

LUSUMA Student Group Constitution 2019/20

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1. TERMINOLOGY

ADC – Activities Development Coordinator

AGM – Annual General Meeting

APAs – Activities Projects Assistants

AO – Activities Officer

BUCS – British Universities and Colleges Sport

MRA – Master Risk Assessment

NUS – National Union of Students

SAAL – Sport And Active Life

SAS – Student Group Accreditation Scheme

SET – Student Group Executive Team

SG – Student Group(s)

SGA – Student Group Assembly

ULSU – University of Leicester Students' Union

UA – Union Activities

UoL – University of Leicester

2. OPENING STATEMENT

As an affiliated Student Group (SG) with the University of Leicester Students' Union (ULSU), we agree to abide by and operate within the following constitution, code of conduct and code of practice policies. The act of submitting this document as part of the Committee Induction Period provides the bind to this agreement. As the committee members of <Leicester University Student Union Medical Association> for the duration of the <2019/20> academic year we will ensure that we are familiar with the contents of this document and when requested make it available to all members of the Student Group.

3. STUDENT GROUP INFORMATION

3.1 Name and Status:

- 3.1.1 The name of the Student Group shall be <Leicester University Student Union Medical Association>, hereafter referred to as the SG.
- 3.1.2 In all documentation, the group may also be known as <LUSUMA>
- 3.1.3 All affiliated SG's with ULSU are subject to the provisions of the By-Laws, Regulations and Policy of ULSU
- 3.1.4 This Constitution supersedes all previous constitutions, and was adopted by the Union Activities department following approval by the Activities Development Coordinator, Activities Officer and Activities and Volunteering Manager on 21/02/2019.

3.2 Aims and Objectives

3.2.1 The short term aims of the SG shall be:

3.2.1.1 Revolutionise communications within LUSUMA, through an app

3.2.1.2 Increase cohesion within the committee

3.2.1.3 Continue with quality academic & welfare support

3.2.2 The long term objectives of the SG shall include:

3.2.2.1 Increase charity awareness and sponsorship

3.2.2.2 Increase member benefits

3.2.2.3 Promote cohesion between members of LUSUMA

4. STUDENT GROUP MEMBERSHIP

4.1 Student Group Memberships

4.1.1 Full membership shall be available to all current students at UoL who are members of ULSU

4.1.2 Associate Membership may be granted to alumni, staff members and external members at the SG's discretion

4.1.2.1 Team Leicester must abide by the SAAL Associate Membership Policy

4.1.3 Membership shall be granted upon payment of an annual subscription fee determined by the SG Committee

4.1.4 If desired, SGs can choose not to charge membership however this is not endorsed by UA

4.1.4.1 Team Leicester clubs **must** charge a minimum of £25 per membership

4.1.5 The AO is a member of the SG by proxy and may act as a signatory to all cash forms

4.1.6 Unless specified by the Student Group Committee, membership will commence on the 1st September of any given year and will end on 31st July the following year

4.1.7 Any refunds should be considered within the first 14 days of purchasing the membership and can be given at the SG's discretion unless there are extenuating circumstances

4.1.8 Groups may issue lifetime membership at their own discretion, please see 4.2.4 and 4.2.5 for more information

4.2 Membership Privileges

4.2.1 Full members may:

4.2.1.1 Attend all meetings (trainings, socials, events) hosted by the SG

4.2.1.2 Vote in all Annual General, Emergency General and General Meetings

4.2.1.3 Stand for election to and hold positions on the SG Committee

4.2.1.4 Attend Committee meetings to discuss or raise specific points but **not** participate in committee votes

4.2.1.5 Come to Union Activities with any issues regarding the committee

4.2.2 Associate members may:

4.2.2.1 Attend all meetings (training, socials, events) hosted by the SG

4.2.2.2 Attend Committee meetings to discuss or raise specific points but **not** participate in committee votes

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- 4.2.2.3 Run for alumni/staff specific committee position
- 4.2.2.4 Come to Union Activities with any issues regarding the committee
- 4.2.3 Associate members may **not**:
 - 4.2.3.1 Stand for any committee position
 - 4.2.3.2 Vote in any SG elections or other votes hosted by the SG
 - 4.2.3.3 Count as members for the purpose of assessing ULSU Grant Funding Applications
- 4.2.4 Lifetime Members who are **current members** of UoL have the same privileges as full members as described in 4.2.1:
- 4.2.5 Lifetime Members who are **not** current members of UoL may not:
 - 4.2.5.1 Stand for any committee position
 - 4.2.5.2 Vote in any SG elections or other votes hosted by the SG
 - 4.2.5.3 Count as members for the purpose of assessing ULSU Grant Funding Applications

