



SOCIETY CONSTITUTION

2022 / 2023

INSTRUCTIONS

1. Make a copy of this document somewhere safe in your group's drive (File > Make a copy).
2. Rename the document, and replace "[SOCIETY NAME]" with your group's name.
3. Fill in all required sections, indicated by purple boxes, by replacing "???".
4. Once completed, **save the document as a PDF** and submit through the Society Re-Ratification Form.

SOCIETY CONSTITUTION

Ultimate responsibility for the governance and discipline of societies lies with the Activities Officer, who has delegated responsibility to the Activities Coordinator.

This document contains your Society Constitution. **There are certain sections that you need to fill out, identified by purple boxes**, which correlate with certain sections in the Constitution. You can also add additional society-specific policies to your Constitution in the 'Amendments' section if required.

Copies of the Constitution should be made available to all members. YUSU will also publish this constitution to your YUSU web page shortly after ratification.

If you have any queries please email societies@yusu.org.

PURPOSE OF HAVING A CONSTITUTION

To provide the University of York University Students' Union (YUSU) Societies with a Constitution that outlines their duties, responsibilities and guidance which members are expected to abide by, and to provide YUSU with details about the society.

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University of York Gilbert and Sullivan Society

Constitution 2022/23

1. Definitions

- 1.1. The society in this document will be referred to as the 'Society'.
- 1.2. Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee'.

2. Name of the Society

- 2.1. The Society's name shall be [Question 1]. The Society will be considered a [Question 2] Society and be represented by the relevant member of the Societies Committee. People can join the society for the cost of [Question 3].

Question 1: Society Name

Gilbert and Sullivan Society

Question 2: Society Category

Select one category which best describes your society. View our category definitions [here](#).

☐ Academic & Educational

☐ Arts & Cultural

☐ Campaigning & Political

☐ Faith

☐ Games & Fandom

☐ International

☒ Music & Performance

☐ Special Interest

Question 3: Society Cost

£7

This can be free, but a £4.00 minimum applies to be eligible for a YUSU grant. You can also set up multiple memberships (e.g. termly and yearly) - please provide details.

3. Aims and Objectives

- 3.1. The aims and objectives of the Society are to promote the interests and act on behalf of the Society Members.
- 3.2. To provide an opportunity for members of the Society to meet and participate in the given activities together.
- 3.3. The Society's specific aims shall be:

Question 4: Society Aims

What improvements, changes or differences the Society will make to students. These must not contravene the Union constitution or be the same as another Society.

To give our members the opportunity to learn, perform and share their enthusiasm for theatre, music and the works of Gilbert and Sullivan.

3.4. The Society's specific objectives shall be:

Question 5: Society Objectives

The areas of activity or overall practical steps the Society plans to accomplish its aims.

To perform at least once a term, to rehearse for said shows regularly, and to arrange social events for our members.

4. Membership

- 4.1. Membership of the Society will be open to all members of YUSU.
- 4.2. Membership of the Society, in addition to section 4.1, will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent conditions of their membership. This includes students on a leave of absence.
- 4.3. Non-YUSU members must not exceed 20% of the overall Society membership.
- 4.4. The Society must have a core minimum membership of 10 YUSU members. If it does not reach this minimum, it will be required to submit proof of its regular activity to the Activities Coordinator upon request.

