Leicester University Students’ Union Medical Association Constitution

Edited by LUSUMA Executive Committee, 2016/17

2017

**Introduction**

This Constitution is legally binding and exists in full accordance with the current Constitution of the Leicester University Students’ Union, which overrules this document should any deviation in policy arise. This document remains subject to the approval of the Leicester University Students’ Union and the Leicester University Students’ Union Medical Association, hereinafter called “LUSUMA”, for so long as it is current and the latter is affiliated to the former.

The purpose of this Constitution is to provide members of LUSUMA with guidelines to work to in the future. The design of these guidelines is to ensure that LUSUMA operates with continuity, and in a way that is fitting for an institution of its type. These guidelines will inform the reader of what he or she can expect from LUSUMA and will inform the members of LUSUMA, especially those who are elected into posts on either of the LUSUMA committees, what is expected of them. To this end, where it is felt that the contents of this document hinder the development of LUSUMA, or they are no longer seen to be representative of what LUSUMA is or aims to be, LUSUMA must take it upon itself to amend the Constitution wherever and whenever it is deemed to be necessary. Where this document takes LUSUMA away from the aims of the Leicester University Students’ Union, LUSUMA must also act to correct any difference. This action must be taken no later than at the first LUSUMA Annual General Committee Meeting to follow the discovery of such a difference.

Finally, LUSUMA must not forget or underestimate the importance of the support it gains from the University of Leicester; particularly the Faculty of Medicine. When actions of LUSUMA that involve faculty related issues are being decided, the wishes of the Leicester University Faculty of Medicine, hereinafter called “the Faculty”, must be seen to be have been considered, even if the result of making of a LUSUMA decision proves not to reflect those wishes.

# Name

## The name of the organisation whose actions are bound by this document will be the Leicester University Students’ Union Medical Association, hereinafter called “LUSUMA”. LUSUMA will be affiliated to the Leicester University Students’ Union, hereinafter called “the Students’ Union”.

# Aims of LUSUMA

## To represent and promote the academic, social, sporting and welfare needs of its Members

### Within the Faculty and the rest of the University of Leicester.

### Within the Students’ Union.

### Within the NHS.

### Within the Leicester Community.

### To other Universities.

### To Supporting Organisations, both medical and non-medical, nationally and internationally.

# Association Membership

## There are two types of membership

### LUSUMA Full Membership

### LUSUMA Honorary Membership

## On payment of the current subscription fee as described in section 3.5 below, any person shall become a LUSUMA Full Member.

## LUSUMA Full Membership will last for life, unless officially terminated in accordance with section 3.8 below.

## LUSUMA Full Members whose enrolment as a student of the University comes to an end will continue to be LUSUMA Full Members.

## Only LUSUMA Full Members are voting members of LUSUMA.

### LUSUMA Full Members must also be students of the University of Leicester to vote on LUSUMA matters

## Subscription fees will be decided at the beginning of the academic year by LUSUMA Executive Committee and published in an accessible place for the duration of that academic year. They will be paid:

### In the form of a lump payment at the time of the membership commencement.

### The amount payable is dependent upon the length of time that the member has remaining on their course

### Students with 4 or more years remaining on their course: the full subscription amount

### Students with 3-4 years remaining on their course: the full subscription amount minus 20%.

### Students with 2-3 years remaining on their course: the full subscription amount minus 40%.

### Students with 1-2 years remaining on their course: the full subscription amount minus 60%.

### Students with less than 1 year remaining on their course: the full subscription amount minus 80%.

### All other students: the full subscription amount minus 40%.

##  LUSUMA Honorary Membership may be conferred upon any person at a LUSUMA General Meeting, that person gaining such rights as is decided at that meeting or a subsequent LUSUMA General Meeting. Such rights will not include the right to vote on LUSUMA matters.

##  Records of all LUSUMA Membership will be kept for a minimum of six years from the time a person becomes a member.

##  Any LUSUMA member who acts against the aims of LUSUMA may have his or her membership terminated without repayment of any subscription paid. LUSUMA Membership may only be terminated by a motion passed unanimously at a LUSUMA Executive Committee Meeting. The termination of the LUSUMA membership will take effect immediately when such a motion is passed. Any person who feels their membership has been terminated unfairly may appeal to a LUSUMA Extraordinary General Committee Meeting (see Section 12.2 below) who will vote on whether the membership should be terminated

## LUSUMA will abide by the Students’ Union terms concerning equal opportunities, and LUSUMA and its members will make every effort to uphold these terms at all times.

#  Executive Committee

## This will consist of the Executive Officers of LUSUMA who will be:

### The LUSUMA President, hereinafter known as ‘the President’, who will:

#### Chair LUSUMA General Committee Meetings and LUSUMA Executive Committee Meetings.

#### Have a casting vote; the LUSUMA President will only vote when a casting vote is required and will vote by Speaker Denison’s Rule to maintain impartiality.

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#### Be held in overall responsibility for the activities of LUSUMA.

#### Stay up to date with current ideas, feelings and attitudes of LUSUMA Members, the Students’ Union, the Faculty and other wide-ranging issues that may be of interest to LUSUMA Members.

#### Will act as an advisor to LUSUMA and its Committees and will therefore have at least one full year’s experience on the LUSUMA General Committee.

