

## **Russian Speaking Society Constitution**

### **1) Definition of terms**

- a) 'Societies' refers to the sub-group of The University of Bath Students' Union (BUSU), 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 the Russian Speaking Society which is a sub-group of Faith and Cultural
- d) 'Society Committee' refers to those members of the Russian Speaking Society elected to the positions outlined in Appendix 1.

### **2) Mission Statement**

- 3) We, the Russian Speaking Society, exist to provide a cultural, social and emotional support for all our members. Our intention is to raise awareness of the countries that earlier were a part of the Soviet Union. We do this by creating tight relationship bounds between members, organising multicultural events and socials. Our society strives to be supportive, cohesive and welcoming to all Students regardless of their origin, race, religion and ethnicity.

### **4) This Constitution**

- a) This constitution lays out the governance of the Society.
- b) This constitution is superseded by the Societies Constitution, BUSU's Articles of Governance, Bye Laws and Regulations.
- c) This constitution should be reviewed on an annual basis by the Society Committee
- d) The core of this constitution may only be ratified by a Society General Meeting and must be reported to the Sport and Societies Office.
- e) The appendices of this constitution may not supersede the core of this constitution and a may only be ratified by a Society General Meeting.
- f) Any change to this constitution proposed by any Society Member, seconded by any other Society Member and agreed by the majority of the Society Committee may be proposed at the next Society General Meeting.

### **5) Affiliations & Memberships**

- a) The Society is an affiliated group of Socs.
- 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 V5).

### **6) Society Committee Members**

- a) All members of the Society Committee must be Society members and may not also hold sabbatical positions.
- b) All Committee Members shall be elected annually by a secret online ballot open to all Club members.
- c) All Committee Members are expected to attend regular Society Committee and General Meetings.
- d) The roles of the Society Committee are laid out in Appendix I.

### **7) Financial Management**

- a) The society will abide by the rules on financial management set out in the Socs Constitution Part 7

### **8) Responsibilities**

- a) The responsibilities of both the Society and BUSU are outlined in the Socs Constitution Parts 8 and 9

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## 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 up to set limits
- 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 VP Activities & Development on any disciplinary matters as per their Society disciplinary policy
- j) Submits Society development plan, budget and asset registers in collaboration with Chairman elect in April each year
- k) Ensures that the Society submits nominations for the Activities Awards each year
- l) Ensures the Society meets all requirements set out in the Socs Constitution and Code of Conduct

### 2) Society Treasurer

- a) Working with the Chair is responsible for ensuring the Society remains within budget as set by VP Activities & Development and approved by the Socs Executive Committee
- b) Acts as a signatory on the Society accounts up to set limits
- c) Keeps regular accounts and spending plans for the year
- d) Brings accounts updates to Society Committee Meetings
- e) Knowledge and enforcement for the payment of Society Membership Fees
- f) Sets up online products where appropriate

### 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 mail shelf and distributes post

### 4) Social Secretary

- a) Is responsible for organising Society socials
- b) Ensures the Society at least breaks even on its social activity over the year
- c) Is responsible for ensuring all Society socials adhere to the current BUSU Socials Policy

### 5) Web Officer

- a) Ensures all information on the Society web pages are up to date and comply with current Socs and BUSU policy
- b) Updates Society web pages every month with photos, events and news.
- c) Ensures that the Society, its events and Socs Events are widely publicised online.
- d) Supports the maintenance of Society web pages including links to respective Union/University web pages.

### 6) Sponsorship and Fundraising Officer

- a) Actively seeks additional finance opportunities to that provided by Socs
- b) Works with BUSU Marketing department to generate and circulate sponsorship proposals
- c) Maintains good relations with existing sponsors including submitting sponsorship reports
- d) Seeks to engage in fundraising activity, ensuring all risks are clearly outlined to the Chair prior to activity

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## Appendix II: Meetings

### 1) 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 each academic semester
- 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 VP Activities & Development and sent to the Society membership within 2 weeks of the meeting taking place

### 2) 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. VP Activities & Development (on request)
  - iii. Socs Executive Committee Representative (on request)
- d) Speaking rights:
  - i. All Society Committee Members
  - ii. VP Activities & Development
  - 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 VP Activities & Development;
  - 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 VP Activities & Development and circulated to the Society Committee members within 2 weeks of the meeting

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## Appendix III: Responsibilities and Disciplinary Proceedings

### 1) Member and Group Responsibilities

- a) All members will:
  - i) Adhere to the rules set out in this constitution, its appendices, policies and the Socs constitution;
  - ii) Take due diligence when using equipment for which the Society is responsible;
  - iii) Respect other members of the Society;
  - iv) Act responsibly with Society funds;
  - v) Ensure that the Society and Socs' reputation is not damaged by their action or inaction.
- b) All members must acknowledge that they are representing the Society:
  - i) At Society Activities
  - ii) When journeying to and from Society activities
  - iii) When out on Society socials
- c) The Society Committee shall consider complaints made by any person against any member(s) (hereafter 'the defendant') in respect of:
  - i) Misconduct (not including harassment or attacks contrary BUSU's Equal Opportunities Policies)
  - ii) Negligent or willful damage of Society property
  - iii) Negligent or willful misuse of Society finances
  - iv) Breach of the terms of the Society Constitution or its appendices
  - v) Breach of a Society or Socs Policy, including those concerning socials (presently Socials Policy 2005/6-8)
  - vi) Any other complaint referred to them by a Society Committee member, VP Activities & Development or the SU President as part of BUSU Disciplinary Procedures
- d) Serious cases (at the discretion of the Society Chair, and including all cases of potential gross misconduct) will be automatically referred to the VP Activities & Development for consideration under the Socs Disciplinary Procedures.