5. Code of Practice

- 5.1. No member should undertake any action that may bring the reputation of the Society, YUSU, or the University into disrepute.
- 5.2. A member must not participate in or omit to mention anything which might cause damage to themselves or others.
- 5.3. All members must adhere to the health and safety rules and procedures of YUSU, the Society, and the University.
- 5.4. No members should attend activities and/or meetings under the influence of alcohol and/or drugs.
- 5.5. Members must respect the different viewpoints of the Society's members if they are different from their own.
- 5.6. Members must respect the property of the University, YUSU, the Society, and of other members.
- 5.7. Participant selection for Society activities should be free and fair.
- 5.8. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Society or a committee position.
- 5.9. Drinking should not be the main purpose of any social events, and members should be able to participate in all Society activities without drinking alcohol, and without any coercion to drink.
- 5.10. The committee will ensure that members of the Society should not pressure or coerce any other member into any action with which they feel uncomfortable.
- 5.11. Any action taken by the members on behalf of or while representing the Society in any way will also be accountable to the YUSU Code of Conduct found in Bye-Law 12.
- 5.12. Breaches of this code of practice can result in Society, YUSU, or University disciplinary action.
- 5.13. Societies must adhere to GDPR in order to protect their members' data. They should make members aware of how their data will be used and be able to justify doing so.
- 5.14. [Question 6]

Question 6: Additional Codes of Practice

Additional Codes of Practice for the society.

Breaking the code of conduct could result in temporary or permanent removal or suspension from

the society and its events.

6. Society's Committee

- 6.1. The Committee will be collectively responsible for the effective management and day to day running of the Society.
- 6.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 6.3. The Committee shall have the power to set Society rules, in accordance with the Societies Constitution.
- 6.4. A new Committee must be democratically elected at least annually at the Annual General Meeting (AGM).
- 6.5. The democratically elected Committee must at minimum consist of:
 - 6.5.1. President / Chair
 - 6.5.2. Secretary
 - 6.5.3. Treasurer
 - 6.5.4. [Question 7]

Question 7: Other Committee Positions

Other positions on the society's committee, if applicable.

Press and Publicity Officer;
Sponsorship, Fundraising and Outreach Officers;
Social Secretary;
Welfare Officer;
Archivists;
Ordinary member

- 6.6. The Committee will ensure an up-to-date list of Committee members is provided to YUSU within one week of any election.

7. Duties of the Society's Committee

- 7.1. The President/Chair is responsible for:
 - 7.1.1. Providing leadership for the Society.
 - 7.1.2. Society Data Protection - see Section 8.
 - 7.1.3. Being a spokesperson/figurehead and representing the Society to relevant external stakeholders.
 - 7.1.4. Ensuring that Society adheres to the relevant policies and to this constitution.
 - 7.1.5. Ensuring the Society Committee contains officers listed in section 6.5.
 - 7.1.6. Completing Society Officer Training and attending Societies Open Meeting.
 - 7.1.7. Calling and chairing meetings of the Society's Committee.
 - 7.1.8. Publicising the Society.
 - 7.1.9. Any other duties as mutually agreed by the Committee and the President/Chair [Question 8].

Question 8: Society-Specific Duties for the President/Chair

Oversee all society activities, to ensure their smooth operation.
Ensure smooth line of communication between production team, committee and members.

- 7.2. The Secretary is responsible for:
 - 7.2.1. Completing Society Officer Training

- 7.2.2. Taking care of Society admin
- 7.2.3. Arranging meetings and booking rooms or venues
- 7.2.4. Creating agendas and keeping minutes of meetings as necessary
- 7.2.5. Communicating regularly with members
- 7.2.6. Being aware of key dates for the Society throughout the year
- 7.2.7. Organising the AGM (Annual General Meeting)
- 7.2.8. Any other duties as agreed by the Committee [Question 9].

Question 9: Society-Specific Duties for the Secretary

Keep communication clear and open between all production teams and the society committee.

7.3. The Treasurer is responsible for:

- 7.3.1. Administering the Society's finances in accordance with the Constitution, Laws and By-Laws of YUSU.
- 7.3.2. Completing Society Officer Training.
- 7.3.3. Learning and understanding the Students' Union financial system.
- 7.3.4. Sourcing and applying for grant funding where necessary.
- 7.3.5. Keeping track of all income/expenditure.
- 7.3.6. Keeping the committee & members informed of the Society's financial situation.
- 7.3.7. Organising fundraising or sponsorship for the Society.
- 7.3.8. Countersigning every claims form and transport form.
- 7.3.9. Creating a budget for each event.
- 7.3.10. Any other duties as agreed by the Committee [Question 10].