#### Continually strive to ensure the aims of LUSUMA are being achieved.

#### Always act in the interests of LUSUMA’s members, whilst keeping the aims of LUSUMA in mind.

#### Be responsible for the care and maintenance of the LUSUMA Presidential Stick, hereinafter called “the Stick”, including:

##### Reupholstering the handle as necessary.

##### Engraving the name of the elected LUSUMA President into the Stick after notification of the result of a presidential election

##### Ensuring that the possession of the Stick remains with the LUSUMA President at all times.

##### Using the Stick to chair meetings or at events as required.

#### Take minutes at LUSUMA meetings in as outlined in 4.0.3.0 in the absence of the LUSUMA Secretary

#### Ensure all constitutional amendments are promptly made after being ratified as described in 12.6

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#### Arrange and attend a meeting with the Faculty at least once per term to discuss the activities of LUSUMA and the College of Medicine

### The LUSUMA Vice President of Academics and Welfare and Sponsorship, hereafter known as the VPAWS who will:

#### Assist the LUSUMA President in the general running of LUSUMA

#### Act as the LUSUMA President in their absence, taking on their responsibilities for the duration of that absence.

#### Be responsible for the upkeep of relations with those organisations described in section 2.0 above

#### Be responsible for organising the Medical Students’ Parenting Scheme, whilst working with the LUSUMA Academic Officer and LUSUMA Welfare Officer

#### Act as an advisor to LUSUMA and its Committees and will therefore have at least one full year’s experience on the LUSUMA General Committee.

#### Attend a meeting with the Faculty as described in 4.0.0.10 at least once per term

#### Be responsible for organising the Medical Students’ Parenting Scheme, whilst working with the Academic and Welfare Officer

#### Be responsible for all correspondence with Supporting Organisations and for securing sponsorship when necessary.

#### Be responsible for working closely with Academic Officer to facilitate revision sessions, maintain and update all LUSUMA revision materials for use by LUSUMA members

#### Work to ensure the academic and welfare needs of LUSUMA Members are fulfilled, and thus attend Academic rep meetings with the Faculty.

##### Should therefore advise the LUSUMA General Committee on any recent academic situation as told to them by members of the Faculty at the Academic rep meetings or Student/Staff Committee Meetings and by the Students Union Course Representatives’ Conference.

#### Be responsible for all LUSUMA sub-organisations whose primary role is to provide academic assistance to LUSUMA members.

##### Should therefore be responsible for all activities of these organisations, including ensuring that the LUSUMA calendar is kept up to date with their events and ensuring the relevant ‘event notification forms’ are sent to the Students’ Union prior to all their events.

#### Attend and co-chair a meeting with all LUSUMA sub-organisations and sports clubs with the VPSS at least once per term.

#### Work with the VPSS to organise and realise the Medics’ Freshers Fair during INTROweek®.

### The LUSUMA Vice President of Sports & Societies, hereafter referred to as VPSS, who will:

#### Assist the LUSUMA President in the general running of LUSUMA

#### Act as the LUSUMA President the absence of the President and VPAWS, taking on their responsibilities for the duration of that absence.

#### Be responsible for the upkeep of relations with those organisations described in section 2.0 above.

#### Be responsible for overseeing the sale, ordering and distribution of LUSUMA merchandise to LUSUMA members, which will be undertaken by the LUSUMA Welfare officer, including:

##### Selecting an appropriate supplier and maintaining a proper business relationship with them.

##### Co-ordinating a sub-committee as necessary to ensure the timely processing of orders and deliveries.

#### Act as an advisor to LUSUMA and its Committees and will therefore have at least one full year’s experience on the LUSUMA General Committee.

#### Work closely with the sub-societies of LUSUMA and act as their main point of contact with the LUSUMA Executive Committee.

#### Be responsible for the activities of LUSUMA sub-groups and sports groups, making sure they:

##### Submit a list of current members of the society and its committee by the start of the new academic year.

##### Submit a Constitution and Code of Practice every two years, with the deadline being the end of the calendar year, or be considered inactive.

##### When a LUSUMA sub-organisation is considered inactive, its funding and operations will be frozen for up to six months or until the relevant criteria are met to become active again. If these criteria are not met within six months of inactivation, the society will be disbanded.

#### Work closely with the LUSUMA Sports Secretary to continue the development of LUSUMA sports.

#### Oversee the running of all LUSUMA sports events, including but not limited to Varsity and Sports Awards.

#### The VPSS may exchange some responsibilities with the VPAWS during their tenure by mutual agreement and with the permission of the LUSUMA Executive Committee

##### Responsibilities of the VPAWS and VPSS will revert to the format outlined in the constitution each time a new VPAWS or VPSS is elected.

###  The LUSUMA Secretary who will:

#### Take minutes of all LUSUMA committee meetings, including but not limited to LUSUMA General Committee Meetings and LUSUMA Operating Committee Meetings and make these available to all LUSUMA Members on the LUSUMA website within 3 days of a meeting.

#### Be responsible for the maintenance and upkeep of the LUSUMA Office and all LUSUMA Membership records.

#### Notify all LUSUMA Members of, and produce Agendas for, all LUSUMA General Committee Meetings and LUSUMA Executive Committee Meetings. Agendas should be made publicly accessible at least 48 hours before the relevant meeting.