### 2) Disciplinary Responsibilities

- a) The Society Committee is responsible for ensuring that members are aware of their responsibilities.
- b) The Society Committee is responsible for ensuring that any complaints received by the Socs Executive Committee are handled appropriately within two academic weeks of reception.
- c) Members of the Society Committee must remain impartial throughout disciplinary proceedings.
- d) Any conflict of interest must be declared to the Chair of the meeting or Society Chair prior to the meeting.
- e) Any decision made in disciplinary proceedings may be appealed via BUSU's appeals process.
- f) When specific individuals are not identified in an incident it is the prerogative of the Socs Disciplinary Panel to penalize the event organising team or chair instead.

### 3) Disciplinary Panel

- a) The Disciplinary Panel will consist of:
  - i) Society Chair– ex-officio and chair
  - ii) Two members of the Society Committee– elected from within the Society Committee each year.
  - iii) In the instance of a conflict of interest for the Chair, the VP Activities & Development may name an alternative, from the Society or otherwise, and name that individual or any other member of the panel as chair, for that case. This will normally be the Society Treasurer.
  - iv) In the instance of a conflict of interest for an elected member of the panel, the chair of the panel may name an alternative from the members of the Society Committee for that case.
  - v) In the absence of additional committee members they may name a Society member as the alternative.
  - vi) Where there is a clear conflict of interest for all Society Committee members the case shall be referred to the Socs Disciplinary Panel
- b) The following will be in attendance at all disciplinary hearings:
  - i) The Society Secretary, who will act as secretary to the meeting;
- c) Each defendant may bring one companion, who may be a friend or representative. A companion must be a Member of BUSU and may not be a sabbatical officer or a witness in the case.
- d) In the interest of consistency records of each case will be submitted to the Sport and Societies office and be accessible for future hearings.

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- e) If it is the view of the Sport and Societies office that the case has not been properly dealt with a full Socs Disciplinary Hearing will be held.
- f) General principles of cases will be freely available to Members of BUSU. Specific details will be available to the members of the Society Committee, Socs Executive Committee and the SU President, and may only be revealed to others at the discretion of the Society Committee, Socs Executive Committee or the SU President.

### 4) Disciplinary Procedure

- a) Allegation of misconduct must be made in writing to the Society Chair.
- b) On receipt of an allegation of misconduct, the Society Chair will within 5 working days summon the defendant in front of the Society Disciplinary Panel for a hearing.
- c) The Disciplinary Panel will convene the hearing at its earliest convenience (usually within 10 working days), and having considered the matter will impose one of the sanctions outlined in this appendix.
- d) In a case involving multiple defendants, the Society Disciplinary Panel may elect to hold one or more separate hearings as it deems appropriate.
- e) The disciplinary hearing shall be conducted as follows:
  - i) The complainant will be asked to submit in writing their allegation of misconduct and present any supporting evidence, including witness statements, also in writing.
  - ii) The defendant will then respond to the allegation and present any supporting evidence.
    - (1) The evidence of any witnesses called by the defendant will also be heard at this point.
    - (2) The defendant, their companion and any witnesses called may be asked questions by the panel and the complainant.
  - iii) Both parties will be asked to sum up, following which they will be asked to withdraw.
  - iv) The panel will then come to a judgment on the allegation.

### 5) Disciplinary Outcomes

- a) The Disciplinary Panel may for each individual:
  - i) Decide that there is 'no case to answer'
  - ii) Issue a warning
  - iii) Ban the individual(s) from taking part in Society activities for a fixed term
  - iv) Revoke the individual(s) membership of the Society
  - v) Refer the case to the VP Activities & Development for consideration under Socs Disciplinary Procedures

### 6) Decision Notification

- a) The defendant, the complainant and VP Activities & Development shall be informed of any decision made in writing within 2 working days.
- b) The Socs Executive Committee shall be informed of any decision at their next meeting
- c) All copies of documents should be kept on file. An annual report of disciplinary action will be presented to the SU President

### 7) Appeals

- a) Either the defendant or the original complainant shall have the right to appeal against the decision of the Society Disciplinary Panel and any actions resulting from it.
- b) An appeal must be lodged in writing to the VP Activities & Development within 10 working days of the date of the original decision.
- c) If there is any new evidence this may be submitted to the VP Activities & Development, but an appeal can still be lodged without new evidence.
- d) An Appeals meeting shall be held of the Socs Disciplinary Panel at its earliest convenience – usually within ten (10) working days of receipt of the appeal.
- e) The Socs Disciplinary Panel will not include any members of the Society Disciplinary Panel.
- f) Either the defendant or the original complainant shall have the right to appeal against the decision of the Socs Disciplinary Panel and any actions resulting from it, in accordance with BUSU Regulation 4a as outlined in the Socs Constitution.

### 8) Clarifications

- a) The identification and interpretation of what constitutes a Society social is at the discretion of the Society Disciplinary Panel, upon which the chair of that hearing will have the final say.
- b) Suggested evidence of a Society social includes:
  - i) prominence of Society branded clothing

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- ii) the number of members from the same Society
- iii) links to recent Society events.
- c) No individual may receive more than one warning in an academic year.
  - i) A second 'warning offence' will immediately result in a Socs Disciplinary Hearing

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## **Appendix V: Notes**

- This constitution was proposed by ??? and
- This constitution was written by ???
- It was ratified by Socs Exec on ???