Question 10: Society-Specific Duties for the Treasurer

N/A

7.4. [Question 11]

Question 11: Duties of other committee members

Press and Publicity Officers:

- Publicising shows and events,
- Managing social media accounts
- Keeping the society website updated
- Organise reviews and press coverage for shows.
- Design print and digital media.
- Organise photography
- Source Merchandise

Sponsorship, Fundraising & Outreach Officers:

- Seeking sponsorship,
- Organising fundraising,
- Coordinating outreach
- Organise workshops for the society to benefit the members.

Social Secretaries:

- Organising social events,
- Coordinating society awards,
- Working alongside Sponsorship, Fundraising & Outreach Officers to plan fundraising events

Welfare Officer:

- Caring for the welfare of society members,
- Speaking on members' behalf at committee Meetings
- Ensuring the society and its events are accessible.
- Oversee training of the production teams and make sure they maintain high standards.

Archivists

- Update and maintain society archive
- Digitising things
- Liaise with Alumni
- Take stock of all props, costumes, etc.
- Manage cupboard and container

Ordinary Member

- Help out other members of committee

- 7.5. No Committee member should be responsible for case work e.g. giving support and advice to any individual student. If and when these cases present they must be referred promptly to the Activities Coordinator who can ensure the proper support is made available.

8. Data Protection

- 8.1. All membership personal data is subject to the UK General Data Protection Regulations (GDPR), the Data Protection Act 2018, related legislation and YUSU procedures.
- 8.2. The President/Chair is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
- 8.3. The President/Chair is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
- 8.4. The President/Chair must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
- 8.5. The President/Chair can formally nominate a Data Protection Officer who is responsible for overseeing the society's compliance to GDPR and YUSU procedures. Key responsibilities include:
- 8.5.1. Ensuring membership personal data including email addresses are private and confidential and is only used for society membership purposes and contact that would be reasonably expected as part of the membership offer.
- 8.5.2. Ensuring that all communications are sent via the SUMS Communications platform wherever possible, and not from email accounts. Where this is inconvenient or not possible, the society must ensure all bulk or emails must only be sent via blind-copy ("bcc").
- 8.5.3. Obtaining the necessary consent from members to hold and process personal data in relation to membership. Given that a contractual relationship exists when a membership is purchased (whether or not cash changes hands), there is no need for explicit consent to be sought by student groups provided they are

only using the personal details of members in relation to reasonable membership activities / communications.

- 8.5.4. Not sharing membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
- 8.5.5. Advising YUSU of any breaches of data protection as soon as they are made aware of the breach.
- 8.6. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

9. Society Finance

- 9.1. All Society income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.
- 9.2. The President/Chair, Secretary and Treasurer shall automatically be signatories to the Society accounts, once YUSU has received an up-to-date committee list during the (re-)ratification process.
- 9.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Society; one of which must be the Treasurer unless the Treasurer is making the claim.
- 9.4. The Society's accounts shall be available for inspection at any reasonable time by YUSU staff and through the SUMS Member Dashboard.
- 9.5. An annual membership fee is required from all Society members, including the Committee unless the Society states otherwise and agrees not to be eligible for a YUSU grant. The Committee is responsible for determining both this fee and its collection.
- 9.6. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

10. Meetings

- 10.1. The primary decision-making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- 10.2. All General Meetings must be open and advertised to all members.
- 10.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.
- 10.4. The Committee shall give at least 7 days notice of any General Meeting.
- 10.5. The quorum of a General Meeting shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 10.6. An EGM can be called by the Committee of the Society, Societies Committee, or a petition signed by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

11. Election of the Committee

- 11.1. Only current paid-up members of the Society are allowed to stand for election.
- 11.2. The Committee must be elected by the Society at an AGM (see section 10), which must be held at least once in every 12 month period, in the time period provided by the Activities Coordinator unless otherwise agreed.
- 11.3. All members should be made aware of their ability to stand for election and vote.
- 11.4. Only paid-up Society members who are also full members of YUSU shall be entitled to vote.
- 11.5. The Committee must be democratically elected in a free and fair election.