#### Be responsible for all miscellaneous correspondence; including that to sub-groups on request of the LUSUMA Vice Presidents

#### Be responsible for the production and distribution of the *LEICESTER MEDIC* at the beginning of each academic year to the new intake of First Year Medical Students.

#### Be responsible for the election of LUSUMA First Year Representatives, as detailed in section 9.1.0 below, onto the LUSUMA General Committee.

#### Notify LUSUMA of the outcomes of all meetings and elections held within them. The LUSUMA Secretary will also notify the Faculty and the Dean of Medicine of the names of those members that are elected into posts at a LUSUMA Annual General Committee Meeting.

##### This includes notifying the Faculty in order for the Executive Committee to gain access to the LUSUMA Office.

#### Be responsible for the acquisition of a replacement LUSUMA Presidential Stick in the event of a loss of the current Stick.

### The LUSUMA Treasurer who will:

#### Be responsible for keeping the LUSUMA accounts and dealing with all monetary affairs of LUSUMA.

#### Be the principle advisor to LUSUMA and its Committees, its sub-organisations and sports clubs on future financial developments. This advice will be made using lessons from the past and based upon the current financial status of LUSUMA.

#### Make direct contact with the relevant persons within the Student Union, in order to apply for a monthly and annual grant from the Students’ Union, as regularly as is deemed appropriate by the LUSUMA Finance Committee and to advise the Students’ Union and LUSUMA of the current attitudes and status regarding the financial affairs of the other.

### Oversee the financial affairs of all LUSUMA sub-organisations throughout the year and inform the LUSUMA Finance Committee of their financial situation.

#### Keep all relevant financial documents from the past three years’ dealings.

# LUSUMA Finance Committee

## The financial standing of LUSUMA will be the responsibility of the LUSUMA Finance Committee. This committee will include:

### The LUSUMA President

### The LUSUMA VPAWS

### The LUSUMA VPSS

### The LUSUMA Treasurer, who will chair the meetings

## The LUSUMA Finance Committee will:

### Meet at least once per term to discuss the financial situation of LUSUMA.

### Ensure that LUSUMA retains a positive financial standing.

### Compile and send the grant funding applications to the Students’ Union and give feedback to the LUSUMA Operating Committee from the Students’ Union upon receipt of the acceptance/rejection of the application.

### Be responsible for any allocation of funds to all sub-committees of LUSUMA.

### Review the LUSUMA finances, as recorded by the LUSUMA Treasurer, and decide on a financial plan moving forward.

### Meet to discuss and approve all LUSUMA budgets, including but not limited to events budgets and budgets of LUSUMA sub-organisations.

### Inform the LUSUMA General Committee of the progress made in LUSUMA Finance Committee Meetings at the next LUSUMA General Committee meeting.

#### If any issues arise which require more urgent attention by the LUSUMA General Committee, the LUSUMA Finance Committee should take it upon themselves to arrange the relevant meetings to resolve them.

# LUSUMA Operating Committee

## The day-to-day running of LUSUMA will be the responsibility of the LUSUMA Operating Committee. This committee will include:

### The LUSUMA Executive Committee

### The two LUSUMA Social Secretaries who will jointly:

#### Be responsible for the planning, organisation and realisation of all LUSUMA Social Events, including ticket sales.

#### Liaise with venues and organisations to develop new, innovative and wide ranging LUSUMA Social Events that cater for the needs of all LUSUMA Members.

#### The selection of venues and organisations by the LUSUMA Social Secretaries must be in the best interests of LUSUMA and its members.

#### Work with the LUSUMA Communications Officer to ensure adequate publicity of LUSUMA Social Events to all LUSUMA Members.

#### Plan, organise and realise at least two original socials over the course of each committee year.

#### Ensure that any events which they organise or assist in organising are adequately publicised to all LUSUMA members, liaising with the LUSUMA Communications Officer to achieve this aim as required.

### The LUSUMA Sports Secretary who will:

#### Be responsible for the development and continuation of the sporting activities of LUSUMA Full Members.

##### They should work with the LUSUMA VPSS in achieving the aims of section 6.0.2.0. above.

#### Be responsible for all activities of LUSUMA Sports Teams and for the development and continuation of sporting relations with the National Association of Medics’ Sports and those organisations detailed in section 2.0 above.

#### Work with the LUSUMA Social Secretaries when necessary to achieve the aims of section 6.0.2.0. above.

##### They should liaise to the LUSUMA Social Secretaries as necessary in organising social events; including but not limited to Varsity, Sports Awards and INTROweek® Sports Night, in order to achieve the aims of 6.0.2.0

#### Work with the LUSUMA Communications Officer to ensure adequate publicity of LUSUMA Sporting Events and Sports Teams to LUSUMA Members.

#### Liaise with the LUSUMA Executive Committee in order to allocate the finances prescribed for sport by the LUSUMA Finance Committee between the LUSUMA Sports Teams according to their various requirements and in accordance with section 11 below.

#### Formulate a financial plan with the LUSUMA Finance Committee, per the cost of hiring sports facilities from the University, so that LUSUMA members who wish to play sport, pay a yearly ‘membership’ fee (hereinafter referred to as “Sports Pass”) to affiliate themselves with Medic Sport.

