LUSUMA Sub-Group Constitution

2022/2023

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# Terminology

AGM – Annual General Meeting

LUSUMA – Leicester University Students’ Union Medical Association

MRA – Master Risk Assessment

SG(s) – Sub-Group(s)

ULSU – University of Leicester Students’ Union

UoL – University of Leicester

# Opening Statement

*The LUSUMA Sub-Group Constitution acts as the governing document for all Student Groups affiliated to the Leicester University Students’ Union Medical Association (LUSUMA) and subsequently University of Leicester Students’ Union (ULSU). It is submitted to LUSUMA and subsequently ULSU alongside other affiliation documents each academic year and sits alongside additional the conduct matrix and policies issued by the University of Leicester and University of Leicester Students’ Union.*

*This constitution supersedes previous constitutions completed by the LUSUMA Sub-Group, and was adopted by the Activities & Volunteering Department following approval by LUSUMA, the Activities & Volunteering Department, Representation and Support Manager, Activities Officer and Sports Officer on 03/05/2022.*

*By completing this document, the Committee Members of* ***<Sub-Group Group Name> (also known as <other names here if applicable>*** *for the duration of the* ***2022/2023*** *academic year**will ensure that they are familiar with the contents of this document and make it available to all members of the LUSUMA Sub-Group when requested.*

# Status of the Constitution

* 1. **Constitutional Amendments**
     1. Amendments to the Constitution can only be approved by majority vote at a SG’s Annual General Meeting (AGM)
     2. When making changes from the template issued by LUSUMA and the Activities & Volunteering Department, Sub-Groups (SGs) should clearly indicate edits by highlighting as follows ***<example>***

# Aims and Objectives of the Student Group

* 1. The aims of the group for the 2022/2023 academic year will be as follows:
     1. < Aim 1 >
     2. < Aim 2 >
     3. < Aim 3 >
  2. These aims will be achieved through the following objectives:
     1. < How to achieve Aim 1 >
     2. < How to achieve Aim 2 >
     3. < How to achieve Aim 3 >

# Student Group Affiliation Status

* 1. **Affiliation Eligibility**
     1. SGs are affiliated to LUSUMA and subsequently ULSU upon the following criteria:
        1. They have unique aims and objectives from other groups affiliated to LUSUMA and have demonstrated that the group will be a feasible and sustainable venture
        2. The four core Committee positions (Head of a Committee (may also be referred to as President, Chairperson or Captain), Vice-Head of Committee, Secretary and Treasurer) have been elected in accordance with LUSUMA guidance
        3. The SG demonstrates that they will abide by existing guidelines and policies issued by UoL and ULSU
        4. That the SG membership consists of at least 5 students
        5. All affiliation documents are submitted alongside the completion of mandatory Committee Training by all Committee Members by the communicated deadlines**.**
  2. **Affiliation Privileges**
     1. Sub-Groups to LUSUMA may have the following privileges:
        1. Access to transport bookings and room bookings through LUSUMA
        2. All sub-group finances must be held in the LUSUMA funding account, held by ULSU. This will be the **only** bank account held by the SG.
  3. **Suspension of a Student Group**
     1. ULSU’s Activities & Volunteering Department and LUSUMA holds the right to suspend the activities and privileges of a LUSUMA sub-group for a period of time for reasons including but not limited to:
        1. The SG has failed to complete relevant training and affiliation documents by the communicated deadlines**.**
        2. The SG has breached the constitution, conduct matrixor additional policies
        3. The SG acts outside of the law
        4. The SG acts in a way which endangers its membership
  4. **Disaffiliation Criteria**
     1. In the event that a SG choosing to disaffiliate from ULSU, its assets will revert to ULSU. Any assets that have been purchased by an individual members can be retained by that member if sufficient evidence is supplied
     2. A SG may be disaffiliated for reasons including but not limited to:
        1. The SG has failed to complete relevant training and affiliation documents by the communicated deadlines**.**
        2. The SG has breached the constitution, conduct matrixor additional policies
        3. The SG acts outside of the law
        4. The SG acts in a way which endangers its membership

