

# Template Constitution

*for*  
Societies  
*of the*  
Junior Common Room



Ratified: 3<sup>rd</sup> March 2011

## Appendix L

*This appendix may only be edited in an open meeting of the Executive Committee  
with the support of Steering Committee*

# Van Mildert College

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## Club/Society/Committee

### 1. Name

The name of the club shall be The Van Mildert College \_\_\_\_\_ Club/Society/Committee, referred to hereafter as 'the club'/'the society'/'the committee.'

### 2. Address

The address for all correspondence shall be:

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Van Mildert College,  
Mill Hill Lane,  
Durham,  
DH1 3LH

### 3. Aims & Objectives

The aims & objectives of \_\_\_\_\_ are to promote & contribute towards the furtherance of \_\_\_\_\_ at Van mildert College. The club shall seek to provide opportunities for students of all abilities to particiapate and develop new skills. In pursuing this aim, members of the club shall uphold the good reputation of club in relationships within Van Mildert College and the University of Durham.

### 4. Membership

#### a) Full Membership

- Members of \_\_\_\_ Committee must be ratified by the Members of Van Mildert College in a JCR Meeting after being selected after interview from a panel of \_\_\_\_ current committee members, the chair and the JCR President.
- All members of Van Mildert JCR have the right to be a member of any sports team or society provided they abide by the rules and regulations of the club.

#### c) Rights of Membership

i) All full members of the Club shall be entitled to the following:

- To take part in all activities of the Club according to their ability
- To stand for election to office
- To attend all General meetings of the Club & direct the work of the Club
- To be fully informed about the nature & possible risks of all activities
- To be informed about the finances of the Club

## 5. Club Subscriptions & Club Finance

- a. Membership fees are required from all sports club members, including exec & must be paid annually. The Club committee will determine this fee & are responsible for it's collection.
- b. With the exception of the bar and services committee, no members should expect payment for any duties performed.
- c. All money should be accounted for by the club/society treasurer with the JCR treasurer

## 6. Governance

The elected exec shall be responsible for the running of the Club on a day to day basis. The Club exec shall formally meet at least \_\_\_\_\_. The Club exec should comprise of the following officials:

### **Include additional committee members positions & responsibilities**

- **President** (Full member only)
- **Treasurer** (Full member only)
- **Secretary** (Full member only)
- **Social Sec**

**(Add other positions as necessary)**

- a. Each official shall hold office for a period of one academic year. Elections for new officials shall take place \_\_\_\_\_. In addition, the President of the Club shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Club's members or half of the Club's Committee. All General Meetings shall be conducted in accordance with the Standing Orders of the Students' Union.
- b. The new exec shall serve alongside the old exec for the remainder of the second term to promote the efficient handover of the club & provide a period of apprenticeship for the new committee, overseen by the existing committee.

## 7. Duties of Club Officials

- **President**
  - a. To be main contact with the JCR Exec.
  - b. Ensuring that all club good practice guidelines, codes of practices, risk assessments are followed.
  - c. Arranging regular meetings of the club including the AGM/EGM.

- d. Ensuring that the aims & objectives of the club are achieved.
- e. Appointing appropriate people to non-elected positions
- f. Ensuring the Clubs Code of Practice & Safety Policy is strictly adhered to.

- **Treasurer**

- a. Administer the clubs finances.
- b. Producing the clubs annual budget request.
- c. Manage the collection of club membership fees.
- d. Provide a full & detailed list of club members to the JCR Secretary by the end of the fifth week of the autumn term (or fifth week after ratification) & keep updated throughout the year.
- e. Be the signatory on all claim forms.
- f. Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Sports Executive via the Sports President.
- g. Be accountable to the JCR Treasurer

- **Secretary**

- a. To deal with all incoming communications & pass these on to the committee &/or members.
- b. To maintain accurate membership lists
- c. To keep members upto date about all club activities.
- d. Publicise meetings.
- e. Provide secretarial support to the club committee & issue minutes of meetings & agendas to club members & the Sports President.
- f. Compile introductory material for new members in conjunction with the Safety Officer & club committee.

## 8. Meetings

- a. A minimum of five working days notice is required for all Club general meetings, to be called by the secretary
- b. The President shall chair the meeting ensuring that the meeting runs smoothly & that all members have an opportunity to contribute
- c. The quorum of all clubs meetings shall be 25% of the club membership.
- d. The secretary shall take minutes of the meeting, which shall be copied, to **all** members, exec and a copy of which should be stored in the JCR office.

## 9. Annual General Meeting (AGM)

- a. An AGM will be held in February of each academic year. The Society members & UWESU should be given **at least** one-week notice of the AGM
- b. The agenda of the meeting shall also include the following:
  - Minutes of the last general meeting
  - Matters arising from the minutes
  - Report from the committee
  - Proposal for amount of the membership fee for the next academic year
  - Elections for the new committee
  - Items for discussion

## 10. Exec Meetings

- a. Committee meetings should be held at least once every fortnight
- b. All Club members can attend meetings as observers

**11. Voting**

- a. Voting will take place for the election of Club officials & on any issue that the Club deem of importance
- b. Only full Club members will be entitled

**12. Complaints**

- a. Club members have the right to raise complaints about issues that might affect the Club, these might include the following:
  - The safety of activities
  - Poor standards of instruction or leadership
  - The standard of equipment used for activities
  - Poor Club administration
  - The lack of suitable activities for their level of participation
- b. Complaints should initially be addressed to the Club committee. If this does not prove satisfactory a written complaint should be made to the Club President. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the JCR Chair

**13. Changes to Club Constitutions**

Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Club. The decision must be forwarded to the JCR Exec for approval

**14. Declaration (All officers must sign & print their names)**

As a Club Official I agree to abide by & enforce the rules of the Club Constitution & office to which I hold:

<b>President:</b> _____ <b>Print name:</b> _____
<b>Secretary:</b> _____ <b>Print name:</b> _____
<b>Treasurer:</b> _____ <b>Print name:</b> _____