Constitution of (Society Name)

## Colour Key

Green – Required Text

Red – You must have some

 variant of this

Orange – Customise this

 for your Society

Feel free to include a society logo

**Title & Aims**
The Society shall be called (Society Name), and shall have the following aims:

* <Aim 1>
* <Aim 2>
* <Aim 3>
* …

## Affiliations

The Society shall be affiliated to the following organisations:

* St Andrews University Students’ Association

## Membership

Any matriculated student of the University of St Andrews shall be eligible to purchase Ordinary Membership to the society.

## Officers & Committee

There shall be the following Officers, who shall constitute the Committee of the Society:

* President
* Treasurer
* Secretary
* <Other Officers>

All Officers shall be elected at a General Meeting or co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy. The Committee may co-opt additional members to the Committee, if doing so is expedient to the good governance and organisation of the Society. Only those Officers elected at a General Meeting shall be voting members.

The President shall call Committee meetings on his own volition or upon presentation to him of a written request by two-fifths of the voting members of the Committee. At least <<24>> hours’ notice of a Committee meeting shall be provided to all voting members of the Committee. The quorum for a Committee meeting shall be at least <<Quorum>> voting Officers, provided that one of them is the President.

No Officer shall derive any financial profit or gain by reason of his officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

The Committee reserves the exclusive authority to:

* Authorise Expenditure over £30
* Co-opt additional members to the Committee
* Constitute any subcommittee of its own members
* <<Other Exclusive Authorities>>

## The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.

Any Officer may resign at any point by submitting written notice thereof to the President or Secretary. Such resignation shall take effect at the time specified in the notice therefor or, in the absence of a specified time, upon receipt of the notice.

## Duties of Office

The President shall:

* Serve as the primary point of contact between the Students’ Association and the Society
* Chair Committee Meetings
* Oversee the smooth operation of the Society
* Be a signatory on the bank mandate
* <<Other Duty>>

The Treasurer shall:

* Maintain records of the Society’s financial activity in accordance with Association Guidelines
* Execute any resolution by the Committee to apply to the Students’ Association for funding
* Be a signatory on the bank mandate
* <<Other Duty>>

The Secretary shall:

* Maintain a full and accurate membership roll
* <<Other Duty>>

<<Other Officers>> shall:

* <<Other Duties>>

## Finances

Any debt incurred by the Society shall be satisfied by an equal subscription from all members.

The annual subscription for Ordinary Membership shall be approved at a General Meeting.

Two signatories of the Students’ Association shall appear on the Society’s bank mandate.

## Constitution

The Constitution of the Society may be amended by a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion. A copy of this Constitution shall be on display at all General Meetings of the Society.