# Student Group Committee

* 1. **Student Group Committee Status**
     1. The SG Committee will make all core decisions with regards to the running and activities of the SG however recognise that LUSUMA and ULSU are the ultimate authority in all matters
     2. The SG Committee for the 2022/2023 academic year will be identified as the ‘Committee Elect’ from the time of being elected until **May 31 2022,**
        1. During this time, the 2022/2023 Committee will be exempt from the Vote of No Confidence procedure but will still be held to the constitution, conduct matrix and additional policies
     3. The SG Committee for the 2022/2023 academic year will begin their time in position on **June 1 2022** until **May 31 2023.**
  2. **Committee Structure**
     1. The Committee must consist of four ‘core’ positions:
        1. Head of Committee
        2. Vice Head of Committee
        3. Secretary
        4. Treasurer
        5. Welfare officer
     2. Where possible, the Committee shall consist of these additional positions for the 2022/2023 academic year:
        1. **<additional position 1>**
        2. **<additional position 2>**
        3. **<additional position 3>**
        4. **<additional position 4>**
  3. **Committee Eligibility**
     1. To be a member of a sub-group Committee, students must meet the following criteria:
        1. They must be a student at UoL for the duration of the 2022/2023 academic year
        2. They must be over 18 years old as of July 1 2022
        3. They must have been a member of the group in the 2021/2022 academic year and renew their membership in the 2022/2023 academic year
        4. They must hold a full membership to LUSUMA
     2. Students who are on a year without residence are eligible to run for SG Committee positions
     3. Students who are an on a year in industry/year abroad in the 2022/2023 academic year **cannot** run for SG Committee positions to be held in the 2022/2023 academic year
     4. Students who are on a year in industry/year abroad in the 2021/2022 academic year may run for a SG Committee position to be held in the 2022/2023 academic year
     5. Students who are intending to return to UoL to study a postgraduate course are eligible to run for SG Committee positions but must step down if they are not successful in their application to continue study
     6. All members of the Committee are volunteers and must **not** be paid for their roles unless delivering a skill they are fully qualified for e.g. teaching or coaching etc. This shall be agreed at the start of term by all Committee Members and signed off by the Treasurer. Should the treasurer be the receiving payment for a service they are qualified to deliver, two other core Committee Members must sign this off
  4. **Committee Responsibilities**
     1. Whole Committee responsibilities include but are not limited to:
        1. Holding and attending regular Committee meetings
        2. Holding an AGM once a year to present a report on the past year and allow for elections
           1. The group must notify the LUSUMA secretary of the date of this meeting, the positions being elected and the candidates applying
        3. Sending a SG representative, preferably the Head of Committee, to termly meetings with the LUSUMA Vice President of Sports and Societies or LUSUMA Sports Secretary as appropriate
        4. Informing LUSUMA or their planned events, especially those which involve food or an external speakers due to LUSUMA’ responsibility.
        5. Adhering and uphold the values of the SG Constitution and any additional policies and guidelines issued including but limited to GDPR guidance
        6. Ensuring that all relevant paperwork is completed and submitted on time to LUSUMA and/or Activities & Volunteering Department
        7. Completing mandatory training and attend meetings as deemed necessary by the Activities and Volunteering Department
        8. Retaining confidentiality during and after their time in position and escalate situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
  5. **Individual Role Responsibilities (Core Roles)**
     1. The **Head of Committee** should:
        1. Oversee the running of the SG
        2. Represent the SG to ULSU, UoL and any outside bodies
        3. Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to Activities & Volunteering Department
        4. Ensure that all SG Committee Members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled Committee positions
     2. The **Vice Head of Committee** should:
        1. Advise the Head of Committee and act as Head of Committee in their absence
     3. The **Treasurer** of the SG should:
        1. Keep an accurate record of all expenditure and income of the SG
        2. Liaise with the LUSUMA Treasurer in the event of a deposit or withdrawal or group funds to ensure prompt reimbursement
        3. Be responsible for all grant funding applications and other financial dealings with the Union and external bodies
        4. Ensure all funds (with the exception of external charity donations) are held and processed through LUSUMA’s funding account at ULSU
        5. Ensure all charity fundraising and donation is line with ULSU guidance
        6. Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM
     4. The **Secretary** of the SG should:
        1. Be responsible for recording accurate minutes of all Committee and General Meetings of the SG, and for the distribution of minutes and agendas for meetings.
        2. Be responsible for the SG mailing list and all communication using the SG mailing list
        3. Ensure all relevant documentation is sent promptly to LUSUMA and/or ULSU
        4. Notify LUSUMA at least one week in advance of Group elections with the positions being elected and the candidates nominated.
        5. The Secretary should maintain an up-to-date copy of SG affiliation documents. If amendments are made, these must be sent to the Activities & Volunteering Department
     5. The **Welfare Officer** of the SG should:
        1. Act as point of contact for students’ welfare concerns
        2. Signpost for support e.g. PSU, ASU, SU/LUSUMA welfare officers
        3. Organise wellbeing sessions/support
  6. **Individual Role Responsibilities (Additional Roles)**
     1. The **<Additional Role 1>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
        4. <Responsibility 4>
     2. The **<Additional Role 2>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
        4. <Responsibility 4>
     3. The **<Additional Role 3>** of the SG should:
        1. <Responsibility 1>
        2. <Responsibility 2>
        3. <Responsibility 3>
        4. <Responsibility 4>
  7. **Disciplinary Procedures**
     1. Should a Committee Member fail to complete their roles as identified in the SG constitution, a Vote of No Confidence can take place.
     2. Should a Committee Member act in a manner which breaks the conduct matrix, University Senate Regulations or other conduct policies, a complaint can be issued to [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) or [Report and Support](https://reportandsupport.le.ac.uk/) to launch an investigation.

