

## **Borders College Sample Club Constitution**

### 1. Name

The Name of the Club will be called.....

### 2. Aims

The aims of the Club are to:

a)

b)

c)

In furtherance of the above objectives the Society may:

I. Organise meetings and lectures

II. Build up collections of books and other items

III. Work with individuals or organisations, including ...

and others concerned with the topics covered above

### 3. Affiliation

This Club shall be a member of ... and have the power to work with other organisations that have similar objectives.

### 4. Membership

a) Membership of the Club shall be open to any member of the Students Association showing interest in the Club's objectives.

b) If applicable, subscriptions shall be payable at a time and rate determined by the Society's Executive Committee subject to the approval at the Club's Annual General Meeting (AGM).

c) The Club's Executive Committee may withdraw membership from members whose activities are considered harmful to the Club. A suspended member has a right of appeal at an Annual or Extraordinary General Meeting.

## 5. Management of the Club

a) The Club shall be administered by an Executive Committee consisting of up to ...members, including a \*Chairperson, \*Secretary and \*Treasurer. A quorum\* shall be .... members.

b) The officers and other members of the Executive Committee shall be elected annually at the AGM. Nominations shall be submitted to the Secretary not less than ..... days before the meeting takes place. If insufficient nominations have been received prior to the meeting the Chairman may accept nominations at the meeting from the floor.

c) The Executive Committee shall have the power to appoint additional members to fill vacancies or for some other purpose provided that the maximum number of Executive Committee members does not exceed..

d) Only full members of the Society may vote at a General Meeting.

e) The AGM shall appoint an individual to independently examine the Society's accounts at the end of the Society's financial year ending on .....

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### **Glossary:**

\*Quorum = minimum number of members which must be present to make a meeting or any of its decisions valid.

\*Chairperson = The Chairperson must ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

\*Secretary = The Secretary supports the Chair in ensuring the smooth functioning of the Committee. They are responsible for ensuring meetings are organised and minuted, keeping records and other paperwork.

\*Treasurer = The Treasurer is responsible for all aspects of financial management. This could involve seeking out and keeping a record of funding, making a budget or making sure expenses are used appropriately

NB: Your society or club may not really need the committee to do very much, but it's good to have one so the club can carry on when members leave college. It also means that if you ever do anything that involves money you have someone to keep an eye on things, plus it looks pretty impressive if you can say you were a "treasurer" on your CV!