice:
2. The minimum period of notice required to hold an Annual General Meeting is ten days. The minimum period of notice required to hold an Extraordinary General Meeting is three days.
3. The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
4. If the General is to be an AGM, the notice must say so, and must invite nominations in accordance with clause 9, ‘Appointment of the Committee’.
5. Notice must be given to all Members and to the Committee.
6. Chairing:
7. General Meeting shall usually be chaired by the person who has been elected as President.
8. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the General Meeting, the Full Members present must elect one of their number to chair.
9. Associate Members may speak at General Meetings with the permission of the meeting.
10. Voting:
11. Every Full Member present at a General Meeting, with the exception of the Chair, shall be entitled to one vote upon every voting matter. In the case of an equality of votes the Chair shall have a casting vote.
12. Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
13. All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.
14. There shall be no absentee voting.
15. Minutes:
16. Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.
17. Minutes of a General Meeting shall be made available to all members within seven days.
18. Reports:
19. If the General Meeting is an AGM, the Chair may invite any of the Committee to offer a report of their activities whilst in office.
20. The Vice-President must present the Society’s accounts to the Members at the AGM.
21. Resolutions:
22. Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.

# Officers and the Committee

1. The Society and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 9, ‘Appointment of the Committee’.
2. The Society shall have the following officers:
3. President;
4. Vice-President and Treasurer;
5. Secretary & Communications Officer;
6. Social Secretary;
7. Events Officer;
8. Welfare and Employability Officer;
9. Sports Secretary.
10. The duties and responsibilities of the officers shall be as follows:
11. President:
12. The President maintains general oversight of all Society activities, manages the day-to-day operations, and assures a well-functioning, efficient organization; ensures other officers’ accountability to Members and to Meetings of the Committee; and represents the Society to all external organisations, including the University and Students’ Union.
13. The President shall be accountable to the Meeting of the Committee for their oversight, management, and representation of the Society, and to General Meetings for ensuring the other officers’ accountability.
14. The President shall undertake any other work required by this Constitution, or a resolution of a General Meeting made in accordance with this Constitution.
15. Vice-President:
16. The Vice-President assists the President in their duties, as deputised by mutual agreement; shall be the Treasurer of the Society, leading on the financial management of the Society; and shall act as President in the event of a vacancy arising.
17. The Vice-President shall be accountable to the Meeting of the committee as Treasurer and shall be accountable to the President in all other aspects of their role.
18. The Vice-President shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.
19. Secretary & Communications Officer:
20. The Secretary develops and implements administrative processes relating to the society; maintains the register, takes minutes, and co-ordinates the induction of new members; and shall act as Vice-President in the event of a vacancy of arising, or act as President in the event of the offices of President and Vice-President becoming vacant.
21. The Secretary shall be accountable to the Meeting of the Committee in all aspects of their role.
22. The Secretary is responsible for communicating the Society’s activities to the members; ensures the Society’s communications are always dynamic, proactive, responsive, and specific to the needs of the Members: and develops the Society’s brand, social media presence, newsletters, website, and any other communication channels.
23. The Secretary shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.
24. Social Secretary:
25. The Social Secretary promotes and maintains the overall Society ethos; organises and oversees regular, smaller social and cultural pursuits for the Society’s members; and assists the Events Officer in their duties.
26. The Social Secretary will create regular socials which provide different experiences for the members and cater to varied tastes.
27. The Social Secretary shall be accountable to the Events Officer for any assistance they provide; and to the Meeting of the Committee in all other aspects of their role.
28. The Social Secretary shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.
29. Events Officer:
30. The Events Officer promotes and maintains the overall Society ethos; organises and oversees occasional, large-scale social and cultural pursuits for the Society’s members; and assists the Social Secretary in their duties.
31. The Events Officer shall be accountable to the Social Secretary for any assistance they provide; and to the Meeting of the committee in all other aspects of his or her role.
32. The Events Officer shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.
33. Welfare and Employability Officer:
34. The Welfare and Employability Officer provides pastoral support to the Society’s Members directly.
35. The Welfare and Employability Officer will lead the Module Review scheme, which will benefit all English Students.
36. The Welfare and Employability Officer will lead the English department mentoring scheme, which will benefit first-year undergraduate English students.
37. The Welfare and Employability Officer also provides Employability events for the members of the English Society. The role will involve contacting alumni, securing funding for events and working in partnership the University’s Employability Team.
38. The Welfare and Employability Officer will be the point of contact for any advertising of Employability opportunities for members of the Society. These opportunities could range from anything to internships, to information about skills which would make students more employable.
39. The Welfare and Employability Officer shall be accountable to the Meeting of the committee in all other aspects of his or her role.
40. The Welfare and Employability Officer shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.
41. Sports Secretary:
42. The Sports Secretary will provide sporting pursuits for the Society’s Members, including the organisation of intra-mural sports teams (Men’s and Women’s) and recreational sporting activities; select and support team captains; and organise training and social activities for sports teams together with the Social Secretary.
43. The Sports Secretary, along with the respective Captains, will create a strong relationship both within and between the EngSoc teams, meaning that there will always be people ready to replace graduating students.
44. The Sports Secretary shall be accountable to the Meeting of the committee in all other aspects of his or her role.
45. The Sports Secretary shall undertake any other work reasonably required by, or in accordance with this Constitution, or by the mutual agreement of the officers.