##### Be responsible for ensuring the appropriate uptake of Sports Passes from LUSUMA sports teams, including spot-checks at organised team sessions, and enforcing their purchase as necessary, using the three-strikes then pitch cancellation rule.

#### Oversee the awarding of Sports Colours, to be given out at the yearly Sports Awards, to those who have fulfilled the relevant criteria.

#### Liaise with the Sports and Recreation department and Students Union to make bookings for weekly training sessions.

#### Be responsible for the organisation of an annual varsity tournament with *Nottingham MedSoc.*

### The two LUSUMA Ball Secretaries who will jointly:

#### Be responsible for the organisation of the LUSUMA Winter Ball and the LUSUMA Summer Ball and the LUSUMA Graduate Ball.

#### Work with the LUSUMA Graduate and Mature Students Representative to plan a LUSUMA yearbook for the graduating 5th year students.

#### Work with the LUSUMA Communications Officer to ensure the events described in section 6.0.3.0. are adequately publicised to LUSUMA Members.

#### Be responsible for the co-ordination of fund-raising and finances for the events described in section 6.0.3.0. above by working with the LUSUMA Vice Presidents.

#### Acquire input from the LUSUMA General Committee and LUSUMA Members and use this data to help in the planning, organisation and realisation of the events described in section 6.0.3.0. above and the LUSUMA yearbook as described in 6.0.3.1. above.

#### Set up a Sub-Committee as necessary to help in the planning, organisation and realisation of the events described in section 6.0.3.0. above and the LUSUMA yearbook as described in section 6.0.3.1.

### The LUSUMA Academic Officer who will:

#### Ensure all ‘LUSUMA notes’ are correct, up to date and accessible to all LUSUMA members.

#### Organise all LUSUMA revision lectures and ensure that they are inclusive and representative.

#### Be responsible for any academic concerns of LUSUMA members, and thus attend Student Staff Committee meetings with the Faculty.

#### Organise, and realise all LUSUMA revision sessions, including working with the VPAWS to recruit tutors and the Communications Officer publicising the revision sessions.

#### Be accessible at all times, where reasonable, to LUSUMA members to address any academic concerns they may have or signpost them to the relevant persons internal to or external to the University of Leicester.

### The LUSUMA Welfare Officer who will:

#### Produce a LUSUMA newsletter outlining recent accomplishments and upcoming activities of LUSUMA and work with the LUSUMA Communications Officer to distribute it through all relevant LUSUMA communications outlets.

#### Set up a Sub Committee as necessary to help in the planning, organisation and realisation of the LUSUMA newsletter as outlined in 6.0.5.0. Members of this committee are subject to change by the LUSUMA Communications Officer and LUSUMA Executive Committee.

#### Create and distribute an international students’ guide to Leicester Medical School (including information about what to do before leaving home, for travel and what to do on arrival).

#### Act as a point of contact for all students, in particular international students, to answer ant enquiries or direct them to appropriate support.

#### Liaise with appropriate sub-organisations of LUSUMA to ensure the welfare needs of LUSUMA Members are addressed

#### Work closely with the LUSUMA Academic Officer to ensure the academic needs of LUSUMA Members are reached.

### The LUSUMA Electives & Alumni Officer who will:

#### Work to build and expand a LUSUMA alumni network.

#### Plan, organise and realise events for LUSUMA members who have graduated from the University of Leicester.

##### The LUSUMA Electives and Alumni Officer may appoint a sub-committee to assist in the aims of 6.0.10.1. The committee should consist of other LUSUMA General Committee members and is subject to approval by the LUSUMA Executive committee.

#### Work with the Faculty and University of Leicester Alumni Department to grow the LUSUMA alumni network.

#### Plan and run an annual electives evening to assist LUSUMA members in planning their 5th year electives.

#### Maintain a LUSUMA website for electives information and advice.

#### Work with the LUSUMA Ball Secretaries to create an annual LUSUMA yearbook as described in 6.0.3.1. for the graduating 5th year students.

### The LUSUMA Communications Officer who will:

#### Be responsible for the maintenance, upkeep and regular updating of the LUSUMA Website.

#### Work with all other members of the LUSUMA General Committee to achieve the aim of section 6.0.7.0 above.

#### Ensure the LUSUMA Website is sufficiently accessible and publicised to all LUSUMA Members.

#### Create and maintain e-mail distribution lists of all LUSUMA Members to enable rapid communication to be made with all LUSUMA Members.

#### Be responsible for the maintenance, safety and appropriate insurance cover of all LUSUMA portable electrical equipment.

#### Be responsible for photographing very major LUSUMA Social and Sporting Events

##### The LUSUMA Communications Officer may delegate this responsibility to other committee members when necessary, with approval of the LUSUMA Executive Committee.

#### Publicise events (including all relevant activities organised by those organisations detailed in section 2.0 above), news and information of interest to LUSUMA and its members to all LUSUMA Members or appropriate sub-groups thereof.

#### Upload all photographs of major LUSUMA Social and Sporting Events to the LUSUMA Website within 7 days of the event, and other web-based social forums, within 14 days of the event.

