

**University of Southampton Students' Union**  
**Constitution of: Southampton Hydro Team**

**1. Adoption of the Constitution**

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

**2. Name**

The association's name is "University of Southampton Hydro Team", to be known as "Southampton Hydro Team" and hereinafter 'the Group'.

**3. Objects**

The objectives of the Group, 'the objects', are:

- (1) To design, construct and create an autonomous vessel capable of crossing the Atlantic Ocean
- (2) To participate in events or competitions that aid in developing understanding of autonomous systems
- (3) To foster engagement with the next generation of engineers
- (4) To provide a platform for the development and application of practical engineering and manufacturing skills

**4. Membership**

- (1) Membership is open to natural persons, and is not transferable to anyone else.
- (2) Membership is constituted in the following categories:
  - (a) Full, open only to Full Members of the Students' Union;
  - (b) 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.
- (3) 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.
- (4) The Group may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.

- (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](http://www.susu.org).
- (6) 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 Group to refuse the application.
- (7) Membership is terminated if:
  - (a) the Member resigns by written notice to the Committee.
  - (b) any sum due from the Member to the Group is not paid in full within six months of it falling due.
  - (c) a Member ceases to be qualified for their category of Membership.
  - (d) 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'.
- (8) The Committee reserve the right to exclude non-members from any society activity for any reason

## 5. General Meetings

- (1) The General Meeting constitute the Group's highest decision-making body, subject to the provisions of this Constitution.
- (2) The Group must hold an Annual General Meeting (AGM) in each academic year and not more than fifteen months may elapse between successive AGMs. This will usually be in October/early November each year.
- (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 Group.
  - (a) The Members' written request must state a complete agenda for the EGM.
  - (b) 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'.

## 6. Proceedings of General Meetings

- (1) Notice:
  - (a) 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.

- (b) The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
  - (c) If the General Meeting is to be an AGM, the notice must say so, and must invite nominations in accordance with Clause 9, 'Appointment of the Committee'.
  - (d) Notice must be given to all Members and to the Committee.
- (2) Chairing:
- (a) General Meetings shall usually be chaired by the person who has been elected as President.
  - (b) 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.
- (3) Associate Members may speak at General Meetings with the permission of the meeting.
- (4) Voting:
- (a) 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.
  - (b) Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
  - (c) All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.
  - (d) There shall be no absentee voting.
- (5) Minutes:
- (a) Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.
  - (b) Minutes of a General Meeting shall be made available to all Members within seven days.
- (7) Reports:
- (a) 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.
  - (b) The Treasurer must present a summary of the Group's accounts to the Members at the AGM.
- (8) Resolutions:
- (a) Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.

## **7. Officers and the Committee**

- (1) The Group 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 Group shall have the following officers:
  - (a) President. The President shall oversee the organisation and management of the Group and the Committee as a whole; ensure the officers' accountability to Members, the Committee, and the Students' Union; and represent the Group to all external interests. They shall act as an overall Team Leader.
  - (b) Secretary. The Secretary shall oversee the administration of the Group, take minutes at General Meetings and Meetings of the Committee, and maintain the register.
  - (c) Treasurer. The Treasurer shall oversee the financing of the Group, set the Group's budget, and maintain the accounts of the Group.
- (3) 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'.
- (4) The number of the Committee must not be less than three, though is not subject to any maximum. There must always be:
  - (a) a President;
  - (b) a Secretary;
  - (c) a Treasurer.
- (5) An officer or ordinary member of the Committee shall cease to hold office if he or she:
  - (a) ceases to be a Full Member of the Group.
  - (b) resigns by notice to the Group, or
  - (c) is removed from office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, 'Disciplinary Action'.

## **8. 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 may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
- (7) Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberative vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
- (8) Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
- (9) There shall be no absentee voting.
- (10) Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

## **9. Appointment of the Committee**

- (1) The Full Members of the Group in General Meeting shall appoint the officers and ordinary members of the Committee by election.
  - (a) 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.
  - (b) A First-Past-The-Post system shall be used for all elections.
  - (c) 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.
- (2) The count for elections shall be conducted publically 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, the count will be re-run as a secret ballot.
- (3)
  - (a) A member of the Committee shall assume office with effect from the conclusion of the General Meeting of his or her appointment.
  - (b) 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.
- (4) 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 Groups Officer) within seven days.

