



Bath University Guides and Scouts (BUGS) Constitution 2021-22

1) Definition of terms

- a) 'Societies' refers to the sub-group of The University of Bath Students' Union (Student's Union), its Executive Committee, and all affiliated groups. Hereafter, it will be referred to as Socs.
- b) Within Socs there are 5 sub-groups: Arts, Departmental, Ethical & Political (E&P), Faith and Cultural (F&C) and Recreational.
- c) 'Society' refers to Bath University Guides and Scouts Society which is a sub-group of Recreational.
- d) 'Society Committee' refers to those members of Bath University Guides and Scouts Society elected to the positions outlined in Appendix 1.

2) Mission Statement

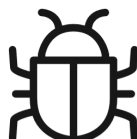
- a) To provide a varied programme of events and activities for its members.
- b) To maintain relationships with the Scout and Guide movements locally.
- c) To render service as a society to Scouting, Guiding and the community.
- d) To create a wider understanding and appreciation of the work of the Scout and Guide movements, particularly among other students, by the spreading of information and by example.
- e) To be actively involved in the national Student Scout and Guide Organisation (SSAGO).

3) This Constitution

- a) This constitution lays out the governance of the group.
- b) This constitution is superseded by the Socs Constitution, the SU's Articles of Governance, Bye-laws and Regulations.
- c) This constitution should be reviewed on an annual basis by the group's committee.
- d) The core of this constitution may only be ratified by a Societies General Meeting and must be reported to the SU Activities Officer and the Socs sub-group's support staff.
- e) Any change to this constitution proposed by any group member, seconded by any other group member and agreed by the majority of the group's committee may be proposed at the next group General Meeting.
- f) The appendices of this constitution may not supersede the core of this constitution and may only be ratified by a Society General Meeting.

4) Affiliations & Memberships

- a) The Society is an affiliated group of the Socs area.
- b) The membership of the Society shall consist of all Members of Socs who have paid the Society membership fee and any Associate Members of the Society (Socs Constitution Appendix 2, Section 4).
- c) Associate members - A society may make a request for a non-student to become an Associate Member if that person is able to provide real and positive benefit to the society which cannot be sourced from any student members.
- d) The society is an affiliated group of SSAGO.



5) Society Committee Members

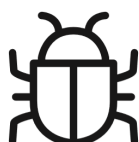
- a) There shall be the following posts:
 - i) Chair
 - ii) Treasurer
 - iii) Secretary
 - iv) Scout Rep
 - v) Guide Rep
 - vi) SSAGO Rep
 - vii) Quartermaster
 - viii) Welfare and Inclusivity Officer
- b) All members of the group committee must be group members and may not also hold SU Officer positions.
- c) All committee members shall be elected annually by secret online ballot through thesubath.com to a central timetable set by the SU.
- d) All committee elections shall be open to all group members.
- e) All committee members are expected to attend regular group committee and at least one committee member to attend all general meetings.
- f) The roles of the group's committee are laid out in Appendix 1.
- g) In the event that non-core committee members are not elected after a by-election on thesubath.com, they may be co-opted onto a committee.

6) Financial Management

- a) The society will abide by the rules on financial management, available in the finance guidelines available on Moodle and thesubath.com.

7) Responsibilities

- a) The responsibilities of both the Society and Students' Union are outlined in the Socs Constitution Parts 12 and 13.
- b) The group and members of the group must abide by this constitution, the Socs constitution, the SU's governing documents and all SU and University policies.



Appendix I: Society Committee Members

1) Society Chair

- a) Responsible for overseeing all activities of the society.
- b) Regularly liaises with and delegates duties to committee members.
- c) Maintains an up-to-date society strategy, to be reviewed in hand-over each year.
- d) Engages with members and represents their views to Socs.
- e) Acts as a signatory on the society accounts in accordance with SU Regulation 2 relating to Finance.
- f) Is responsible for ensuring health and safety standards are adhered to in all society activities.
- g) Is jointly responsible with the society treasurer for ensuring the society remains within budget.
- h) Oversees promotion of the society to ensure membership targets are met.
- i) Informs and works with the Activities Officer on any disciplinary matters as defined in the society disciplinary policy.
- j) Ensures the society meets all the requirements set out in the Socs constitution and Code of Conduct.
- k) Attends chair training.

2) Society Treasurer

- a) Working with the chair is responsible for ensuring the society remains within budget as set by the Activities Officer.
- b) Acts as a signatory on the society accounts in accordance with SU Regulation 2 relating to Finance.
- c) Keeps regular accounts and spending plans for the year.
- d) Brings accounts updates to society committee meetings.
- e) Sets up online products where appropriate.
- f) Attends finance training.

3) Society Secretary

- a) Arranges a minimum of one committee meeting per month during term time.
- b) Sends out a request for agenda items a minimum of 7 days before committee meetings.
- c) Sends out a full agenda a minimum of 24 hours before committee meetings.
- d) Takes full minutes of committee meetings to be circulated to the committee within 2 weeks of the meeting or before the next meeting (whichever is earlier).
- e) Has knowledge of all the core documents required for participation including risk assessments.
- f) Ensures correct procedures and policies are followed for events, trips and socials.
- g) Checks society email (su-bugs@bath.ac.uk) and communicates messages where relevant to the rest of committee and wider BUGS members.

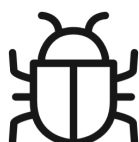
4) Social Secretary

- a) BUGS do not have a role of social secretary – Duties are shared between all committee members as part of providing our varied programme of activities.

5) Web Officer

- a) BUGS do not have a role of web officer – Duties are shared between all committee members as part of keeping thesubath.com webpage and our various media, such as Facebook and Instagram, up to date.

6) Sponsorship and Fundraising Officer



- a) BUGS do not have a role of Sponsorship and Fundraising Officer – Duties are split between Treasurer, Guide Rep and Scout Rep.

7) Guide Rep

- a) Responsible for maintaining relations with local and national Girlguiding.
- b) Chiefly responsible for joint events with Girlguiding.
- c) Responsible for encouraging and informing members about volunteering within Girlguiding.
- d) Responsible for placing all who wish to volunteer within Girlguiding in appropriate positions.
- e) Responsible for obtaining any Girlguiding publicity and information.
- f) Responsible for updating club on national Girlguiding changes.

8) Scout Rep

- a) Responsible for maintaining relations with local and national Scout Association (TSA), including Scout Network.
- b) Chiefly responsible for joint events with TSA.
- c) Responsible for encouraging and informing members about volunteering within TSA.
- d) Responsible for placing all who wish to volunteer within TSA in appropriate positions.
- e) Responsible for obtaining any TSA publicity and information.
- f) Responsible for updating club on national TSA changes.

9) SSAGO Rep

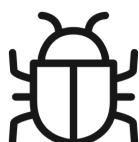
- a) Responsible for ensuring SSAGO membership list and in-touch information is up to date.
- b) Responsible for liaising with national SSAGO Exec.
- c) Writes termly reports, three per year, to be presented at each rally, detailing what BUGS has done that term.
- d) Responsible for liaising with local clubs for regional events.
- e) Ensure SSAGO affiliation is completed for all members.
- f) Attend rep meetings at rally and report back to the society (in the event that the SSAGO rep cannot attend the rep meeting, they should organise a suitable replacement to take their place).

10) Quartermaster

- a) Keep an updated list of all equipment.
- b) Responsible for maintaining all equipment including repairs.
- c) Ensuring all equipment is looked after and properly used by other members.
- d) Ensuring all equipment is returned in good condition and stored properly.
- e) Responsible with the Chair and Treasurer for buying replacement/new equipment.
- f) Responsible with the Chair and Treasurer for any insurance claims regarding equipment.
- g) Responsible for detailing all movement of equipment.
- h) Responsible for lending equipment to members to support Scouting and Guiding activities only, and keeping track of equipment on loan.

11) Welfare and Inclusivity Officer

- a) Lead on campaigns related to welfare and inclusivity within BUGS.
- b) Attend Welfare and Inclusivity Training provided by the SU.
- c) Promote actively the role to members so that they are aware of how they can raise concerns or issues within BUGS.
- d) Work with the Activities Officer and Socs committee to ensure appropriate committee members attend training provided by the SU.
- e) Be a reporting point for members who wish to report welfare related incidents and work with the rest of committee to resolve or signpost to relevant support.



- f) Ensure that where possible the club participates in the Inclusivity Award and co-ordinates this involvement.

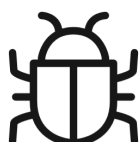
Appendix II: Meetings

1) Individual Society General Meetings

- a) Chaired by:
 - i) Society Chair.
- b) Membership:
 - i) All Society Members.
- c) In attendance:
 - i) Associate Members of Society.
- d) Speaking rights:
 - i) All Society Members (excluding Associates in line with the Socs Code of Conduct).
 - ii) Any others with permission from the Chair.
- e) Voting rights:
 - i) All Society Members (excluding Associates in line with the Socs Code of Conduct).
- f) Society General Meetings shall take place at least once in the academic year.
- g) Members will be asked for agenda items one week prior to the meeting and sent an agenda two days before the meeting.
- h) Each Society Member has the right to one vote.
- i) Quoracy for this meeting is twice the Society Committee Membership.
- j) Minutes from Society General Meetings shall be taken by the Society Secretary, available on request by SU Activities Officer and sent to the Society membership within 2 weeks of the meeting taking place.

2) Individual Society Committee Meetings

- a) Chaired by:
 - i) Society Chair.
- b) Membership:
 - i) All Society Committee Members.
- c) In attendance:
 - i) Any individual with permission from the Chair.
 - ii) SU Activities Officer (on request).
 - iii) Socs Executive Committee Representative (on request).
- d) Speaking rights:
 - i) All Society Committee Members.
 - ii) Activities Officer if invited.
 - iii) Any other individual with permission from the Chair.
- e) Voting rights:
 - i) Society Committee Members.
- f) Roles:
 - i) To discuss and draft policy.
 - ii) To handle operational tasks.
 - iii) To oversee spending of budget set by SU Activities Officer.
 - iv) To conduct disciplinary proceedings for the Society.
 - v) To plan the development of the Society.
 - vi) To ensure a smooth relationship between the Society and Socs.
 - vii) To promote the activities of the Society within the student body.
- g) Quoracy for this meeting is half the number Committee Members plus one.
- h) These meetings should be carried out at least once every month during term time.



- i) Minutes from Society Committee Meetings shall be taken by the Society Secretary, available on request by SU Activities Officer and circulated to the Society Committee members within 2 weeks of the meeting.

Appendix III: Responsibilities and Disciplinary Proceedings

1) Member and Group Responsibilities

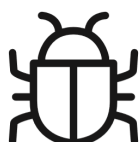
- a) All members of Socs will:
 - i) Adhere to the rules set out in this constitution, its appendices and policies and individual society constitutions.
 - ii) Take due diligence when using equipment.
 - iii) Respect other members of the Society, Socs, the SU and the wider public.
 - iv) Act responsibly with Socs funds.
 - v) Ensure that Socs reputation is not damaged by their action or inaction.
- b) Any individual member of Socs or any society failing to comply with these requirements may be subject to Socs disciplinary procedures which are contained in section 15 of the Socs Constitution.
- c) The Socs Executive Committee shall consider complaints made by any person against any member(s) or society(ies) (hereafter 'the defendant') in respect of:
 - i) Misconduct (not including harassment or attacks contrary to the SU's Equality & Diversity policy).
 - ii) Negligent or wilful damage of Socs property.
 - iii) Negligent or wilful misuse of Socs finances.
 - iv) Breach of the terms of the Socs constitution or its appendices.
 - v) Breach of a Socs policy.
 - vi) Any other complaint referred to them by the Activities Officer or the SU President as part of the SU's Disciplinary procedures.
- d) In the case of a society being in breach of the responsibilities laid out in the Socs constitution or its appendices the issue may be dealt with under the Warnings Procedure (Societies Constitution, Section 14).
- e) More serious cases (at the discretion of the Activities Officer and including all cases of potential gross misconduct) will be automatically referred to the SU President for consideration under the SU's Disciplinary procedures (SU Bye-law and Regulation 4).

2) Disciplinary Responsibilities

- a) Disciplinary matters must be reported to the Activities Officer and Societies Executive for the Socs Disciplinary Panel. This can be done by emailing SUActivities@bath.ac.uk or socs-exec@bath.lists.ac.uk

Appendix IV: Notes

- This constitution was proposed by Matthew Jackson (Chair 15/16) and endorsed by all members of the committee 15/16
- This constitution was written by Matthew Jackson (Chair 15/16) and endorsed by all members of the committee 15/16
- This constitution was amended by Rebecca Elliott (Chair 16/17) and endorsed by all members of the committee 16/17



- This constitution was amended by Lewis Downward (Chair 17/18) and endorsed by all members of the committee 17/18
- This constitution was amended by Hannah Brennan (Secretary 18/19) and endorsed by all members of the committee 18/19
- This constitution was amended by Rachel Adams (SSAGO Rep 19/20) and endorsed by all members of the committee 19/20
- This constitution was sent to be ratified by Socs Exec May 2019
- This constitution was amended by Leah Firmstone (Secretary 20/21) and endorsed by all members of the committee 20/21
- This constitution was reviewed by Leah Firmstone (Secretary 21/22) and endorsed by all members of the committee 21/22