- 11.5.1. All Society members must have the chance to question candidates and submit a vote in private.
- 11.5.2. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferable Vote system.
- 11.5.3. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
- 11.5.4. If any vacancies occur in the Committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

12. Society Complaints Procedure

- 12.1. This procedure allows members to raise complaints about any issues relating to the Society, including (but not limited to):
 - 12.1.1. The safety of activities.
 - 12.1.2. The standards of instruction.
 - 12.1.3. The standard of equipment used for the activities.
 - 12.1.4. Bullying and harassment.
 - 12.1.5. Disregard for operational policies of YUSU including the Equal Opportunities and Safe Space policies.
- 12.2. Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the President/Chair must consult YUSU for advice.
- 12.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct ([Bye-Law 12](#)) which will be followed in addressing Formal Complaints.
- 12.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's [Code of Practice on Harassment](#) and/or [Complaints Procedure](#).

13. Dismissal and Resignation of Committee Members

- 13.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their Society members.
- 13.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally. One of the committee members named in section 6.5 will be responsible for overseeing this informal process, and acting as a mediator when and where they deem necessary.
- 13.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the Activities Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 13.4. If a 'no confidence' motion is called then a Society EGM (see section 10) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 13.5. If the no confidence motion is successful or a Committee member resigns, then a Committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 10).
- 13.6. If the no confidence motion is unsuccessful:
 - 13.6.1. YUSU will facilitate support with the Committee to resolve any outstanding issues.

- 13.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that Committee member was heard.

14. Suspension and Exclusion of Members

- 14.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
- 14.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.
- 14.3. If an imminent risk is identified a Society member may be suspended immediately for a period of up to 14 days.
 - 14.3.1. Any assessment of risk must be carried out by YUSU at the earliest opportunity.
 - 14.3.2. If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.
- 14.4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
- 14.5. Any member facing exclusion from a Society must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.
 - 14.5.1. The panel for the hearing will be chaired by the Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same category as the Society) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member who will minute the meeting.
 - 14.5.2. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.
- 14.6. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to YUSU.
- 14.7. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from the Societies Committee and the York Sport Committee. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.
- 14.8. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

15. Amendments to the Society Constitution

- 15.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 15.2. If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect.

16. Dissolution

- 16.1. The Society may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.
- 16.2. In exceptional circumstances, the Society may also be dissolved by the Societies Committee if deemed necessary and subject to the approval of the Activities Officer.

17. Declaration

- 17.1. As a Society Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU's Constitution, YUSU's Policies and guidelines in the Resource Hub.

Question 12: Declaration

Please state the name and position of each committee member who has agreed to this declaration. All committee members must sign this declaration before the constitution is submitted to YUSU for ratification.

Name	Position
Katie Leckey	Chair
Wilfred Tomlinson	Secretary
Grace Stannard	Treasurer
Sophia Razak	Welfare officer
Amy Howarth	Social Secretary
Molly Raine	Social Secretary
Luke Siever	Sponsorship, fundraising and Outreach Officer
Ismail Oflaz	Sponsorship, fundraising and Outreach Officer
Sam Sheppard	Archivist
James Mason	Archivist
Victoria Salter	Press and Publicity
Adela Barrett	Ordinary Member

18. Amendments

Question 13: Additions to your Society Constitution.

If your Society has additional constitutional amendments, please add them to the document white space below. Please ensure each amendment and point is separated clearly, i.e. formatted similarly

to the above YUSU society constitution.

N/A