##### It should also be ensured that all photographs published are suitable for public viewing and do not jeopardise the position of LUSUMA within the Students’ Union, within the Faculty or the University of Leicester.

#### Work with the LUSUMA Welfare Officer to produce and distribute the LUSUMA newsletter within a timeframe agreed by the LUSUMA Operating Committee.

#### Inform LUSUMA Members of any news or information which may be relevant to medical students as soon as reasonably possible after it is provided to the LUSUMA Communications Officer.

#### Achieve the aims of sections 6.0.7.6, 6.0.7.8 and 6.0.7.9 above via email, lectures announcements, posters, text messages and any other viable means of communication that are legal and permitted by the University of Leicester and the Students’ Union.

##### The aims of sections 6.0.7.6, 6.0.7.8 and 6.0.7.9 should be delegated to the rest of the LUSUMA committee as is deemed necessary by the LUSUMA Communications Officer.

##### All information publicised for LUSUMA by the LUSUMA Communications Officer or committee members designated by them will be monitored by the LUSUMA Executive Committee.

#### Ensure the appropriate maintenance of social networking sites on behalf of LUSUMA (including Facebook and Twitter).

## The LUSUMA Operating Committee will:

### Deal with all relevant issues and concerns to LUSUMA Members

### Collect the opinions of LUSUMA Members regarding Social, Sports, Ball or any other events organised.

### Gather suggestion for future events in order to feed back to the relevant parties.

##  The LUSUMA Operating Committee will meet as necessary at a LUSUMA Operating Committee Meeting, being quorate as detailed in section 14 below.

##  LUSUMA Operating Committee Meetings are closed to non-committee members unless they are specifically invited by the LUSUMA Executive Committee.

# LUSUMA General Committee

##  LUSUMA, including all its sub-organisations, will be the responsibility of the LUSUMA General Committee. This Committee will include:

### The LUSUMA Operating Committee as detailed in section 6.0 above.

### The two LUSUMA 1st Year Representatives, elected in accordance with section 9.1.0. below, who will jointly:

#### Act as contacts between the 1st Year Class and the LUSUMA Operating Committee responding to current issues as appropriate.

#### Assist the LUSUMA Communications Officer in publicising events, news and information to the 1st Year Class.

#### Be responsible for the cleaning and upkeep of the LUSUMA Office within the Maurice Shock Building.

### The Graduate and Mature Student Representative who will:

#### Represent the views and opinions of the L4 and L5 Graduate students to LUSUMA.

#### Identify and assist in satisfying the specific needs of the Graduate and Mature students

#### Assist the LUSUMA Communications Officer in publicising events, news and information to the Graduate Class.

#### Be responsible for the planning, organisation and realisation of all LUSUMA social events specific to the graduate students.

#### Feed back to the LUSUMA General Committee on the opinions of the respective academic course groups with regard to the current academic situation.

####  Advise the LUSUMA General Committee on any recent academic situation as told to them by members of the Faculty at Academic representatives meeting.

##  Representatives of any other body recognised as a sub-organisation of LUSUMA in accordance with section 10 below may also be represented on the LUSUMA General Committee as deemed necessary by the LUSUMA Executive Committee.

##  The LUSUMA General Committee will meet when necessary, preferably once per term but at least once per semester at a LUSUMA General Meeting, being quorate as detailed in section 14 below.

## All LUSUMA General Committee Members. Should encourage all Medical Students to support LUSUMA and its activities, especially those activities organised by the LUSUMA Social Secretaries and LUSUMA Ball Secretaries.

##  Any LUSUMA Member is welcome to attend a LUSUMA General Committee Meeting, but only those detailed in section 7.0 above are eligible to vote on motions presented at the meeting.

# LUSUMA Sports Clubs’ Committee

## The LUSUMA Sports Clubs’ Committee will consist of:

### The LUSUMA VPSS

### The LUSUMA Sports Secretary as detailed in section 6.0.2 above.

### Captains of all those teams that have been approved by the LUSUMA Executive Committee as being eligible for a LUSUMA grant in accordance with section 10.1. below.

##  The LUSUMA Sports Clubs’ Committee will be answerable directly to the LUSUMA Executive Committee.

##  The LUSUMA Sports Clubs’ Committee will:

### Meet formally and as often as they feel necessary to achieve their combined aims.

### Work to promote sport in the Faculty

### Be responsible for dealing with all the issues arising from LUSUMA Full Members’ sports activities, unless involvement from other parts of LUSUMA is made or felt to be necessary as a result of the specific circumstances

### Work between themselves and the LUSUMA Social Secretaries to involve as many people as possible in each sporting fixture and event.

# Elections

##  All elections will be held in accordance with the current Constitution of the Students’ Union.

##  Elections for posts on LUSUMA will be held:

### For LUSUMA 1st Year Social Representative and LUSUMA Academic Representatives within four weeks of commencing their course as signified by the start of INTROweek®.

#### This will be run by the LUSUMA Secretary, in accordance with the Students’ Union Constitution. This is outlined in section 4.0.3.5. above.

