1. **Name and Objectives**
   1. The name of the sub-organisation shall be <*Name of Group>*, hereinafter referred to as *“the Group.*”
      1. The sub-organisation shall be known by a name of their choosing, providing this is acceptable to the LUSUMA Executive Committee.
   2. The Aims and Objectives of the Group shall be:
      1. Aims:
         1. Aim 1…………………….
         2. Aim 2…………………….
         3. Aim 3…………………….
      2. Objectives:
         1. Objective 1……………….
         2. Objective 2……………….
         3. Objective 3……………….
   3. The name, aims and objectives of the Group shall not be too similar in character to an existing Group. This will be at the discretion of the LUSUMA Executive Committee.
2. **Membership**
   1. The Group shall be responsible for collecting data on its members, and shall submit a list of all its members and their details annually to LUSUMA by, at the latest, the beginning of the academic year.
   2. The Group shall be responsible for setting a membership fee if applicable, and must transfer these funds to the LUSUMA Treasurer. The LUSUMA treasurer has overall responsibility for the funds of each Group.
   3. In order to be a member of the Group, one must be:
      1. A Full Member of LUSUMA
      2. A current student at the University of Leicester
   4. Groups are not permitted to hold their own bank accounts, and all accounts must be held with the Leicester University Students’ Union account under LUSUMA (as per LUSU Student Group Constitution and Code of Conduct section 5.3.1).
3. **Committee**
   1. All Groups must be governed by a core committee, consisting of a Head of Committee, a Vice-Head of Committee, a Secretary and a Treasurer.
      1. Other committee position may be added to this core committee at the Group’s discretion and according to the needs of that Group.
   2. **Head of Committee**
      1. Groups must select a Head of Committee to act as a representative for the overall actions of that Group, as well as a primary point of contact between LUSUMA and that Group.
      2. Groups should select an alternative title for Head of Committee best suited to that Group from the following options:
         1. President
         2. Chairperson
         3. Captain.
            1. While some Groups may have positions for all three of the above options, the Group must select **one** to be considered the constitutional Head of Committee.
      3. The Head of Committee should:
         1. Represent the Group’s best interests on its behalf and be responsible for the Group’s actions
         2. Be responsible for the overall direction of the Group
         3. Attend all LUSUMA-Group meetings as required by LUSUMA, or ensure a suitable replacement attends
         4. Ensure the aims and objectives of the Group are met
         5. Ensure the reputation of LUSUMA is upheld through the actions and behaviour of the Group.
   3. **Vice-Head of Committee**
      1. Groups must select a Vice-Head of Committee to advise the Head of Committee and act as Head of Committee in their absence.
      2. Groups must select an alternative title for Vice-Head of Committee best suited to that Group from the following options:
         1. Vice-President
         2. Vice-Chairperson
         3. Vice-Captain
      3. Groups may submit an alternative position to act as Vice-Head of Committee, subject to approval by the LUSUMA Executive Committee.
      4. The Vice-Head of Committee should:
         1. Assist the Head of Committee to ensure the appropriate delivery of section 3.2.3
         2. Act as the Head of Committee in the case of their absence
   4. **Secretary**
      1. The Secretary should:
         1. Maintain all records of members of the Group
         2. Take minutes at all formal meetings of the Group
         3. Ensure all relevant documents are promptly sent to LUSUMA
         4. Notify LUSUMA at least one week in advance of Group elections with the positions being elected and the candidates that have been put forward.
      2. The Secretary must not hold any other position described in section 3
   5. **Treasurer**
      1. The Treasurer should:
         1. Take responsibility for all financial affairs of the Group, including but not limited to membership fees, sponsorships, ticket sales and printing costs
         2. Liaise with the LUSUMA Treasurer in the event of a deposit or withdrawal of Group funds
         3. Keep records of Group accounts and produce an annual report on the state of the Group’s accounts.
      2. The Treasurer must not hold any other position described in section 3
4. **Group Responsibilities**
   1. In order to remain affiliated, the Group must:
      1. Have a core committee as described in Section 3
      2. Consist of at least 5 members
      3. Submit a constitution and list of members within the timeframe required by LUSUMA
   2. If the requirements described in Section 4.1 are not fulfilled, the Group will be considered suspended by LUSUMA, and no room bookings, fund withdrawals or grant applications will be processed for the remainder of the calendar year until the required documents are submitted
   3. If the Group is suspended and no documents are received until after the calendar year, the Group will be considered inactive. The Group’s details will be held by LUSUMA indefinitely in case future students wish to reactivate the Group.
   4. The Group must host an Annual General Meeting once a year, at a time of year appropriate to the needs of the Group, to present a report on the past year and allow for elections for committee positions.
      1. The Group must notify the LUSUMA Secretary of the date of this meeting, the positions being elected and the candidates applying as detailed in section 3.1.4.1
   5. The Group must send a representative, preferably the Head of Committee, to termly meetings with the LUSUMA Vice President of Sports and Societies or LUSUMA Sports Secretary as appropriate.
   6. As a sub-organisation of LUSUMA, Groups will not bring the reputations of LUSUMA, the Medical School or the University of Leicester into disrepute.
      1. Failure to adhere to Section 4.6 may result in sanctions placed on the Group, disbanding of the Group, referral to the Students’ Union or other options available to and acceptable to the LUSUMA Executive Committee
   7. Groups must inform LUSUMA of their planned events, especially if the event involves food or an external speaker, due to LUSUMA’s responsibilities to inform the Union of such events. This information must be provided, at the latest, 2 weeks in advance, and 4 weeks in advance for external speaker events.
5. **Miscellaneous** 
   1. Constitutional changes must be tabled at an Annual General Meeting and be agreed by a majority
   2. Constitutions of Groups must be in line with the LUSUMA Constitution and the LUSU Constitution and Code of Conduct.
   3. Interpretation of the constitution will be the responsibility of the Group core committee
      1. In the event of a conflict, the LUSUMA Executive committee will have authority over the Group regarding constitutional interpretation.

On behalf of the LUSUMA sub-organisation <Name of Organisation> I, the undersigned, agree to the terms set out above.

Name of student submitting constitution……….………………………………………………………………………

Date………………………………………………………………………………………………………………………………………..

Name of LUSUMA Rep receiving constitution………………………………………………………………………….

Date…………………………………………………………………………………………………………………………………………