<Please edit and highlight in yellow any changes you have made to your groups membership privileges>

4.3 Responsibilities of SG Membership

- 4.2.6 All members must adhere to ULSU's, SAAL's and UoL's Constitutions, Policies and Codes of Conduct
- 4.2.7 All members should endeavour to retain a copy of their proof of purchase of Student Group membership
- 4.2.8 If a member breaks any of the above, the group will then refer to the Disciplinary Policy issued by Union Activities

5. STUDENT GROUP COMMITTEE

5.1 Introduction and Eligibility

- 5.1.1 The SG Committee shall make all core decisions when running the SG however UA and the AO are the ultimate authority in all matters
- 5.1.2 All members of the SG Committee must meet the following eligibility criteria:
 - 5.1.2.1 Be a current student of UoL
 - 5.1.2.2 Be a current member of the SG who intends to renew their membership in the next academic year
 - 5.1.2.3 Be over 18 years old
 - 5.1.2.4 Be democratically elected in line with ULSU's constitution unless an agreement has been made with UA
- 5.1.3 Students who are on year without residence are eligible to run for SG committee positions
- 5.1.4 All members of the committee are volunteers and will 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

5.2 Student Group Committee Structure

- 5.2.1 The SG Committee shall consist of five core officers
 - 5.2.1.1 The President
 - 5.2.1.2 The Treasurer
 - 5.2.1.3 The Secretary
 - 5.2.1.4 Vice President of Sports and Sub-societies
 - 5.2.1.5 Vice President of Academic, Welfare & Sponsorship
- 5.2.2 Where possible, the SG Committee shall also consist of these additional positions
 - 5.2.2.1 **Welfare Officer**
 - 5.2.2.2 **Academic Officer**
 - 5.2.2.3 **Social Secretary**
 - 5.2.2.4 **Ball Secretary**
 - 5.2.2.5 **Webmaster**
 - 5.2.2.6 **Media Officer**
 - 5.2.2.7 **Charity & Volunteering Officer**
 - 5.2.2.8 **Graduate & Mature Student Representative**
 - 5.2.2.9 **Sports Secretary**

5.3 Committee Responsibilities

- 5.3.1 To attend all Committee Meetings and manage the SG on behalf of its members to achieve the stated aims and objectives (3.2)
- 5.3.2 To maintain communication with ULSU and the UA team
- 5.3.3 Adhere and uphold the values of the Constitution, Code of Conduct and Policies issued by ULSU, UA and SAAL
- 5.3.4 Be a signatory on the SG's Funding account and all subsequent forms
- 5.3.5 To complete their roles specified in the constitution to the best of their ability and to inform another committee member in due course if they are unable to do so. Failure to fulfil these positions may result in a Vote of No Confidence (VON).
- 5.3.6 To ensure that the SG's Union webpage and social media are maintained to attract new members
- 5.3.7 To work in partnership with UA to submit all required paperwork on time including but not limited to event notifications, SAS and CIP documents
- 5.3.8 To ensure all membership payments go through www.leicesterunion.com
- 5.3.9 For one member to attend the Student Group Assembly, held once a semester
- 5.3.10 Ensure that the SG's funding account remains in positive figures
- 5.3.11 Complete relevant training as specified by UA and the ULSU training team
- 5.3.12 Remind all membership of their rights as specified in Membership Privileges (4.2)
- 5.3.13 Uphold ULSU's guidance on GDPR
- 5.3.14 **This list is not exhaustive and may adapt with changes in UA policy and procedure throughout the course of the 2019/20 Academic year**

5.4 The Duties of Core Committee Members

5.4.1 The President/Club Captain shall:

5.4.1.1 Oversee the running of the SG

5.4.1.2 Represent the SG to ULSU, UoL and any outside bodies

5.4.1.3 Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to UA

5.4.1.4 Ensure that all SG committee members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled committee positions

5.4.1.5 Not hold another core committee position (Treasurer and Secretary) within the SG unless it is the position of Wellbeing and Inclusion Ambassador Position

5.4.2 The Treasurer shall:

5.4.2.1 Keep an accurate record of all expenditure and income of the SG

5.4.2.2 Act as the primary signatory on the SG's funding account

5.4.2.3 Be responsible for all grant funding applications and other financial dealings with the Union and external bodies

5.4.2.4 Process deposits and withdrawals from the SG's funding account

5.4.2.5 Ensure prompt reimbursement of all approved expenditure

5.4.2.6 Ensure all funds are held and processed through the group's funding account at ULSU. Money held in personal bank accounts is not covered by ULSU's insurance.

5.4.2.7 Ensure all fundraising is in line with ULSU guidance with all money raised processed through RAG

5.4.2.8 Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM

5.4.2.9 Not hold another core committee position (President, Secretary) within the SG unless it is the position of Wellbeing and Inclusion Ambassador Position

5.4.2.10

5.4.3 The Secretary shall:

5.4.3.1 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.

5.4.3.2 Be responsible for the SG mailing list and all communication using the SG mailing list

5.4.3.3 The Secretary should maintain an up-to-date copy of the SG constitution. If amendments are made, these must be sent to UA to be ratified by the AO.

5.4.3.4 Not hold another core committee position (President and Treasurer) within the SG unless it is the position of Wellbeing and Inclusion Ambassador Position

5.4.4 The Welfare Officer shall:

5.4.4.1 Be the point of contact for any issues or general concerns that a member may have

5.4.4.2 Be knowledgeable of support services offered by ULSU, UoL, other SG's and the community

5.4.4.3 Confidently sign post members to relevant services with the assistance of Leicester Talks

5.4.4.4 Uphold values of policies and codes of the conduct and promote this to the rest of the SG membership

5.4.4.5 Retain confidentiality even after they have stepped down from their position

5.4.4.6 Complete the wellbeing online training module and any other training deemed necessary by ULSU

5.4.4.7 All Team Leicester clubs must adhere to all policies regarding the Be The Influence Campaign and promote the initiative to the membership

<please complete below section as appropriate. For guidance, please consult the committee positions guide>

5.5 The Duties of Additional Committee Members

5.5.1 The **<Additional Position 1>** shall:

5.5.1.1 <Duty 1>

5.5.1.2 <Duty 2>

5.5.1.3 <Duty 3>

5.5.2 The **<Additional Position 2>** shall:

5.5.2.1 <Duty 1>

5.5.2.2 <Duty 2>

5.5.2.3 <Duty 3>

5.6 Duties of Non-Core Committee Members

5.6.1 If it is found that a committee member has failed to complete their duties as specified in the constitution and committee positions documents, a vote of no confidence can take place.

5.6.2 A vote of no confidence can only be passed after the following stages have taken place to no effect:

5.6.2.1 Individual has been approached and suggestions for improvements have been made with two weeks given to make amends

5.6.2.2 Issues have been discussed in an open forum such as a committee meeting

5.6.2.3 SG committee has requested support from UA for a developmental meeting

5.6.3 All VONs are kept fully anonymous and are dealt with by the UA team

5.6.4 If a group wishes to carry out a Vote of No Confidence, they must follow the Vote of No Confidence Policy Guidelines

6. MEETINGS AND EVENTS

6.1 Committee Meetings

6.1.1 SGs must endeavour to host a committee meeting at least **once in 6 weeks** during term time

6.1.2 The time, date and location of committee meetings must be submitted on a member accessible web source at least two days prior to the meeting

6.1.3 Members of the SG can attend committee meetings but give two days warning to the committee and give a reason for attending

6.1.4 Minutes of any decisions made at the meetings must be displayed on the SU Webpage or a member accessible web source, once ratified as a true meeting at least once a fortnight during term time

6.1.5 The time, date and location of committee meetings must be submitted on a member accessible web source at least two days prior to the meeting

6.1.6 UA may send an observer to any meetings without prior notice

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- 6.1.7 Any voting that takes place during a committee meeting shall be by a show of hands unless a secret ballot has previously been requested and decisions will be made by simple majority
- 6.1.8 The agenda for Committee Meetings should be available at the start of the meeting
- 6.1.9 The quorum for all committee meetings shall be two thirds of all committee members, or three committee members, whichever is greater

6.2 Annual General Meeting

- 6.2.1 The Annual General Meeting (AGM) shall be held within 365 days of the previous AGM
- 6.2.2 Notice of the AGM must be posted on a member accessible web source, at least ten working days in advance
- 6.2.3 The agenda for the AGM must be posted on a member accessible web source at least five working days in advance
- 6.2.4 The order of business shall be:
 - 6.2.4.1 President's report
 - 6.2.4.2 Financial Report
 - 6.2.4.3 Constitutional Amendments
 - 6.2.4.4 Any other business
- 6.2.5 The quorum for the AGM shall be one third of all the full members
- 6.2.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days
- 6.2.7 If a reconvened AGM is declared inquorate, the SG shall report this to UA
- 6.2.8 The SG must submit the full agenda and minutes of their AGM to UA, if requested by UA
- 6.2.9 Ratified minutes shall also be provided at a later date if there are any amendments
- 6.2.10 A group may also hold an Emergency General Meeting (EGM) at any point during the academic year when deemed necessary

7. STUDENT GROUP FINANCES

7.1 General

- 7.1.1 The SG will have a bank account (also referred to as the funding account) with the SU Finance Office only
- 7.1.2 Core officers shall accept full administrative and financial responsibility for the SG
- 7.1.3 Accounts for the past year will be presented at the AGM and termly accounts shall be presented to the rest of the committee
- 7.1.4 All central finances must be approved by the Committee in advance. The Committee reserves the right to refuse reimbursement for any non-approved purchases, unless it can be proved the purchase was essential, and that it was impossible to obtain permission at that time
- 7.1.5 The SG will comply with the financial regulations set by the SU Finance Department and will present its accounts for scrutiny on demand.

7.2 Withdrawal Forms

- 7.2.1 Withdrawal Forms shall require two signatories: the Treasurer and one other committee member or the AO or ADC
- 7.2.2 Receipts must be present for all expenditure

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- 7.2.3 Committee members may be reimbursed for any expenditure on behalf of the SG only after submitting a receipt for previously agreed purchases to the Treasurer

7.3 Grant Funding

- 7.3.1 All affiliated Student Groups can access Union Activities grant funding throughout the academic year
- 7.3.2 Full information can be found by examining the Grant Funding Guidelines
- 7.3.3 Grant Funding allocated to the SG can only be spent on what has been specified on the grant funding application form within the specified time frame. Unspent grant fund money will be returned to the grant fund pot if six weeks after the event the funds have not been claimed

8. STUDENT GROUP AFFILIATION

- 8.1 To become an affiliated SG of ULSU the proposed SG will at first need to complete the application form available from ULSU's website
- 8.2 To be affiliated, the application must
 - 8.2.1 Have clear aims and objectives that do not directly duplicate another SG or SU department.
 - 8.2.2 Demonstrate that the SG is a feasible and sustainable venture.
 - 8.2.3 Demonstrate that the SG does not encourage behaviour likely to be deemed as misconduct as defined in the SU Members' Group Behaviour policy.
 - 8.2.4 Demonstrate that the SG will operate under the Union's Equal Opportunity policy.
 - 8.2.5 Demonstrate that the SG does not contravene any 'No Platform Policy' approved by the membership and in place at the time of application.
 - 8.2.6 Be unique from any group that has been disaffiliated in the four months prior to application date
- 8.3 Following review by the UA department, the application will be taken to SET to consider. SET will vote to either:
 - 8.3.1 Accept the application without amendment
 - 8.3.2 Accept the application with amendments
 - 8.3.3 Decline the application on the basis that it does not fulfil the criteria in 8.2
- 8.4 The decision of SET will be communicated to the new SG committee within five working days
 - 8.4.1 Should the group be accepted without amendments, the decision will be taken to the SG
 - 8.4.2 Should the group be accepted with amendments or refused, the SG has the right to appeal the decision within 5 working days
- 8.5 To become an affiliated Team Leicester Club, groups must follow the process illustrated in the Team Leicester Affiliation Document

9. STUDENT GROUP SUSPENSION AND DISAFFILIATION

9.1 Suspension

- 9.2.1 UA holds the right to suspend the activities of a SG for a period of time for reasons including but not limited to
 - 9.2.1.1 Failed to hand in paperwork on time despite warnings and use of the three strike system
 - 9.2.1.2 Acting in a manner which endangers the members of the SG
 - 9.2.1.3 A new committee has not been elected

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9.2.2 If the SG is found to have done any of the above and the group is suspended, the SG reserves the right to appeal the decision within five working days either in written form (Maximum 1 A4 Side, 12 pt, Times New Roman) or through a meeting with the UA department

9.2.3 If the group fails to appeal the decision or meet with UA the group will remain suspended for three months at which point the group will be disaffiliated from ULSU no new application for a similar SG will be accepted within a four-month period at the discretion of UA

9.2 Disaffiliation

9.2.1 In the event of a group choosing to disband or being abolished by UA, its assets will revert to ULSU. Any assets that have been purchased by an individual member can be retained by that member as long as sufficient evidence is supplied.

9.2.2 A SG will be tabled for a discussion and vote for suspension if any of the following situations occur:

9.2.2.1 The SG has one or more mandatory committee positions vacant for more than one term

9.2.2.2 The SG breaches any of the Code of Practice Policies or Procedures

9.2.2.3 The SG fails to send an eligible representative to two consecutive meetings of the Societies' Assembly.

9.2.2.4 The SG fails to hold a quorate (40% of members in attendance) Annual General Meeting that includes a vote on any changes to their constitution.

9.2.2.5 The SG acts outside of its aims and objectives.

9.2.2.6 The SG acts outside of the mission, vision and values of ULSU.

9.2.2.7 The SG acts outside of the Law.

9.2.3 If a SG is disaffiliated or suspended, they will be prohibited from:

9.2.3.1 Use of accounts and banking services

9.2.3.2 Use of all additional services available to the SG (e.g. minibus hire and room bookings)

9.2.3.3 Any promotion that ULSU undertakes on behalf of the SG

9.2.3.4 Any operations in any respect in the SU name

9.2.3.5 The SG's right to use any branding or logos associated with SU

9.2.3.6 Access to the **SG's Mini-Site**.

10. STUDENT GROUP CONSTITUTION

10.1 UA It is the responsibility of the SG Committee to interpret and uphold this constitution

10.2 Constitutional Amendments

10.2.1 May be approved at the AGM of the SG

10.2.2 Constitutional amendments contravening or significantly altering the SG Sample Constitution must be submitted to the AO for approval.

10.2.3 If constitutional amendments contravening or significantly altering the SG Sample Constitution are not submitted to the SET, such amendments shall be invalid in the eyes of UA and ULSU

10.2.4 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any other business.'

10.2.5 Constitutional amendments shall come into effect immediately once approved by the AO unless otherwise stated in the motion.

11. STUDENT GROUP GOVERNANCE

11.1 Student Group Executive Team (SET)

11.1.1 The SET will be comprised of

11.1.1.1 ADC

11.1.1.2 AO

11.1.1.3 APAs

11.1.1.4 One representative from each SG Category (As specified in the SET Terms of Reference)

11.1.2 All elected representatives must be a current committee member of an affiliated SG

11.1.3 All core committee members from SGs are eligible to vote for their representative as stated in the SET Terms of Reference

11.1.4 Purpose of SET is as follows:

11.1.4.1 Discussing and voting upon new SG applications

11.1.4.2 Discussing and voting upon SG suspensions

11.1.4.3 Discussing and voting upon UA policies and procedures

11.1.4.4 Discussing and voting upon grant funding applications

11.1.4.5 Discussing and deciding which category new societies should be assigned to

11.1.4.6 Act as an advisory board to UA

11.1.5 The SET will be chaired by the AO who will have a casting vote only should it be required at the meeting

11.1.6 SET will meet a minimum of twice per term and a maximum of four times per term

11.1.7 The agenda for each meeting will be published a minimum of three working days before the meeting

11.2 Student Group Assembly (SGA)

11.2.1 The Purpose of SGA is as follows:

11.2.1.1 To provide information and updates to SG's

11.2.1.2 To provide a forum where committees can question and give feedback to UA

11.2.2 SGA will be chaired by the ADC and/or the AO

11.2.3 SGA will be open to all elected SG committee members but is compulsory for at least one to attend

11.2.4 SGA will take place a minimum of once and maximum of twice per term

11.2.5 The contents of the SGA will be distributed around all SGs a maximum of five working days following the meeting

12. IMPLICATIONS

12.1 Should a group not adhere to the SG Constitution, Code of Conduct or Policies, ULSU maintains the right to take alternative actions in extreme cases where there may be legal or health and safety implications

12.2 In this case, the SG will be dealt with by the AO and ADC and the following actions will be taken:

12.2.1.1 An official letter or email of response from ULSU to highlight the issue and propose a solution to be fulfilled within 28 days of receipt of the letter

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- 12.2.1.2 During this time, the SG accepts that it will be closely monitored by UA and will be suspended from all SG privileges
- 12.2.1.3 If no action is taken, a meeting will be called between the committee, AO, President and Director of membership services. The group will be entitled to bring any other relevant persons by informing the Director of Membership Services at least 24 hours prior with reason given to why these people are necessary
- 12.2.1.4 Should no resolve be presented within these two opportunities, the SG will be declared inactive by UA and thus disaffiliated from ULSU

Declaration 2019/2020

By signing this constitution, the committee of **LUSUMA** confirm that:

- 1.1 All Student Group elections were run democratically in accordance to ULSU guidance
- 1.2 The group will endeavour to continue their affiliation with ULSU into the 2019/2020 academic year
- 1.3 All committee members will be registered students with UoL in the 2019/2020 academic year
- 1.4 All committee members will uphold the University of Leicester Students' Union Student Group Constitution, Code of Conduct and Policies and any other policies deemed necessary including but not limited to those issued by Sport and Active Life
- 1.5 All committee members agree with the University of Leicester Students' Union's GDPR policy and agree to work with the Union Activities team to uphold all data protection agreements.
- 1.6 All committee members agree to have personal data held by the University of Leicester Students' Union until 31st July 2020 whereupon all data will be deleted with the exception of name, Student Group and committee position

Signatures

President

Name (Block Capitals)	Signature
Tomini Fashina	

Treasurer

Name (Block Capitals)	Signature
Alex Parker	

Secretary

Name (Block Capitals)	Signature
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Kat Memory	
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Vice President of Academic, Welfare and Sponsorship

Name (Block Capitals)	Signature
Andy Sharp	

Vice President of Sports and Sub-societies

Name (Block Capitals)	Signature
Georgia Williams	

Academic Officer

Name (Block Capitals)	Signature
Gaurika Puri	

Welfare Officer

Name (Block Capitals)	Signature
Immy Bremner	

Sports Secretary

Name (Block Capitals)	Signature
James Tawn	

Social Secretaries

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Name (Block Capitals)	Signature
Kelan Atkinson Louise Hird	

Ball Secretaries

Name (Block Capitals)	Signature
Iona Brett Elle Mildred	

Charity & Volunteering Officer

Name (Block Capitals)	Signature
Elena Perez	

Media Officer

Name (Block Capitals)	Signature
Rosie Middleton	

Webmaster

Name (Block Capitals)	Signature
Jakevir Shoker	

Graduate & Mature Students Representative

Name (Block Capitals)	Signature
Vikram Patel	