### For all members of the LUSUMA Operating Committee at least once per academic year.

#### All of these offices should be re-elected at a time near to the LUSUMA Annual General Meeting.

### For all other Representatives as detailed in section 7.0. above within their own respective organisations.

### For the LUSUMA Sports Teams’ committees and Sub-Societies’ committees informally, within each sports team, at a time in the year relevant to the activities of that team. The current committees of all LUSUMA sub-organisations and sports clubs will be advertised to LUSUMA Members by the LUSUMA VPSS on the LUSUMA Facebook group or other appropriate mediums as decided by the LUSUMA Executive Committee.

#### Notification of elections must be given to the LUSUMA Secretary at least seven days prior to the election.

### Elections for those posts listed in section 7.0. above will be carried out in accordance to the Students’ Union election procedures as decided by Union Activities.

##  The electorate able to vote for the posts listed in section 7.0. above will be LUSUMA Full Members who are students at the University of Leicester only.

##  In the event of a post becoming vacant as a result of resignation, a motion of no-confidence or any other reason during the LUSUMA operating year, the affected committee will have the right to decide on action to take. This may necessitate the arrangement of a special re-election procedure. In such a case, the procedure followed should emulate the normal procedure for the election relevant to that post as described in section 9.1 above, i.e. in terms of the electorates that are voting and the type of meeting necessary for that election.

##  To be eligible for election into any LUSUMA committee position as listed in 7.0 or any position on the committees of a sub-organisation or team recognised by LUSUMA as detailed in section 9.1.3, a candidate must:

### Be a LUSUMA Full Member and student of the University of Leicester.

### Be present at the LUSUMA Annual General Meeting (or equivalent sports team or sub society Annual General Meeting) and provide a speech at the LUSUMA Annual General Meeting (or equivalent sports team or sub society Annual General Meeting) of a maximum length decided by the LUSUMA Executive Committee (or equivalent sports team or sub society Executive Committee), or provide a pre-recorded video speech if unable to attend the aforementioned meeting.

## For the election of LUSUMA 1st Year Representatives candidates must:

### Present themselves in front of their year group and be prepared to answer questions from the floor immediately prior to their election.

### They will speak for no longer than 30 seconds.

### The elected Representatives must attend an Induction session, hosted by the current LUSUMA Operating Committee.

#  Sub-organisations and Clubs of LUSUMA

## Sports teams and sub-organisations affiliated with LUSUMA will be known by the name they choose, providing this is acceptable to the LUSUMA General Executive Committee

## Any sub-organisation or club shall be recognised as affiliated to LUSUMA provided that:

### It has at least five members, all of whom are LUSUMA Full Members. A list of these members must be included with any grant application or petition for formation, and should be submitted to the VPSS or VPAWS before each sub-organisation or club election.

### The sub-organisation or club presents a Constitution of its own to the LUSUMA General Committee, including:

#### The name of the sub-organisation.

#### The aims and objectives of that sub-organisation or club.

#### Details of posts within the sub-organisation or club and how these posts are to be filled, whether that is by a process of election or promotion. All sub-organisations and clubs must have posts equivalent to those of:

##### President or Captain

##### Vice-president or Vice-captain

##### Treasurer

##### Secretary

### Evidence of provisions for meetings of all members of the sub-organisation or club.

### Evidence of provision for an annual general meeting at which the achievements of that sub-organisation or club will be presented. The accounts being presented must have been approved by the LUSUMA Treasurer prior to the meeting of their presentation. All LUSUMA Full Members will be allowed to attend any sub-organisation or club annual general meeting.

### The name of the chairperson or head of the sub-organisation or captain of the club who may be a member of the LUSUMA General Committee in accordance with section 7.0. above.

### The aims of such Constitutions will lie within the aims of the Constitution of LUSUMA.

#### The aims and objectives must also be different from any existing organisation; this is to be judged at the discretion of the LUSUMA Executive Committee.

### The sub-organisation or club and its constitution are approved by the LUSUMA Executive Committee.

## Only LUSUMA clubs, as described above, are entitled to a termly grant which will be determined by the LUSUMA Finance Committee and its payment will be overseen by the LUSUMA Treasurer.

### This activities of the student group will affect the outcome of the application process.

#### The LUSUMA VPSS is responsible for activities of these sub-organisations and clubs.

## No LUSUMA sub-organisation may hold its own bank account; all finances must be kept within the Students’ Union and managed by the LUSUMA Treasurer.

### The LUSUMA Treasurer will be responsible and liable for all spending and fundraising of these student groups.

### An application must be made to withdraw funds from this account, which is the responsibility of the LUSUMA Treasurer

#### This application must be completed by filling in the ‘LUSUMA Withdrawal Form’

#### This form must be signed by the Treasurer of the sub-organisation and co-signed by either the President/Captain, Vice-President/Vice Captain or Secretary

#### If any sub-organisation or club is found to hold its own bank account, an extraordinary meeting of the LUSUMA Executive Committee will be held to determine suitable actions. This may include removal of the sub-organisation or club’s committee or disbanding of the sub-organisation or club.

#  Finances

## All LUSUMA expenditure must be authorised by the LUSUMA Treasurer and co-authorised by another member of the Executive Committee.

## LUSUMA will hold a bank account within the Students’ Union in the name of LUSUMA. Details of transactions through this account will be recorded and held by the LUSUMA Treasurer for three years. Each year’s transactions through this account will be presented to LUSUMA at the end of each operating year. Each term’s transactions through this account will be presented to the Students’ Union as necessary as well as with any grant application. There will be five signatories for this account (one of whom must be the LUSUMA Treasurer), of whom at least two must sign for transactions made through the account. These signatories will be:

### The LUSUMA President.

### The LUSUMA VPAWS.

### The LUSUMA VPSS

### The LUSUMA Treasurer

### The LUSUMA Secretary

## LUSUMA sub-organisations may receive a grant with the approval of the LUSUMA Finance Committee. This approval may only be given when the sub-organisation or club has fulfilled the following criteria:

### The sub-organisation is affiliated with LUSUMA in accordance with section 10.1. above.

### A written application (hard copy or electronic) for the grant has been received by the LUSUMA Treasurer.

### All of the LUSUMA sub-organisation or club’s financial details for the period the previous year’s/terms grant in the form of a sub-organisation/club budget.

### The projected expenditure for the period the grant is to be allocated for, with an estimate of the size of grant the sub-organisation or club feels it deserves (the LUSUMA General Committee is not obliged to allocate this amount on approval of a sub-organisation annual or termly grant).

### The names of those people who sit in the posts described in the sub-organisation or club’s Constitution as described in section 10.1.1.2 above. All of these posts must be held by LUSUMA Full Members.

### Names of all those LUSUMA Full Members that are members of the sub-organisation or club and the total number of members of that sub-organisation or club.

### The sub-organisation or sports club is considered active, in accordance with the details found in section 10.

### A written request for the allocation of the monies, signed by at least two people holding posts described in the sub-organisation or club’s Constitution.

#  Meetings

## LUSUMA Annual General Committee Meetings:

### May only be called by the LUSUMA General Committee.

### Will be held in the second term of each academic year, not more than two weeks before the end of the LUSUMA operating year signified by the Handover Dinner

### Will be advertised to LUSUMA on the LUSUMA Facebook pages and the LUSUMA newsletter as described in section 6.0.7.6 above. The meeting will be advertised not less than fourteen days prior to the date chosen for the meeting by the LUSUMA General Committee.

## LUSUMA Ordinary Committee Meetings:

### May be called either:

#### At the discretion of the LUSUMA General Committee.

#### By at least a quorum number (as described in section 14.1.0 below) of LUSUMA Full Members, all of whom will be signatories to an application which will be received by the LUSUMA Secretary at least fourteen days before the proposed date of the meeting.

### Will be advertised to LUSUMA on the LUSUMA Facebook pages and the LUSUMA newsletter as described in section 6.0.7.6 above. The meeting will be advertised not less than seven days prior to the date chosen for its occurrence.

## LUSUMA Extraordinary General Committee Meetings:

### May be called either:

#### At the discretion of the LUSUMA Executive or General Committees

#### On written receipt by the LUSUMA Secretary of a motion requiring a decision to be made by LUSUMA more quickly than permitted by the next LUSUMA General Committee Meeting that has already been organised. The application for a LUSUMA Extraordinary General Committee Meeting must be signed by at least a quorum number (as described in section 14.1.0 below) of LUSUMA Full Members.

#### Will be held within four days of either the decision to hold one being made, or from the time the LUSUMA Secretary takes receipt of an application of the type described in 12.2.0.1 above.

#### Will be arranged in a timely manner such that the items to be discussed are still relevant and addressable.

### Will not be used to elect new candidates into posts or deal with new motions or amendments to existing motions other than those being the reason of the calling of the meeting.

## LUSUMA Executive Committee Meetings:

### Will take place either formally or informally before each LUSUMA General Meeting.

### Will be used to finalise agendas, decide on the direction of each meeting and discuss any issues relating to the practical running of LUSUMA as well as to form a basis of leadership for LUSUMA.

### Will not be used to elect new members

### May deal with making Constitutional amendments and alter existing motions, if there are Constitutional errors

### Any decision made by the Executive Committee may be over-ruled by the LUSUMA General Committee by a majority vote

## Agendas for all LUSUMA General Committee and LUSUMA Annual General Committee Meetings will be published and displayed on the LUSUMA Website and on the LUSUMA notice boards at least twenty-four hours before the times appointed for the respective meetings.

## Motions:

### Other than those proposed by the respective committee at any meeting, must be received by the LUSUMA Secretary at least forty-eight hours before the appointed time of the meeting at which the motion is to be discussed. Motions proposed in this way must be written with the signatures of at least two LUSUMA Full Members.

### Will be proposed and seconded at the calling of the chairperson of the relevant meeting. The chairperson will then call for opposition to the motion. Where no opposition is forthcoming the motion will be taken as carried. In the presence of formal opposition, the chairperson will call for discussion followed by voting. Only those who are eligible to vote at each meeting may do so. At LUSUMA committee meetings voters will normally vote by show of hands, unless anonymity is required. In these cases, voting will be carried out by closed ballot as happens at General Committee Meetings.

### That are emergency motions will be debated only when the chairperson receives the proposals for the emergency motions with the signatures of the proposer and a seconder. For motions being passed at a LUSUMA General Committee Meeting both the proposer and the seconder must be LUSUMA Full Members. Otherwise the proposer and seconder must be members of the committee which is to debate the motion. On receipt of such a proposal, the chairperson will call for a vote on whether the motion will be put to debate at that meeting, before voting on the motion proposed. The motion will be debated if a majority of at least two-thirds of those voting is in favour of proceeding with the motion.