- (5) 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.

## **10. Financial Management**

- (1) The Committee are jointly liable for the proper management of the Group's finances.
- (2) The income and property of the Group must be applied solely towards the promotion of the objectives and/or the mission of the Team.
- (3) The members of the Committee, are entitled to be reimbursed from the property of the Group or may pay out of such property only for reasonable expenses properly incurred by him or her when acting on behalf of the Group. Registered members are entitled to the same; however the Treasurer reserves the right to deny the expense if not approved in advance.
- (4) The accounts of the Group, as maintained by the Treasurer, must be made available to the Students' Union upon request.
- (5) All members of the committee are to be made operators of the group bank account. This is to be done as soon as reasonably possible after election, and the former committee members are to relinquish their operatory powers at this point.
- (6) Two members of the committee are able to have debit cards connected to the group bank account. Where possible, all purchases are to be done with these. These members are to be determined by the committee, with length of time remaining in the team being a contributing factor.
- (7) In the event that the group debit cards are not able to be used, or where it is financially beneficial to do so, a member may make a payment themselves and be reimbursed as per this Clause Subsection 3, as long as authorisation to make that payment has been given by one of the signatories of the account.

## **11. Asset Management**

- (1) A list of all the assets (referred to as the "Asset List") belonging to the team, and their locations, is to be produced and placed on the team Dropbox. This is to be updated whenever necessary, and is to be kept up to date. The member of the committee responsible for this is to be the Secretary.
- (2) Any item purchased using a Group debit card, or for which reimbursement has been claimed and provided by the Group, shall be said to be the property of the Group
- (3) Any item purchased for which reimbursement has been claimed in accordance with Clause 10 Subsection 7, but has not yet been provided (by which notice has been given to the Treasurer, and they have not yet actioned a reimbursement process within 1 month), shall remain the property of the purchaser until such point that reimbursement has been provided.
- (4) Due to the nature of the Group, large items are produced. Where possible these are to be stored on University owned property to which the Group has both permission to store items there, and access. To date these locations are:

- (a) The container, located in the rear section of the Civil Engineering building. The President is to have one set of keys for the padlock, whilst another is with the Civil Engineering department in their key box
- (5) Where University property is unavailable or unsuitable for equipment storage, Group assets may be stored in a members' property, subject to the following provisions. This is to be kept to a minimum, and a list of what assets have been taken is to be provided to the Secretary, who must update the Asset List as soon as possible.
  - (a) The storage solution does not cause or allow any damage to any Assets
  - (b) The storage solution is secure
  - (c) The storage solution is safe to access
  - (d) The storage solution is approved by a member of the Committee
- (6) Batteries are to be stored with EXTREME CAUTION and are to be treated with respect. Members must demonstrate to the Committee that they are aware of the dangers surrounding the batteries before they can be allowed to store them.
- (7) At any point, the Committee may, by a 2/3 majority, demand the return of an Asset to the Group via a Committee member. This must be responded to within 7 days, and acted upon within 7 days, unless the Committee grants an extension. Failure to comply with this will lead to Disciplinary action, performed under Clause 13.
- (8) If an Asset is deemed to be no longer required by the Group, and is approved by the Committee in a 2/3 majority, it may be given to any member who has use of it. Alternatively it may be sold on behalf of the Group with the proceeds going towards the Group's funds.

## **12. Irregularities and Saving Provisions**

- (1) Subject 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:
  - (a) who was disqualified from holding office;
  - (b) who had previously retired or who had been obliged by this Constitution to vacate office;
  - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.
- (2) 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'.
- (3) The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of:
  - (a) the Committee;
  - (b) the Members in General Meeting;

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

## **12. Conflicts of Interests and Conflicts of Loyalties**

- (1) A member of the Committee must:
- (a) 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 any transaction or arrangement entered into by the Group which has not been previously declared;
  - (b) absent himself or herself from any discussions of the Committee in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Group and any personal interest, including but not limited to any personal financial interest.
- (2) Any member of the Committee absenting himself or herself 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.

