University of Bristol Students’ Union {Name of Group}

1. NAME

##### The name of the Project shall be the Bristol SU (University of Bristol Students’ Union) {*Name of Group}*

##### The Project shall be affiliated to the University of Bristol Students’ Union and represented by the Sport Network.

2. AIMS

* *Aim 1*
* *Aim 2*
* *Aim 3*
* *Aim 4*
* *Aim 5*
* *Aim 6*

The Project shall abide by the Union’s Code of Conduct, and any other policies laid down by the Union’s Board of Trustees.

3. MEMBERSHIP

1. Full membership is open to all full members of the Union by application to the Project.
2. Associate membership is open to all other persons who are associate members of the Union.
3. Not less than three-quarters of the Project members shall be full members of the Union.
4. The Secretary shall keep a list of all members, differentiating between full and associate members. The Secretary shall inform the Student Services Team of the membership of the Project each year.
5. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee being no less than the minimum rate demanded by the Union.

4. PRIVILEGES OF MEMBERSHIP

1. Only members may sit on the Committee.
2. Only full members may vote in Committee elections.
3. All categories of membership shall have equal rights of attending meetings etc.

5. COMMITTEE

1. There shall be a Project Committee which shall be the executive decision-making body of the Society.
2. The Project Coordinator, Secretary, Treasurer and Equality Officer of the Committee shall be full members of the Union.
3. The Committee shall be responsible for the general and financial policy of the Project, subject to such rules as laid out in the Union’s Constitution and Byelaws, and any rulings made by the Union.
4. Quoracy for Committee meetings shall be set at 50% of the post filled positions plus one.
5. All Committee meetings must be minuted by the Secretary (or other Committee member if they are unavailable) and the minutes circulated to the Committee before the next committee meeting.
6. The Committee is comprised of:

{Role 1 Title}

{Role 1 Description}

{Role 2 Title}

{Role 2 Description}

{Role 3 Title}

{Role 3 Description}

{Role 4 Title}

{Role 4 Description}

{Role 5 Title}

{Role 5 Description}

{Role 6 Title}

{Role 6 Description}

{Role 7 Title}

{Role 7 Description}

{Role 8 Title}

{Role 8 Description}

{Role 9 Title}

{Role 9 Description}

{Role 10 Title}

{Role 10 Description}

6. FINANCIAL

1. The Treasurer of the Project shall be a full member of the Union and not in their final year at the University. However, if given approval by the Union, a final year student may take the position.
2. All financial arrangements must be made in accordance with current instructions to Project Treasurers, as set down by the Union.
3. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance shall jointly be empowered to issue financial instructions on behalf of the Project if:

(i) the affiliated student group ceases to be affiliated

(ii) there are concerns that funds are being managed in breach of the provision set out in the Byelaws

(iii) the group ceases to exist or there are breaches to any minimum standards set out in Union policy.

7. GENERAL MEETINGS

1. There shall be an Annual General Meeting once per annum, and this shall be during Teaching Block 2.
2. Notice of such meetings must be sent to the Project membership via email with at least 14 days’ notice. An agenda must be sent out with at least 7 days’ notice.
3. Quorum of such meetings shall be set at twice the Committee size plus one.
4. An Extraordinary General Meeting may be called by either the Committee or 5% of the membership of the Project by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days’ notice shall be given.

8. ELECTIONS

Elections shall be held at the Annual General Meeting to elect officers of the Committee for the following annual session. Officers can only be removed from their posts by an EGM or AGM. Nominations must be received 7 days in advance.

1. If Committee positions are left unfilled after the AGM, then the Committee shall have the power to co-opt Project members onto the Committee to fill the vacant posts. However, co-opted Committee members are not regarded as full Committee members and can be removed by the Committee at any time.
2. Voting shall be by {{voting method}} and shall be conducted by a show of hands if the position is uncontested, having asked the candidate to leave the AGM room. If the position is contested, then ballot papers shall be issued to those voting and a count taken of the ballot papers by a Committee member. In the event of a tie, the outgoing Project Coordinator shall have the deciding vote.

9. AFFILIATIONS

1. The Project shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union.

10. CONSTITUTIONAL AMENDMENTS

1. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.
2. All such amendments shall become valid only after approval by the Union.