### The chairperson of any LUSUMA meeting shall not vote on a motion except in the event of a tied vote and shall vote in accordance with Speaker Denison’s Rules to maintain impartiality.

### Of censure and no-confidence will be dealt with in the following ways:

### If a motion of censure or no-confidence relating to the chair is accepted by the meeting, the chair will be taken by a member to whom the motion does not relate and who is acceptable to the meeting.

####  A motion of censure or no-confidence may be directed at an office for any of a number of reasons.

##### One of these must include poor attendance to meetings of the committee that the individual is an officer.

##### In such cases relating to the LUSUMA General Committee a motion of censure will be proposed when an officer fails to attend two consecutive meetings of that committee, or if the officer misses three meetings without apology or a total of four meetings in any one semester. On passing a motion of censure the committee will write to the individual in question warning him or her of the situation within five days of the motion being passed. Where this warning is ignored by the individual, by missing another meeting without asking the permission of the whole committee at a meeting in advance of the one being missed in this example, a motion of no- confidence will be proposed.

##### Other reasons for proposing a motion of censure or no-confidence towards an officer include his or her failure to satisfactorily carry out the tasks of his or her post, as described in sections 4, 5, 6 and 7; acting against the aims of LUSUMA. If a motion of no-confidence is passed, the individual concerned will lose his or her office and the committee affected will have the choice of how to proceed, as described in section 9.3 above.

##### Such a motion may be passed at a meeting of the committee being affected or at a LUSUMA General Committee Meeting or LUSUMA Executive Committee Meeting

##### A motion of censure or no-confidence will be passed only if supported by at least a two-thirds majority.

#### Will be taken as passed by a simple majority unless otherwise stated in the LUSUMA Constitution.

## Amendments that have been made to bring the LUSUMA Constitution in line with the Constitution of the Students’ Union will be automatic. Other amendments to the LUSUMA Constitution will be made in the form of a motion being passed at a LUSUMA General Committee or Executive Meeting. Such amendments will be passed only with support from at least two-thirds of the voters.

### All amendments to the LUSUMA Constitution may only be passed with the approval of the Executive Committee of the Students’ Union.

### Any amendments will be advertised to LUSUMA by the LUSUMA Secretary on the LUSUMA Website and notice boards at the time of their making for at least two weeks.

## Amendments to motions:

### Will be acceptable if received by the LUSUMA Secretary in writing with the signatures of the proposer and seconder. For motions being passed at a LUSUMA General Committee Meeting both proposer and seconder must be LUSUMA Full Members. Otherwise the proposer and seconder must be officers of the committee that is to debate the motion. Proposals for such amendments will be accepted up to the time of voting.

### Will be incorporated as parts of the original motions if the proposers and seconders of the original motions accept the amendments.

# Voting

## For the election of candidates into LUSUMA positions the Students’ Union election system will be utilised with all appropriate procedures as outlined in the relevant documents.

## For motions determined by show-of-hand, these will be counted by two LUSUMA Full Members acting as tellers. These tellers being appointed at the meeting the motion is to be debated at, by the chairperson. Should the result of a vote carried out by show-of-hands be challenged, two new tellers will be appointed and the vote re-taken. In the event of any further challenge to that result being made against that result, the vote will be re-taken by closed ballot.

## Procedures at LUSUMA General Committee Meetings will be dealt with by a Returning Officer who will be appointed at the meeting in question by the chairperson. This person will be a LUSUMA Full Member who neither holds nor is standing for any of the posts described in sections 4, 5, 6 and 7. Should a majority of those at the meeting object to the choice of Returning Officer, a replacement will be appointed by the chairperson. The LUSUMA Full Members may reject up to a maximum of three Returning Officers appointed.

## Attendance at LUSUMA General Committee Meetings is a privilege of the LUSUMA Full Members only.

## On motions debated at LUSUMA General Committee Meeting by proxy is only allowed by LUSUMA Full Members who are unable to attend the relevant meeting because of their responsibilities, clinical or otherwise. A letter detailing the proxy vote must be received by the LUSUMA Secretary at least one hour before the relevant meeting and signed by the voting member.

## Meetings that are described as formal will be advertised with agendas and have their minutes recorded.

#  Quorum

## Meetings will not commence until quorate.

## The quorum number will be:

### For LUSUMA General Committee Meetings and to call either a LUSUMA Ordinary General Committee Meeting or LUSUMA Extraordinary General Committee Meeting: three per cent of the current LUSUMA Full Membership.

### For LUSUMA Annual General Committee Meetings ten per cent of the current LUSUMA Full Membership.

### For other formal LUSUMA committee meetings two-thirds of the elected membership.

#  Interpretation

## Interpretation of the LUSUMA Constitution, except at LUSUMA General Committee Meetings, will be the responsibility of the LUSUMA Executive Committee.

## Interpretation of the LUSUMA Constitution at LUSUMA General Committee Meetings will be the responsibility of the LUSUMA Vice Presidents, acceptable to the meeting, who have been proposed by the LUSUMA General Committee prior to the meeting.