### **13. Disciplinary Action**

- (1) Disciplinary action may be taken against any Member of the Group as a consequence of conduct:
  - (a) detrimental to the reputation of the Group or the Students' Union.
  - (b) opposed to the objects of the Group (see clause 2) or the Students' Union.
  - (c) in contravention of any provision of this Constitution.
- (2) Disciplinary action that may be taken against any Member may be, but is not limited to:
  - (a) issue of a formal written warning.
  - (b) partial or total ban from certain Group activities.
  - (c) disqualification from becoming a member of the Committee.
  - (d) removal of a member of the Committee from office.
  - (e) temporary or permanent revocation of Membership.
  - (f) referral of the complaint to the Students' Union's Disciplinary Committee.
- (3) It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either the Members in 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) – (f) inclusive in sub-clause (2) of this Clause.
- (4) Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.
- (5) All disciplinary action must be subject to prior discussion with the Students' Union's Student Groups Officer.
- (6) Members subject to disciplinary action have the right of appeal to the Students' Union's Student Groups Committee.
- (7) A full report of all disciplinary action taken by the Group in the previous year must be presented at the AGM.

#### **14. Affiliation to External Organisations**

- (1) The Group may only become an affiliate of an external organisation if:
  - (a) the aims of that organisation are in line with those of the Group;
  - (b) the Members derive a direct benefit from the affiliation;
  - (c) no Policy of the Students' Union is breached by the affiliation;
  - (d) a resolution to affiliate is passed by the Members in General Meeting.
- (2) For the avoidance of doubt, the Students' Union is not an external organisation for the purposes of this Clause.

#### **15. Amendment to the Constitution**

- (1) The Group may amend any provision contained in this Constitution provided that:
  - (a) amendments do not:
    - (i) alter the objects in such a way that undermines or works against the previous objects of the Group;
    - (ii) retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;
  - (b) 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;
  - (c) a copy of the resolution amending this Constitution is sent to the Students' Union within seven days of it being passed;
  - (d) the resolution is ratified by the Students' Union's Student Groups Committee.
- (2) 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.
- (3) The provisions of this Constitution shall be subordinate to those of the Articles, Rules, By-Laws and Policies of the Students' Union.
- (4) The Committee and the Students' Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

#### **16. Dissolution**

- (1) If the Members resolve to dissolve the Group, the Committee will remain in office and be responsible for winding up the affairs of the Group in accordance with this Clause.
- (2) A resolution to dissolve the Group must be passed by at least a two-thirds majority of

- the Full Members present at a General Meeting;
- (3) The Committee must collect in all the assets of the Group and must pay or make provision for all the liabilities of the Group.
- (4) The Committee must apply any remaining property or money:
- (a) directly for the objects;
  - (b) by transfer to any Group or Societies for purposes the same as or similar to the Group;
  - (c) in such other manner as the Students' Union's Student Groups Committee may approve in writing in advance.
- (5) The Members may pass a resolution before or at the same time as the resolution to dissolve the Group specifying the manner in which the Committee are to apply the remaining property or assets of the Group. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
- (6) In no circumstances shall the net assets of the Group be paid to or distributed among the Members of the Group.
- (7) The Committee must ensure the register and all other data held by the Group are securely destroyed upon the dissolution of the Group.
- (8) The Committee must notify the Students' Union within seven days that the Group has been dissolved. If the Committee are obliged to send the Group's accounts to the Students' Union for the accounting period which ended before its dissolution, they must send the Students' Union the Group's final accounts.

## **17. Interpretation**

In this Constitution:

- (1) 'The University' means 'the University of Southampton'.
  - (a) 'University term' and 'academic year' have the definitions set out in the University Calendar and Almanac.
- (2) 'Financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.
- (3) 'The Students' Union' means 'The University of Southampton Students' Union', trading as 'Union Southampton'.
  - (a) 'Articles', or 'Articles of the Students' Union' mean 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.

**18. Declaration**

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

Date

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President

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Secretary

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The Students' Union Approved this Constitution:

Date

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Student Groups Officer

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