4) No one may be appointed a Member of the Committee if he or she has been disqualified from becoming a Member of the Committee under the provisions of Clause 13, ‘Disciplinary Action’.

5) The number of the Committee must not be less than three, though is not subject to any maximum. There must always be:

1. A President;
2. A Vice-President and Treasurer;
3. A Secretary.

6) An officer of the Committee shall cease to hold office if he or she:

1. Ceases to be a full Member of the society.
2. Resigns by notice to the Society, or
3. Is removed by office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with clause 13, ‘Disciplinary Action’.

# Meetings of the Committee

1. The Committee may regulate their proceedings as they think fit, subject to the provisions of this Clause.
2. Any member of the Committee may request the Secretary to call a Meeting of the Committee.
3. The Secretary must call a Meeting of the Committee if requested to do so by a member of the Committee.
4. Meetings of the Committee shall usually be chaired by the person who has been elected as President.
5. The quorum for a Meeting of the Committee shall be three members of the Committee.
6. No decision shall be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
7. A Meeting of the Committee may set, amend, and repeal Policy of the Society. A General Meeting may reverse the Policy decisions of a meeting of the Committee.
8. Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberate vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
9. Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
10. There shall be absentee voting.
11. Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

# Appointment of the Committee

1. The Full Members of the Society in General Meetings shall appoint the officers by election.
2. Elections for the Committee shall be held at an Annual General Meeting. By- elections for vacant offices shall be held at an Extraordinary General Meeting.
3. A First-Past-The-Post system shall be used for all elections.
4. In all elections Re-Open Nominations, ‘RON’, shall be a candidate. An election yielding a result of RON shall be re-run as a by-election.
5. The count for elections shall be conducted publicly by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run as a by-election.
6. (a) A member of the Committee shall assume office with effect from the conclusion of the General Meeting of his or her appointment.
7. A Member of the Committee shall retire with effect from the conclusion of the AGM next after his or her appointment but shall be eligible for re-election at that AGM.
8. The committee must update their committee information on the Student Groups Hub provided by the Students’ Union at [www.susu.org](http://www.susu.org) (or failing that inform the Students’ Union’s Student Group Officer) within seven days.
9. A retiring member of the Committee must transfer all relevant information and documentation to his or her newly elected counterpart, or to the President, within fourteen days.

# Financial Management

1. The Committee are jointly liable for the proper management of the Society’s finances.
2. The income and property of the Society must be applied solely towards the promotion of the objects.
3. The members of the Committee are entitled to be reimbursed from the property of the Society or may pay out of such property only for reasonable expenses properly incurred by him or her when acting on behalf of the Society.
4. The accounts of the Society, as maintained by the Vice-President, must be made available to the Student’s Union upon request.

# Irregularities and Saving Provisions

1. Subjects to sub-clause (2) of this Clause, all acts done by a Meeting of the Committee shall be valid notwithstanding the participation in any vote of a member of the Committee:
2. Who was disqualified from holding office;
3. Who had previously retired or who had been obliged by this Constitution to vacate office;
4. Who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.
5. Sub- clause (1) of this Clause does not permit a member of the Committee to keep any benefit that may be conferred upon him or her by a resolution of the Committee if the resolution would otherwise have been void, or if the Committee has not complied with clause 12, ‘Conflicts of Interests and Conflicts of Loyalties’.
6. The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of:
7. the Committee;
8. the Members in General Meeting;

If it may be demonstrated that a procedural defect in the same has materially prejudiced a Member of the Society.

# Conflicts of Interests and Conflicts of Loyalties

1. A member of the Committee must:
2. Declare the nature and extent of any interest, direct or indirect, which he or she has in any decisions of a Meeting of the Committee or in in any transaction or arrangement enters into by the Society which has not been previously declared;
3. Absent themselves from any discussions of the Committee in which it is possible that a conflict will arise between their duty to act solely in the interests of the Society and any personal interest, including but not limited to any personal interest, including but not limited to any personal financial interest.
4. Any member of the Committee absenting himself or herself from any discussion 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.