# Student Group Membership

* 1. **Eligibility**
     1. A Sub-Group’s memberships will only be available **current students of UoL** who are **full members of LUSUMA**
     2. LUSUMA sub-groups **must not** have individual membership prices as membership to sub-groups is part of holding a LUSUMA membership.
  2. **Membership Responsibilities**
     1. All SG members must:
        1. Adhere to UoL and ULSU’s governing documents, including but not limited to the Senate Regulations, Constitutions, conduct matrix and Policies. Failure to abide by these documents will enact the discipline process.
        2. Endeavour to retain a copy of their proof of purchase for Student Group Membership
  3. **Membership Privileges**
     1. Standard Members of a SG may:
        1. Attend all meetings and activities hosted by the SG
        2. Vote in all Annual General, Emergency General and General Meetings
        3. Stand for election to and hold positions on the SG Committee
        4. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes
        5. Come to the Activities & Volunteering Department with any issues regarding the SG Committee
        6. Raise a Vote of No Confidence against a Committee Member

# Student Group Declaration 2022/2023

By signing the constitution, the Committee of <Student Group Name> confirm that:

* All Student Group elections were run democratically in accordance with the University of Leicester Students’ Union guidelines
* All Committee Members will be registered students with the University of Leicester in the 2021/2022 academic year and not on a year in industry/year abroad.
* All Committee Members agree to have personal data held by the University of Leicester Students’ Union until **July 31 2023** whereupon all data will be deleted with the exception of name, Student Group and Committee position. This information will be used to confirm Committee positions in requested references.

# Signatures

Paper copies or scanned documents will not accepted neither will typed signatures. Please send this document to [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) as part of your affiliation documents by **July 1 2022.**

Head of Committee

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Vice Head of Committee

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Secretary

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Treasurer

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Welfare Officer

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |