

# Student Group Constitution

## 2020/2021

Please fill in all sections marked as following: **<example 1>**.

# Contents

[1.Terminology](#)

[2.Opening Statement](#)

[3.Status of the Constitution](#)

[4.Aims and Objectives of the Student Group](#)

[5.Student Group Affiliation Status](#)

[6.Student Group Committee](#)

[2.Student Group Membership](#)

[Student Group Declaration 2020/2021](#)

[Signatures](#)



## 1. Terminology

AGM – Annual General Meeting

BUCS – British Universities and Colleges Sport

MRA – Master Risk Assessment

SG(s) – Student Group(s)

ULSU – University of Leicester Students' Union

UoL – University of Leicester

## 2. Opening Statement

*The Student Group Constitution acts as the governing document for all Student Groups affiliated to the University of Leicester Students' Union. It is submitted to the Activities & Volunteering Department 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 Student Group and was adopted by the Activities & Volunteering Department following approval by the Activities & Volunteering Department, Student Voice Manager, Student Group Executive Team and Sports Officer on 25/03/2020.*

*By completing this document, the Committee Members of **Leicester University Students' Union Medical Association (Also known as LUSUMA)** for the duration of the **2020/2021** academic year will ensure that they are familiar with the contents of this document and make it available to all members of the Student Group when requested.*



## 3. Status of the Constitution

### 3.1. Constitutional Amendments

- 3.1.1. Amendments to the Constitution can only be approved by vote at LUSUMA's Annual General Meeting (AGM)
- 3.1.2. When making changes from the template issued by the Activities & Volunteering Department, Student Groups (SGs) should clearly indicate edits by highlighting as follows **<example>**

## 4. Aims and Objectives of the Student Group

- 4.1. The aims of the SG for the 2020/2021 academic year will be as follows:
  - 4.1.1. To represent and promote the academic, sporting, social and welfare needs of its members.
    - 4.1.1.1. Within the Faculty and the rest of the University of Leicester.
    - 4.1.1.2. Within the Students' Union.
    - 4.1.1.3. Within the NHS.
    - 4.1.1.4. Within the Leicester community.
    - 4.1.1.5. To other universities.
    - 4.1.1.6. To supporting organisations, both medical and non-medical, nationally and internationally.

## 5. Student Group Affiliation Status

### 5.1. Affiliation Eligibility

- 5.1.1. SGs are affiliated to ULSU upon the following criteria:
  - 5.1.1.1. They have unique aims and objectives and have demonstrated that the group will be a feasible and sustainable venture
  - 5.1.1.2. The four core Committee positions (President, Treasurer, Secretary and Wellbeing and Inclusion Ambassador) have been elected in accordance with ULSU guidance prior to **June 1st, 2020**
  - 5.1.1.3. The SG demonstrates that they will abide by existing guidelines and policies issued by UoL and ULSU
  - 5.1.1.4. All affiliation documents are submitted alongside the completion of mandatory Committee Training by all Committee Members by **July 1st 2020**
- 5.1.2. To become a Team Leicester Club, groups must also follow the process illustrated in the Team Leicester Affiliation Document

## 5.2. Affiliation Privileges

- 5.2.1. Affiliated SGs have access to the following privileges with ULSU:
- 5.2.1.1. A Student Group bank account (more frequently referred to as the '**Funding Account**'), held by ULSU. This will be the **only** bank account held by the SG.
    - 5.2.1.1.1. Committee Members accept full administrative and financial responsibility for the SG and will ensure that the group remains in positive figures
    - 5.2.1.1.2. Accounts for the past year will be presented at the AGM and termly accounts shall be presented to the rest of the Committee
    - 5.2.1.1.3. The Committee must approve all expenditure related to the SG in advance. The Committee reserves the right to refuse re-imburement 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
    - 5.2.1.1.4. The SG will comply with the financial regulations set by the SU Finance Department and will present its accounts for scrutiny on demand
  - 5.2.1.2. Access to ULSU Services including but not limited to Room Bookings, Transport Booking and Grant Funding
  - 5.2.1.3. Participating in Students' Union 'Student Group only' events
  - 5.2.1.4. Access to a Student Group mini site on [www.leicesterunion.com](http://www.leicesterunion.com)
  - 5.2.1.5. A Student Group distribution email (su-[studentgroupname]@le.ac.uk)

## 5.3. Suspension of a Student Group

- 5.3.1. The Activities & Volunteering Department holds the right to suspend the activities and privileges of a SG for a period for reasons including but not limited to:
- 5.3.1.1. Abusing SG Privileges as stated in 5.2
  - 5.3.1.2. The SG has failed to fill the four core Committee positions by **June 1st, 2020**
  - 5.3.1.3. The SG has failed to complete relevant training and affiliation documents by **July 1st, 2020**
  - 5.3.1.4. The SG has breached the constitution, conduct matrix or additional policies
  - 5.3.1.5. The SG acts outside of the law
  - 5.3.1.6. The SG acts in a way which endangers its membership

## 5.4. Disaffiliation Criteria

- 5.4.1. If a SG chooses to disaffiliate from ULSU, its assets will revert to ULSU. Any assets that have been purchased by an individual member can be retained by that member if enough evidence is supplied
- 5.4.2. A SG may be disaffiliated for reasons including but not limited to:
- 5.4.2.1. Abusing SG Privileges as stated in 5.2
  - 5.4.2.2. The SG has failed to fill the four core Committee positions by **June 1st, 2020**

- 5.4.2.3. The SG has failed to complete relevant training and affiliation documents by **July 1st, 2020**
- 5.4.2.4. The SG has breached the constitution, conduct matrix or additional policies
- 5.4.2.5. The SG acts outside of the law
- 5.4.2.6. The SG acts in a way which endangers its membership
- 5.4.2.7. If a Team Leicester group, the group has failed to meet Sport and Active Life procedures

## 6. Student Group Committee

### 6.1. Student Group Committee Status

- 6.1.1. The SG Committee will make all core decisions with regards to the running and activities of the SG however recognise that ULSU are the ultimate authority in all matters
- 6.1.2. The SG Committee for the 2020/2021 academic year will be identified as the 'Committee Elect' from the time of being elected until **June 1st, 2020**
  - 6.1.2.1. During this time, the 2020/2021 Committee will be exempt from the Vote of No Confidence procedure but will still be held to the constitution, conduct matrix and additional policies
- 6.1.3. The SG Committee for the 2020/2021 academic year will begin their time in position on **June 1st, 2020** until **June 1st, 2021**.

### 6.2. Committee Structure

- 6.2.1. The SG Committee must consist of four 'core' positions:
  - 6.2.1.1. President/Club Captain
  - 6.2.1.2. Treasurer
  - 6.2.1.3. Secretary
  - 6.2.1.4. Welfare Officer
- 6.2.2. Where possible, the SG Committee shall consist of these additional positions for the 2020/2021 academic year:
  - 6.2.2.1. **Vice-President of Academic, Welfare and Sponsorship, hereafter known as VPAWS**
  - 6.2.2.2. **Vice-President of Sports and Sub-societies, hereafter known as VPSS**
  - 6.2.2.3. **Social Secretaries (x2)**
  - 6.2.2.4. **Ball Secretarie**
  - 6.2.2.5. **s (x2)**
  - 6.2.2.6. **Sports Secretary**
  - 6.2.2.7. **Academic Officer**
  - 6.2.2.8. **Alumni and Electives Officer**
  - 6.2.2.9. **Webmaster**
  - 6.2.2.10. **Media Officer**



6.2.2.11. Charity and Volunteering Officer

6.2.2.12. Graduate and Mature Student Representative

6.2.2.13. 1<sup>st</sup> Year Representatives (x2) – Voted in later in the academic year

6.2.3. The Executive Committee consists of:

6.2.3.1. The President

6.2.3.2. VPAWS

6.2.3.3. VPSS

6.2.3.4. Treasurer

6.2.3.5. Secretary

### 6.3. Committee Eligibility

6.3.1. To be a member of a SG Committee, students must meet the following criteria:

6.3.1.1. They must be a student at UoL for the duration of the 2020/2021 academic year

6.3.1.2. They must be over 18 years old as of July 1st, 2020

6.3.1.3. They must have been a member of the group in the 2019/2020 academic year and renew their membership in the 2020/2021 academic year

6.3.1.4. They must be democratically elected on [www.leicesterunion.com](http://www.leicesterunion.com) in line with ULSU guidance

6.3.1.4.1. If a Team Captain, the role must be elected in line with Sport and Active Life guidance

6.3.2. Students who are on a year without residence are eligible to run for SG Committee positions

6.3.3. Students who are on a year in industry/year abroad in the 2020/2021 academic year **cannot** run for SG Committee positions to be held in the 2020/2021 academic year

6.3.4. Students who are on a year in industry/year abroad in the 2020/2021 academic year may run for a SG Committee position to be held in the 2021/2022 academic year

6.3.5. 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

6.3.6. 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

### 6.4. Committee Responsibilities

6.4.1. Whole Committee responsibilities include but are not limited to:

6.4.1.1. Holding and attending regular Committee meetings



- 6.4.1.2. Holding an AGM
- 6.4.1.3. Acting as a signatory on the SG's funding account and all subsequent forms
- 6.4.1.4. Ensuring that the SG's funding account remains in positive figures
- 6.4.1.5. Adhering and uphold the values of the SG Constitution and any additional policies and guidelines issued including but limited to GDPR guidance
- 6.4.1.6. Ensuring that all relevant paperwork is completed and submitted on time to the Activities & Volunteering Department, including but not limited to: Affiliation Documents, Events Documents and Financial Documents etc.
- 6.4.1.7. Completing mandatory training and attend meetings as deemed necessary by the Activities and Volunteering Department
- 6.4.1.8. 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.
- 6.4.1.9. Deal with all the relevant issues and concerns of LUSUMA members.
- 6.4.1.10. Collect the opinions of LUSUMA members regarding balls, sports, socials and any other events organised.
- 6.4.1.11. The LUSUMA operating meetings are closed to non-committee members unless they are specifically invited by the LUSUMA Executive Committee.

## 6.5. Individual Role Responsibilities (Core Roles)

- 6.5.1. The **President** of the SG should:
  - 6.5.1.1. Oversee the running of the SG
  - 6.5.1.2. Represent the SG to ULSU, UoL and any outside bodies
  - 6.5.1.3. Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to Activities & Volunteering Department
  - 6.5.1.4. Ensure that all SG Committee Members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled Committee positions
  - 6.5.1.5. Not hold another core Committee role within the SG unless it is the Wellbeing and Inclusion Ambassador position
  - 6.5.1.6. Chair LUSUMA General Committee Meetings and LUSUMA Executive Committee Meetings.
  - 6.5.1.7. 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.
  - 6.5.1.8. Be held in overall responsibility for the activities of LUSUMA.
  - 6.5.1.9. 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.





- 6.5.1.10. 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.
- 6.5.1.11. Continually strive to ensure the aims of LUSUMA are being achieved.
- 6.5.1.12. Always act in the interests of LUSUMA's members, whilst keeping the aims of LUSUMA in mind.
- 6.5.1.13. Take minutes at LUSUMA meetings in the absence of the LUSUMA Secretary.
- 6.5.1.14. Ensure all constitutional amendments are promptly made after being ratified.
- 6.5.1.15. Arrange and attend a meeting with the Faculty at least once a term to discuss the activities of LUSUMA and the School of Medicine.
- 6.5.1.16. The LUSUMA President will also notify the Faculty and the Dean of Medicine of the names of those members that are elected into posts following Student Union elections.
- 6.5.1.17. This includes notifying the Faculty for the LUSUMA General Committee to gain access to the LUSUMA Office.
- 6.5.1.18. Work closely with the LUSUMA Treasurer to organise LUSUMA's annual budget including but not limited for events, balls, LUSUMA Sports Teams and LUSUMA Sub-societies.
- 6.5.1.19. Be responsible for the care and maintenance of the LUSUMA Presidential Stick, hereinafter called "The Stick" including engraving the name of the elected LUSUMA President into the stick following a presidential election and using the stick to chair meetings as required.

6.5.2. The **Treasurer** of the SG should:

- 6.5.2.1. Keep an accurate record of all expenditure and income of the SG
- 6.5.2.2. Act as the primary signatory on the SG's funding account
- 6.5.2.3. Be responsible for all grant funding applications and other financial dealings with the Union and external bodies
- 6.5.2.4. Process deposits and withdrawals from the SG's funding account
- 6.5.2.5. Ensure prompt reimbursement of all approved expenditure
- 6.5.2.6. Ensure all funds (except for external charity donations) are held and processed through the group's funding account at ULSU
- 6.5.2.7. Ensure all charity fundraising and donation is line with ULSU guidance
- 6.5.2.8. Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM
- 6.5.2.9. Not hold another core Committee role within the SG unless it is the Wellbeing and Inclusion Ambassador position
- 6.5.2.10. Be responsible for keeping the LUSUMA accounts and dealing with all monetary affairs of LUSUMA.
- 6.5.2.11. Be the principal 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.



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

6.5.2.13. Oversee the financial affairs of all LUSUMA sub-societies throughout the year and inform the LUSUMA Executive Committee of their financial situation.

6.5.2.14. Keep all relevant financial documents from the past three years' dealings as a minimum.

6.5.2.15. Work closely with the LUSUMA President to organise LUSUMA's annual budget including but not limited for events, balls, LUSUMA Sports Teams and LUSUMA Sub-societies.

6.5.3. The **Secretary** of the SG should:

6.5.3.1. 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 and make these available to all LUSUMA members of the LUSUMA website within three days of a meeting.

6.5.3.2. Be responsible for the SG mailing list and all communication using the SG mailing list

6.5.3.3. 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

6.5.3.4. Not hold another core Committee role within the SG unless it is the Wellbeing and Inclusion Ambassador position

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

6.5.3.6. 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.

6.5.3.7. Be responsible for all miscellaneous correspondence; including that to sub-societies on request of the LUSUMA Vice-Presidents.

6.5.3.8. Be responsible for the production and distribution of the LEICESTER MEDIC to the new intake of First Year Medical Students.

6.5.3.9. Be responsible for the election of LUSUMA First Year Representatives, onto the LUSUMA General Committee.

6.5.3.10. Notify LUSUMA of the outcomes of all meetings and elections held within them.

6.5.3.11. Be the main port of communication with the Students' Union Activities team, informing the LUSUMA Executive Committee of any correspondence.

6.5.3.12. Oversee the activities of the LUSUMA Communications team (Social Media Officer and Webmaster)

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

6.5.4. The **Welfare Officer** of the SG should:

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

6.5.4.2. Not act as a counsellor and only as a signposted

6.5.4.3. Be knowledgeable of and be able to signpost to support services offered by ULSU, UofL and the community

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

6.5.4.5. 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.

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

6.5.4.7. 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).

6.5.4.8. Act as point of contact for all medical students to answer any enquires or signpost them to appropriate support.

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

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

6.5.4.11. Organise 'Exam Distress' events through liaison with the Students' Union

#### **6.6. Individual Role Responsibilities (Additional Roles)**

6.6.1. The **VPAWS** of the SG should:

6.6.1.1. Assist the LUSUMA President in the general running of LUSUMA.

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

6.6.1.3. Be responsible for the upkeep of relations with those organisations mentioned in section 4.0 above.

6.6.1.4. Be responsible for organising the Medical Students' Parenting Scheme, sending surveys to the Faculty to distribute whilst working alongside the Webmaster to match families appropriately.

6.6.1.5. 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.

6.6.1.6. Attend a meeting with the Faculty as described in 6.5.1.15 at least once per term.

- 6.6.1.7. Be responsible for all correspondence with Supporting Organisations and for securing new sponsorship deals whilst maintaining deals with current sponsors.
- 6.6.1.8. Be responsible for working closely with Academic Officer to facilitate revision sessions, maintain and update all LUSUMA revision materials for use by LUSUMA Members.
- 6.6.1.9. Work to ensure the academic and welfare needs of LUSUMA Members are fulfilled, and thus attend Student Staff Liaison Committee (SSLC) meetings with the Faculty alongside the Academic Officer.
- 6.6.1.10. Should therefore advise the LUSUMA General Committee on any recent academic situation as told to them by members of the Faculty at SSLC meetings and any other meetings related to academia within the Medical School.
- 6.6.1.11. Be responsible for all LUSUMA sub-societies whose primary role is to provide academic assistance to LUSUMA members.
- 6.6.1.12. Should therefore be responsible for all activities of these sub-societies ensuring the relevant 'Event Notification Forms' are sent to the Students' Union by the Secretary prior to all their events.
- 6.6.1.13. Work with the VPSS to organise the Medic Freshers' Fair during INTROweek®.

6.6.2. The **VPSS** of the SG should:

- 6.6.2.1. Assist the LUSUMA President in the general running of LUSUMA.
- 6.6.2.2. Act as the LUSUMA President in the absence of the President and VPAWS, taking on their responsibilities for the duration of that absence.
- 6.6.2.3. Be responsible for the upkeep of relations with those organisations mentioned in section 4.0 above.
- 6.6.2.4. Be responsible for organising the sale, ordering and distribution of LUSUMA merchandise to LUSUMA Members. Including maintaining a proper business relationship with VIPER10 until LUSUMA's contract ends with them.
- 6.6.2.5. 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.
- 6.6.2.6. Work closely with the sub-societies of LUSUMA and its committees and act as their main point of contact with the LUSUMA Executive Committee.
- 6.6.2.7. Be responsible for the activities of LUSUMA sub-societies and sports clubs making sure they:
- 6.6.2.8. Submit a list of current members of the society and its committee by the deadline date LUSUMA gives them or be considered inactive.
- 6.6.2.9. Submit a sub-society Constitution, Master Risk Assessment and Inventory (if applies to their society) to the Student's Union or be considered inactive.

6.6.2.10. Complete the following core training modules under the Students' Union: Wellbeing for SGs, Inclusion for SGs and Running SG Events.

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

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

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

6.6.2.14. The VPSS May exchange some responsibilities with the VPAWS during their tenure by mutual agreement and with the permission of the LUSUMA President.

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

6.6.2.16. Work with the VPAWS to organise the Medic Freshers' Fair during INTROweek®.

6.6.2.17 Work with the LUSUMA Webmaster to ensure all the LUSUMA Sports and Sub-societies have access to the LUSUMA Calendar and can adequately advertise their events.

6.6.3. The **Social Secretaries** of the SG should:

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

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

6.6.3.3. Work with the LUSUMA Media Officer and Webmaster to ensure adequate publicity of LUSUMA Social Events to all LUSUMA Members.

6.6.3.4. Plan and organise at least two original socials over the course of each committee year, providing that there is a suitable date in the academic year.

6.6.3.5. Ensure that most LUSUMA Social Events have a non-alcoholic alternative.

6.6.4. The **Sports Secretary** of the SG should:

6.6.4.1. Be responsible for the development and continuation of the sporting activities of LUSUMA Members whilst working with the VPSS

6.6.4.2. Be responsible of all activities of LUSUMA Sports Teams and for the development and continuation of sporting relations with the National Association of Medics' Sports.

- 6.6.4.3. Work with the LUSUMA Social Secretaries as necessary in organising social events; including but not limited to Varsity, Sports Awards and INTROweek® Sports Night.
- 6.6.4.4. Work with the LUSUMA Media Officer and Webmaster to ensure adequate publicity of LUSUMA sporting events and Sports Teams to LUSUMA Members.
- 6.6.4.5. Oversee the awarding of Sports Colours, to be given out at the yearly Sports Awards, to those who have fulfilled the relevant criteria.
- 6.6.4.6. Liaise with Regents College, the Students' Union and other appropriate training venues to make bookings for weekly training sessions.
- 6.6.4.7. Be responsible for the organisation of an annual Varsity tournament with Nottingham MedSoc.
- 6.6.5. The **Ball Secretaries** of the SG should:
- 6.6.5.1. Be responsible for the organisation of the LUSUMA Winter Ball and the LUSUMA Summer ball.
- 6.6.5.2. Assist a sub-committee of final years in the organisation of a LUSUMA Graduate Ball.
- 6.6.5.3. Work with the Media Officer and Webmaster to ensure that the events outlined in 6.6.5.1 are adequately publicised to all LUSUMA Members.
- 6.6.5.4. Acquire input from the LUSUMA General Committee and LUSUMA Members and use this data to help in the planning and organisation of the events described in section 6.6.5.1
- 6.6.6. The **Academic officer** of the SG should:
- 6.6.6.1. Ensure all 'LUSUMA notes' are correct, up to date and accessible to all LUSUMA Members.
- 6.6.6.2. Organise all LUSUMA revision lectures, working with the VPAWS to recruit lecturers, as well as the Media Officer and Webmaster publicising the revision sessions.
- 6.6.6.3. Be responsible for any academic concerns of LUSUMA members, and thus attend Student Staff Liaison Committee (SSLC) meeting with the Faculty.
- 6.6.6.4. Be aware of the range of academic support available to be able to adequately signpost students to the relevant people internal or external to the University of Leicester.
- 6.6.6.5. Unlock Brainscape Flashcards for requesting LUSUMA members and ensure that these flashcards are correct and up to date.
- 6.6.7. The **Webmaster** of the SG should:
- 6.6.7.1. Be responsible for the maintenance and upkeep of the LUSUMA Website.
- 6.6.7.2. Ensure the LUSUMA Website is sufficiently accessible and publicised to all LUSUMA Members.
- 6.6.7.3. Be responsible for the maintenance and upkeep of the LUSUMA App.
- 6.6.7.4. Be responsible for validating LUSUMA Membership for users of the App.
- 6.6.7.5. Be responsible for emailing out PDP certificates to past sub-society, sports and LUSUMA General committee members.
- 6.6.7.6. Be responsible for the maintenance of the LUSUMA Calendar, alongside the VPSS.



- 6.6.7.7. Assist the LUSUMA VPSS in co-ordinating LUSUMA Clothing and Team LUSUMA clothing sales via the LUSUMA Website.
- 6.6.8. The **Charity and volunteering Officer** of the SG should:
- 6.6.8.1. Co-ordinate all fundraising conducted by LUSUMA, LUSUMA sub-societies and LUSUMA sports teams.
- 6.6.8.2. Ensure that all charitable giving is done so through the proper channels via communication with the Students' Union Fundraising and Volunteering Co-ordinator.
- 6.6.8.3. Choose two charities for LUSUMA fundraising efforts to support throughout the year.
- 6.6.8.4. At least one of the charities should be local to Leicester to encourage community engagement.
- 6.6.8.5. Organise at least three LUSUMA fundraising events throughout the year.
- 6.6.8.6. Maintain the 'Volunteering Hub' on the LUSUMA Website.
- 6.6.8.7. Liaise with Volunteering opportunities, that may or may not have existing connections with LUSUMA, to create and maintain a hub for advertisement and application details for these opportunities.
- 6.6.8.8. Assist the Medical School Faculty to organise a 'Volunteering Fair' as part of the 2<sup>nd</sup> year CHDD course.
- 6.6.8.9. Be ever seeking new enrichment opportunities for LUSUMA Members.
- 6.6.9. The **Social Media Officer** of the SG should:
- 6.6.9.1. Be responsible for the maintenance and updating of LUSUMA's social media channels including but not limited to, the Official LUSUMA Facebook group, Instagram, Snapchat and Website.
- 6.6.9.2. Be responsible for the maintenance, safety and appropriate insurance cover of all LUSUMA portable electrical equipment.
- 6.6.9.3. Be responsible for photographing every major LUSUMA Social, Sporting and Charity events.
- 6.6.9.4. Upload all photographs of major LUSUMA Social and Sporting events to the LUSUMA Website/Leicester Medics Photo page on Facebook within 14 days of the event.
- 6.6.9.5. It should also be ensured that all photographs are suitable for public viewing and do not jeopardise the position of LUSUMA within the Students' Union, the Faculty or the University.
- 6.6.9.6. Publicise events (including all relevant activities organised by those organisations mentioned in section 4.1 above), news and information of interest to all LUSUMA Members.
- 6.6.9.7. Maintain communication and advertisement to all LUSUMA Members via email, lecture announcements, posters and any other viable means of communication that are legal and permitted by the Students' Union.
- 6.6.9.8. All information publicised for LUSUMA by the LUSUMA Media Officer or other LUSUMA committee members will be monitored by the LUSUMA Executive Committee.
- 6.6.10. The **Alumni and Electives Officer** of the SG should:



- 6.6.10.1. Work to build and expand a LUSUMA alumni network.
- 6.6.10.2. Plan and organise events for LUSUMA members who have graduated from the University of Leicester.
- 6.6.10.3. Work with the Faculty and the University of Leicester Alumni Department to grow the LUSUMA alumni network.
- 6.6.10.4. Plan and run an annual electives evening to assist LUSUMA Members in planning their 5<sup>th</sup> year electives.
- 6.6.10.5. Maintain a section on the LUSUMA Website for electives information and advice.
- 6.6.11. The **Graduate and Mature Student Representative** of the SG should:
  - 6.6.11.1. Represent the views and opinions of the graduate and mature students to LUSUMA.
  - 6.6.11.2. Identify and assist in satisfying the specific needs of the graduate and mature students
  - 6.6.11.3. Assist the LUSUMA Communications team in publicising events, news and information to graduate and mature students.
  - 6.6.11.4. Be responsible for the planning and organisation of all LUSUMA social events specific to graduate and mature students, including LUSUMA 'CHEMweek'
- 6.6.12. The **1<sup>st</sup> Year Representatives** of the SG should:
  - 6.6.12.1. Act as ports of contact between the 1<sup>st</sup> Year Class and the LUSUMA General Committee, responding to current issues as appropriate.
  - 6.6.12.2. Assist the LUSUMA Communications Team in publicising events, news and information to the 1<sup>st</sup> Year Class.
  - 6.6.12.3. Be responsible for the cleaning and upkeep of the LUSUMA Office within the George Davies Centre.
  - 6.6.12.4. Assist the LUSUMA Social Secretaries in promoting events and selling tickets to the 1<sup>st</sup> Year Class.
  - 6.6.12.5. Assist the LUSUMA Academic Officer in managing access to LUSUMA Academic Resources including but not limited to Brainscape Flashcards.

## 6.7. Disciplinary Procedures

- 6.7.1. Should a Committee Member fail to complete their roles as identified in the SG constitution, a Vote of No Confidence can take place.
- 6.7.2. 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](#) to launch an investigation.

## 7. Student Group Membership

### 7.1. Eligibility



- 7.1.1. A SG's 'Standard Membership' is available to all current students at UoL
- 7.1.2. A SG's 'Associate Membership' is available to alumni and externals at a SG's discretion
- 7.1.3. Groups may issue lifetime membership at their own discretion
- 7.1.4. All Team Leicester Clubs must abide by the Sport and Active Life Membership Policy

## 7.2. Purchasing Membership

7.2.1. The SG Committee will determine the cost of membership annually. Membership costs for the 2020/2021 academic year are as follows:

- 7.2.1.1. <£x> for Standard Membership (leave blank if group does not have this membership type)
- 7.2.1.2. <£x> for Social Membership (leave blank if group does not have this membership type)
- 7.2.1.3. <£x> for Associate Membership (leave blank if group does not have this membership type)
- 7.2.1.4. £95 for Lifetime Membership (leave blank if group does not have this membership type)

7.2.2. 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:

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

7.2.2.2. The amount payable depends on the length of time that the member has remaining on their course.

7.2.2.3. Students with 4 or more years remaining on their course: The full subscription amount

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

7.2.2.5. Students with 2-3 remaining on their course: The full subscription amount minus 40%

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

7.2.2.7. Students with less than 1 year remaining on their course: The full subscription minus 80%

7.2.2.8. All other students: The full subscription minus 40%

7.2.3. Unless specified by the SG Committee, standard and associate membership will commence on **September 1st, 2020** and expire on **July 31st, 2021**

7.2.4. Memberships can only be purchased through [www.leicesterunion.com](http://www.leicesterunion.com), the Students' Union Reception and for Team Leicester Clubs, at the Danielle Brown and Roger Bettles Sports Centres. Memberships purchased outside these guidelines will not be recognised by the Students' Union.

## 7.3. Revoking Membership

7.3.1. Student and Associate members can apply for a refund within 21 days of purchase by emailing [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk). All requests after this point are reviewed and granted at the discretion of the SG Committee

7.3.2. SG membership can be revoked as a result of the Students' Union Conduct Matrix

## 7.4. Membership Responsibilities

7.4.1. All SG members must:

- 7.4.1.1. 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.
- 7.4.1.2. Endeavour to retain a copy of their proof of purchase for Student Group Membership

## 7.5. Membership Privileges

- 7.5.1. Standard Members of a SG may:
  - 7.5.1.1. Attend all meetings and activities hosted by the SG
  - 7.5.1.2. Vote in all Annual General, Emergency General and General Meetings
  - 7.5.1.3. Stand for election to and hold positions on the SG Committee
  - 7.5.1.4. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes
  - 7.5.1.5. Come to the Activities & Volunteering Department with any issues regarding the SG Committee
  - 7.5.1.6. Raise a Vote of No Confidence against a Committee Member
- 7.5.2. Associate Members of a SG may:
  - 7.5.2.1. Attend all meetings and activities hosted by the SG
  - 7.5.2.2. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes
  - 7.5.2.3. Come to the Activities & Volunteering Department with any issues regarding the SG Committee
- 7.5.3. Associate Members of a SG may **not**:
  - 7.5.3.1. Stand for any Committee position
  - 7.5.3.2. Vote in any SG elections or votes hosted by the SG
  - 7.5.3.3. Count as members for the purpose of assessing ULSU Funding applications
  - 7.5.3.4. Raise a Vote of No Confidence against a Committee Member
- 7.5.4. Lifetime Members who are **current students** of UoL have the same privileges as Standard members as described in 7.5.1
- 7.5.5. Lifetime members who are **not** current students of UoL may not:
  - 7.5.5.1. Stand for any Committee position
  - 7.5.5.2. Vote in any SG elections or votes hosted by the SG
  - 7.5.5.3. Count as members for the purpose of assessing ULSU Funding applications
  - 7.5.5.4. Raise a Vote of No Confidence against a Committee Member
  - 7.5.5.5. Receive academic support in the form of peer led sessions by LUSUMA and their academic sub-societies.



## Student Group Declaration 2020/2021


By signing the constitution, the Committee of LUSUMA 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 2020/2021 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 31st, 2021** whereupon all data will be deleted except for 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 be 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 1st, 2020**.


### President

Name (Block Capitals)	Signature
GEORGIA WILLIAMS	

**Treasurer**


Name (Block Capitals)	Signature
RAY KEE	

**Secretary**


Name (Block Capitals)	Signature
SOPHIE WAKELIN G	

**Vice President of Academic, Welfare and Sponsorship (VPAWS)**


	Signature

GAURIKA PURI	
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**Vice President of Sports and Sub-societies**

Name (Block Capitals)	Signature
SUSMIT DAS	

**Academic Officer**

Name (Block Capitals)	Signature
SADIK AL-HASSANI	


**Welfare Officer**

Name (Block Capitals)	Signature



	
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**Charity and Volunteering Officer**

Name (Block Capitals)	Signature
<b>ANDRIA KANTHARUBAN</b>	


**Media Officer**

Name (Block Capitals)	Signature
<b>EMMA WILLIAMSON</b>	

**Sports Secretary**

Name (Block Capitals)	Signature
<b>BETH CLAYTON</b>	

**Graduate and Mature Students Representative**

Name (Block Capitals)	Signature
<b>CHANJEVAN GHUMAN</b>	

**Alumni and Electives Officer**

Name (Block Capitals)	Signature
<b>ALEX PARKER</b>	