# Disciplinary Action

1. Disciplinary action may be taken against any Member of the Society as a consequence of conduct:
2. Detrimental to the reputation of the Society or the Students’ Union.
3. Opposed to the objects of the Society (see clause 2) or the Students’ Union.
4. In contravention of any provision of this Constitution.
5. Disciplinary action that may be taken against any Member may be, but is not limited to:
6. Issue of a formal written warning.
7. Partial or total ban from certain Society activities.
8. Disqualification from becoming a member of the Committee.
9. Removal of a member of the Committee from office.
10. Temporary or permanent revocation of Membership.
11. Referral of the complaint to the Students’ Union’s Disciplinary Committee.
12. It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either the Members in a General Meeting, or a Meeting of the Committee. Either shall have the power to take disciplinary action, including but not limited to those measures set out in paragraphs (a) – (g) inclusive in sub-clause (2) of this Clause.
13. Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representatives on the matter.
14. All disciplinary action must be subject to prior discussion with the Students’ Union’s Student Groups Officer.
15. Members subject to disciplinary action have the right of appeal to the Students’ Union’s Student Groups Committee.
16. A full report of all disciplinary action taken by the Society in the previous year must be presented at the AGM.

# Affiliation to External Organisations

1. The Society may only become an affiliate of an external organization if:
2. The aims of that organisation are in line with those of the society;
3. The members derive a direct benefit from the affiliation;
4. No policy of the Students’ Union is breached by the affiliation;
5. A resolution to affiliate is passed by the Members in General Meeting.
6. The Society’s affiliation to an external organisation shall immediately lapse:
7. At the conclusion of each Annual General Meeting after affiliation, unless the Members in General Meeting resolve to re-affiliate at each AGM in accordance of sub-clause (1) of this Clause.
8. If a resolution to disaffiliate is passed by the Members in General Meeting.
9. All external affiliations and disaffiliations must be reported to the Students’ Union’s Student Groups Committee within seven days.
10. For the avoidance of doubt, the Students’ Union is not an external organisation for the purpose of this Clause.

# Amendment to the Constitution

1. The Society may amend any provision contained in this Constitution provided that:
2. Amendments do not:
3. Alter the objects in such a way that undermines or works against the previous objects of the Society.
4. Retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;
5. A resolution to amend a provision of this Constitution is passed by at least a two-thirds majority of the Full Members present at a General Meeting;
6. A copy of the resolution amending this Constitution is sent to the Students’ Union within seven days of it being passed;
7. The resolution is ratified by the Students’ Union’s Student Groups Committee.
8. The Interpretation of this Constitution shall be with the Committee, except that during a General Meeting or a Meeting of the Committee the Chair shall have this responsibility. The Members in General Meeting may resolve to revise any interpretation made by the Committee or a Chair as a Point of Order.
9. The Provisions of this Constitution shall be subordinate to those of the Articles, Rules, By-Laws and Policies of the Students’ Union.
10. The Committee and the Students’ Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

# Dissolution

1. If the members resolve to dissolve the Society, the Committee will remain in office and be responsible for winding up the affairs of the Society in accordance with this Clause.
2. A resolution to dissolve the Society must be passed by at least two-thirds majority of the Full Members present at a General Meeting;
3. The Committee must collect in all the assets of the Society and must pay or make provisions for all the liabilities of the society.
4. The committee must apply any remaining property or money:
5. Directly for the objects;
6. By transfer to any Group or Societies for purposes the same as or similar to the Society;
7. In such other manner as the Students’ Union’s Student Groups Committee may approve in writing in advance.
8. The Members may pass a resolution before or at the same time as the resolution to dissolve the Society, specifying the manner in which the Committee are to apply the remaining property or assets of the Society. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
9. In no circumstances shall the net assets of the Society be paid to or distributed among the Members of the Society.
10. The Committee must ensure the register and all other data held by the Society are securely destroyed upon the dissolution of the Society.
11. The Committee must notify the Students’ Union within seven days of the Society has been dissolved. If the Committee are obliged to send the Society’s accounts to the Students’ Union for the accounting period which ended before its dissolution, they must send the Students’ Union the Society’s final accounts.

# Interpretation

In this Constitution:

1. ‘The University’ means ‘the University of Southampton’.
2. ‘University term’ and ‘academic year’ have the definitions set out in the University Calendar and Almanac.
3. ‘Financial benefit’ means a benefit, direct or indirect, which is either money or has a monetary value.
4. ‘The Students’ Union’ means ‘The University of Southampton Students’ Union’.
5. ‘Articles’ or ‘Articles of the Students’ Union’ means the Students’ Union’s Articles of Association. ‘Rules’ and ‘Policies’ have the definitions set out in the Articles. ‘By-laws’ has the definition set out in the Rules.

The members of the Society in General Meeting Adopted this Constitution:

Date: 01/12/2022

President: Mollie Potter

Secretary: Jenna Alcock

The Students’ Union Approved this Constitution:

Date:

Student Groups Officer: