DURHAM SU MODEL STUDENT GROUP CONSTITUTION

NOTICE TO STUDENT GROUPS

BACKGROUND

All Student Groups (excluding Associations as regulated separately by Standing Orders, Item G) must have a constitution (**"Constitution"**), which they shall submit to the Student Groups Committee with their application for initial registration. Upon re-registration, if any amendments to the Constitution have been made since it was last submitted to the Student Groups Committee, the latest version of the Constitution will need to be submitted and the amendments clearly flagged and explained. If no amendments have been made the Student Group shall be required to make a declaration to this effect.

Each Student Group's Constitution shall clearly set out how the Student Group is governed internally i.e. its purposes, powers, governance arrangements and proceedings. Having a clear Constitution, which all members adhere to, will help to ensure that the Student Group is run smoothly and efficiently and that its members can focus their efforts on "successfully" fulfilling the Student Group's purposes rather than on governance issues.

THE TEMPLATE CONSTITUTION

For each Student Group, the Constitution is its key governing document and sets out the rules under which it conducts itself. It is therefore important that the Constitution accurately reflects what the Student Group wants to achieve and how they want it to operate.

To help ensure that your Student Group covers 'the basics' we have created a template constitution for you to use as a starting point – please see Appendix 1. All Student Groups must use and complete this template. We have also created some guidance to help you to complete the template – please see Appendix 2.

If you would like to make any changes to the template to deal with any specific needs that your Student Group may have, please do explain those changes and the specific needs in as much detail as you can when applying for registration or re-registration (as applicable). The Student Groups Committee has discretion whether or not to accept certain changes, and therefore whether or not to accept your application for registration or re-registration. The more information that you can provide to help the Student Groups Committee to assess the changes, the better.

Should you wish to make any changes to your Constitution in the interim period then the procedure set out in the template constitution at Appendix 1 must be followed.

Please note that any changes to the items listed at clause 10.2 on page 9 of this document will require the prior written consent of Durham SU given their particular importance.

If you have any questions please contact dsu.engagement@durham.ac.uk

APPENDIX 1

DURHAM UNIVERSITY SCOUT AND GUIDE GROUP CONSTITUTION

Adopted on 19/10/2019

1. NAME, AIMS AND ORGANISATION

1.1 The Student Group is called Durham University Scout and Guide Group (DUSAGG), but in this Constitution will be referred to as simply **the Student Group.**

1.2 The aims of the Student Group are

1.2.1 To provide a social framework to encourage an active interest in Scouting and Guiding.

1.2.2 To provide opportunities to take part in a range of social and adventurous activities to enrich the experience of our members.

1.2.3 To render service as a group, to Scouting and Guiding in the community at large, and to provide a link between the students and the local scout and guide groups.

1.2.4. To provide a forum for discussion of ideas for the development of the movements.

1.2.5. To create, by spreading information and by example, awareness of the work of the movements, particularly among fellow students.

1.2.6. To encourage students to participate in youth work, in alliance with other organisations.

(the **Aims**).

1.3 In order to achieve its Aims, the Student Group may:

1.3.1 Host social events.

1.3.2 Organise events with local Scouting and Guiding groups.

1.3.3 Carry out such other activities which the Committee (defined in clause 6) believes will help the Student Group to achieve its Aims, and which are agreed in advance with the Student Groups Committee.

1.4 The composition, work and organisation of the Student Group shall be governed by this Constitution and by the Student Group Agreement entered into between Durham SU and the Student Group. If there is a conflict between the two then the Student Group Agreement will prevail.

1.5 The Student Group will be overseen on a day-to-day basis by the President (with support from the other members of the Committee), and the President shall be directly answerable to the Student Groups Committee and the Durham SU Board of Trustees. Notwithstanding this, the Committee is collectively answerable to Durham SU as the body with ultimate responsibility for compliance with the law and with the regulation of the Charity Commission.

2. RELATIONSHIP WITH DURHAM SU AND DURHAM UNIVERSITY

2.1 The Student Group shall at all times comply with and conduct itself in accordance with the terms of the Student Group Agreement and all relevant Durham SU or Durham University (the **University**) regulations, rules, standing orders, policies, procedures and codes of practice etc in force from time to time including but not limited to:

2.1.1 The Durham SU complaints procedure;

2.1.2 The agreement in place between Durham SU and the University regarding the use of the University's name;

Collectively referred to in this Constitution as the **Rules and Regulations**.

2.2 The Student Group shall not, and shall not purport to, make or enter into any commitments for and on behalf of Durham SU or the University except as otherwise agreed in advance with Durham SU and/or the University (as applicable).

2.3 The Student Group recognises that it does not have permission to use the University's logo.

2.4 Neither Durham SU nor the University shall be held liable for any debts/financial liability of the Student Group unless otherwise agreed in writing and unless such liability arises from an act or omission on the part of the Student Group as authorised by Durham SU and/or the University (as applicable).

3. MEMBERSHIP

3.1 Who can be a member of the Student Group

3.1.1 All members of Durham SU may be a member of the Student Group (hereafter referred to as **"Student Members"**). Student members must join the Student Group on the Durham SU website in order to be an official member.

3.1.2 Persons who are not members of Durham SU may, at the discretion of the Executive Committee of the Student Group, become members of the Student Group (hereafter referred to as **"Non-Student Members"**). An Executive Committee Meeting of the Student Group will consider Non-Student Membership.

3.2 Minimum membership numbers

3.2.1 There must be at least three members at all times. If the number of members falls below this number, the existing members must immediately notify the Student Groups Committee who may decide to de-ratify the Student Group if the existing members are unable to promptly secure additional members.

3.3 Membership fee

3.3.1 As a condition of membership, members may be required to pay an annual fee to the Student Group. The level of that fee (if any) shall be decided by the executive committee, in agreement with the Opportunities Team.

3.4 Membership entitlements

3.4.1 All members shall be entitled to attend all Student Group events (subject to availability and any lawful restrictions that the Officers (defined in clause 6) may impose from time to time).

3.4.2 All members shall be entitled to Student Group privileges that the Committee may arrange from time to time such as membership to SSAGO (the national Scout and Guide organisation) and occasional discounts on weekend events.

3.4.3 All members shall be entitled to attend the Student Group's General Meetings and Annual General Meetings (**"AGMs"**) and put forward agenda items to be considered, although only Student Members can vote at these.

3.5 **Member responsibilities**

3.5.1 Members must not act in a manner which brings, or is likely to bring, the Student Group, Durham SU and/or the University into disrepute.

3.5.2 Each member must, as a condition of membership, sign/agree to a declaration (which will generally be incorporated into the online membership purchase process) confirming that they will, at all times:

(a) comply with the terms of this Constitution, the relevant Rules and Regulations, and all relevant laws and regulations (including but not limited to the General Data Protection Regulation); and

(b) act in the best interests of the Student Group and Durham SU and uphold the Student Group's Aims and the objects of Durham SU.

3.5.3 Any member attending overnight events or regularly volunteering with under 18s through the student group must get a DBS in line with the Scout Association and Girlguiding's policies. These shall be obtained either through the Scout Association or Girlguiding.

4. GENERAL MEETINGS

4.1 A General Meeting may be held at any time during the University's term time.

4.2 A General Meeting must be held at least once every University year.

4.3 All members, who have fully paid any fees due to the Student Group, shall be entitled to attend a General Meeting and, if they are Student Members, they shall also be entitled to vote at a General Meeting (subject to the Conflicts of Interest section below).

4.4 The Durham SU Board of Trustees and the Student Groups Committee may each nominate someone to attend and speak at the General Meetings on their behalf should they wish. The non-voting delegates from Student Groups Committee and from the Durham SU Board are there to have a regard for matters of good governance, and not to seek to direct the democracy or activities of the student group. They should inform the President of their attendance, and the reason for their attendance, in advance of the meeting they wish to attend. Other persons who are not members of the Student Group may also attend the General Meetings but only with the prior consent of the Committee.

4.5 A General Meeting may be called by:

4.5.1 the Committee; or

4.5.2 twenty percent of members of the Student Group.

4.6 Meetings may take place by video conference or telephone conference or similar means to allow every member to take part in the meeting.

4.7 Notification of all General Meetings shall be circulated to all members of the Student Group (and, where the agenda for the General Meeting includes a matter of significance, to members of the Student Groups Committee and the Durham SU Board of Trustees) at least seven days in advance of the meeting date. Notices shall be given in writing, including by email where members have given their consent. For the purpose of this clause 4.7, a "matter of significance" shall include a proposal to amend this Constitution or a proposal to change the rights of the Student Group's members.

4.8 Motions to be discussed should be presented to the Student Group Secretary not less than five days prior to the General Meeting unless the Committee agrees otherwise.

4.9 The President, or in their absence, the Vice-President (if any) shall chair the General Meeting. In the absence of the President and Vice-President, the members present at the General Meeting shall elect a chairperson from amongst themselves for that meeting.

4.10 The Student Group Secretary, or in their absence another Officer nominated by the Secretary will take the minutes of the General Meetings.

4.11 The quorum for General Meetings shall be 20% of the membership of the Student Group.

4.12 All decisions at a General Meeting will be made by a show of hands or electronic vote, unless at least three members demand a secret ballot. In the case of electronic vote, that vote must be received at the email address set out in the notice of the General Meeting at least 48 hours before that meeting.

4.13 Motions carried by the necessary majority (i.e. a 50% or more vote in favour of the motion) at quorate General Meetings are binding on the Student Group (unless those motions also require the prior consent of the Student Groups Committee or the Durham SU Board of Trustees, in which case they will need that prior consent also to be binding).

4.14 A Committee member subject to a proposed motion of no confidence shall be notified of the motion no later than 7 days in advance of the General Meeting and be given the opportunity to make representations thereto.

5. AGMs

5.1 AGMs shall be held annually prior to the deadline for the Student Group to submit its application for re-registration to the Student Groups Committee, as determined from year to year.

5.2 All members who, at the point that notice of the AGM is issued, have fully paid any fees due to the Student Group, shall be entitled to attend and, in the case of Student Members only, entitled to vote at the AGM (subject to the Conflicts of Interest section below).

5.3 Any person nominated by the Durham SU Board of Trustees and/or the Student Groups Committee may attend and speak at the General Meetings should they wish. The non-voting delegates from Student Groups Committee and from the Durham SU Board are there to have a regard for matters of good governance, and not to seek to direct the democracy or activities of the student group. They should inform the President of their attendance, and the reason for their attendance, in advance of the meeting they wish to attend. Other persons who are not members of the Student Group may also attend the AGM but only with the prior consent of the Committee.

5.4 Notification of an AGM shall be circulated to all members of the Student Group (and to members of the Student Groups Committee and the Durham SU Board of Trustees) at least two weeks in advance of the meeting date. [Notices shall be given in writing, including by email where members have given their consent].

5.5 Meetings may take place by video conference or telephone conference or similar means to allow every member of the Committee to take part in the meeting.

5.6 Motions to be discussed should be presented to the Student Group Secretary not less than five days prior to the AGM unless the Committee agrees otherwise.

5.7 The President, or in their absence, the Vice-President (if any) shall chair the AGM. In the absence of the President and Vice-President, the members present at the AGM shall elect a chairperson from amongst themselves for that meeting.

5.8 The Student Group Secretary, or in their absence another Officer nominated by the Secretary will take the minutes of the AGM.

5.9 The quorum for an AGM shall be 20% of the membership of the Student Group.

5.10 At the AGM the following business shall take place:

5.10.1 President's report.

5.10.2 Report by other Officers (where applicable).

5.10.3 The Student Group Secretary shall report on the administrative affairs of the Student Group.

5.10.4 Approval of the minutes of the last General Meeting.

5.10.5 Approval of the Student Group's accounts for the preceding year.

5.10.6 Approval of the Student Group's plan and budget for the forthcoming year.

5.10.7 Constitutional amendments (if any).

5.10.8 Such other business as is considered necessary.

5.10.9 Officer elections - All officers shall be elected at the Annual General Meeting (henceforth referred to as the 'AGM'), which shall be held in Epiphany Term of each year, with the exceptions of The First Year Representative, who shall be elected at an Extraordinary General Meeting (henceforth referred to as an 'EGM') in Michaelmas Term

5.11 All decisions at an AGM will be made by a show of hands or electronic vote, unless at least three members demand a secret ballot. In the case of electronic vote, that vote must be received at the email address set out in the notice of the AGM at least 48 hours before that meeting and validated by the Secretary as eligible.

6. THE COMMITTEE

6.1 Composition of the Committee

6.1.1 The Committee is made up of the following **Officers**:

(a) The **President** who shall be the nominal head and representative of the Student Group and is ultimately responsible for the conduct of the Student Group, with responsibility to include:

- Chairing general meetings
- Organising and chairing meetings of the committee
- Raising funds for the Student Group (e.g. by grants)
- Liaising with Durham City Scout Network and North-East England Inspire
- Keeping members informed of the Group's activities
- Re-ratifying the Student Group with Durham Students' Union
- Reserving stands at the Durham Students' Union Freshers' Fair and Refreshers' Fair, and the Durham University Student Volunteer and Outreach Volunteering Fair
- Organising volunteers to help promote the Student Group at the above Fairs.
- Coordinating alumni relations.

Any candidate running for the position of President must have previously been on the committee. If no such nomination exists or Re-Open Nominations won the previous election, any Student Member may run.

The President is accountable to the Durham SU Board of Trustees.

(b) The **Treasurer** who shall maintain the Student Group accounts and any property whether belonging to the Student Group or in the care of the Student Group, and shall be responsible to the President for those and such other matters such as:

- Attending finance training once a year
- Working with other Committee members to create budgets for events

(d) The **Student Group Secretary** who shall be the administrator within the Student Group and support the President, acting as a substitute when they are not available, with responsibility to include:

- Acting as the Student Scout and Guide Organisation Representative (SSAGO Rep) or, if unable to do so, nominating someone to act as SSAGO Rep in their place
- Coordinating DBS checks for members through Durham Students' Union
- Notifying Durham Students' Union of any General Meetings
- Recording and distributing the minutes of General and Committee meetings
- Organising the mailing list sign-up sheet for Freshers' Fair
- Maintaining DUSAGG's website

(e) The **Social Secretary** who shall organise any event that is primarily social, with responsibility to include:

- Organising bar crawls, Safari Supper, and the Annual Meal
- Organising activities of a social nature, which reflects the interest of the Student Group
- Producing and distributing the term social planner
- Posting about upcoming social events on social media

(f) The **Events Secretary** who shall organise any event that is primarily adventurous, with responsibility to include:

- Camps (including Freshers Camp and Summer Camp)
- Weekends Away (including Big Event and Christmas Sleepover)
- Publicising SSAGO Rallies and Balls and organising transport where applicable
- Any other activity of an adventurous nature, which reflects the interest of the Student Group
- Posting about upcoming (adventurous) events on social media

(g) The **Liaisons Officer(s)**, Liaisons Officer (Scouts) and Liaisons Officer (Guides); with joint responsibilities to include:

- Midnight Madness Competition
- Indoor Competition
- Outdoor Competition
- Any other events for both local scouts and guides
- With the President, posting about upcoming volunteering events on social media

Liaisons Officer (Scouts); who shall coordinate the Student Group's involvement with the Scout Association, with responsibilities to also include:

- Assisting members in finding a local scout group to volunteer with
- Representing the Student Group at local Scouting events

Liaisons Officer (Guides); who shall coordinate the Student Group's involvement with the Girlguiding, with responsibilities to also include:

- Assisting members in finding a local guide group to volunteer with
- Representing the Student Group at local Guiding events

(h) **Quartermaster**; who shall organise the Student Group's store cupboard and maintain its equipment, with responsibilities to include:

- Keep an up-to-date inventory of the DUSAGG stores located in the loading bay of Dunelm House
- Maintain all the equipment in the stores
- Make sure first aid kits and gas bottles are not expired
- Order new equipment (once approved by the rest of the committee)

The Quartermaster shall also hold the title of 'First Sealord of the DUSAGG Navy'

(i) **First Years' Representative**; who shall represent the views of the first-year students, with responsibility to include:

- Coordinating the Student Group's clothing (stash) order
- Working with the committee to increase engagement and participation in the society

(j) Welfare Officer; who shall oversee the wellbeing of DUSAGG members and to coordinate appropriate support where necessary, with responsibility to include:

- The Welfare Officer should act as a confidential and approachable point of contact for members who wish to raise concerns or discuss welfare-related matters, working closely alongside the president when changes need to be made.
- Working with the President to support the integration of new members and ensure that freshers feel welcome and included within the society.
- Promoting an inclusive and respectful environment across all society activities. Ensure transparency between the executive committee and other members.
- Supporting the executive committee in ensuring that society events, communications and group spaces remain welcoming and appropriate.
- Raising concerns where behaviour or practices may negatively affect members' wellbeing or inclusivity.
- Working with the Events and Liaison Officers to help ensure society events are accessible and inclusive wherever possible.
- Completing relevant Student Union training (such as night-line training) alongside the President where appropriate.

(k) Such other positions as the Committee may decide from time to time, and which they may add to their constitutions accordingly.

6.2 **Election of Officers and cessation of office**

6.2.1 Notwithstanding any provision herein to the contrary, Officers must be elected in accordance with the Durham SU Student Groups Election Policy (as amended from time to time).

6.2.2 Any Student Member may run for a committee post.

6.2.3 Subject to clause 6.2.4, all Officers shall commence their posts on the first day of the University's summer break and shall continue in post until the last day of the University's third academic term. Prior to the end of their term in post, each Officer shall use all reasonable endeavours to train the incoming Officers, and to ensure a smooth handover.

6.2.4 An Officer's term in office may cease prior to the last day of the University's third academic term if:

(a) They resign.

(b) A motion of no confidence is passed at a General Meeting held in accordance with clause 4.

(c) They are removed from their post by the Board of Trustees of Durham SU of its own volition acting reasonably, or on the recommendation of the Panel or Appeal Panel pursuant to clause 11.

(d) They are removed from their post by the Board of Trustees of Durham SU on the recommendation of the Committee which reasonably concludes that such Officer's tenure is either damaging to the interests of the Student Group or is no longer in furtherance of its Aims or the objects of Durham SU.

(e) In the case of an Officer who is also a trustee of Durham SU, that person ceases to be a trustee in accordance with the articles of association of Durham SU. In these circumstances, they will be deemed to have resigned from the Committee, and their resignation will take effect on the date that their termination from office of trustee takes effect.

(f) They cease to be a member of Durham SU for whatever reason. In these circumstances, they will be deemed to have resigned from the Committee and their resignation will take effect on the date that their membership of Durham SU ends. Details of all resignations, dismissals and appointments must be sent to the Student Groups Committee within seven days of the resignation, dismissal and/or appointment (as applicable).

6.2.5 If an Officer post becomes vacant for whatever reason, reasonable steps shall be taken to fill the vacancy in accordance with the process for electing Officers under this constitution.

6.2.6 Two members of the student group may hold the role of Social Secretary or Events Secretary together. In this case, they shall have equal share of the responsibilities and powers listed below.

6.3 **Responsibilities and powers of the Officers**

6.3.1 The Committee shall manage the Student Group's day to day duties, general business and policy.

6.3.2 The Committee may delegate any of its functions to another group or person, but is ultimately responsible for the acts or omissions of such group or person.

6.3.3 The Committee is responsible for the Student Group's compliance with the Rules and Regulations; the law (including charity law), regulation and best practice; and the Student Group Agreement, and is accountable to the Durham SU Board of Trustees for the same.

6.3.4 The Committee may specify further responsibilities for themselves, or for any Officer, as required.

6.3.5 Upon appointment each Officer shall sign a declaration confirming that they:

(a) Are able and willing to act as an Officer.

(b) Shall attend such training as the Durham SU Board of Trustees and/or the Student Groups Committee may require from time to time.

(c) Will at all times act in the best interests of the Student Group and uphold the Student Group's Aims.

(d) Will at all times act in the best interests of Durham SU and uphold the objects of Durham SU.

7. THE COMMITTEE MEETINGS AND DECISION MAKING

7.1 The Committee must meet at least once in every University academic term.

7.2 An Officer may call a Committee meeting by writing or email to the Student Group Secretary.

7.3 Any persons nominated by the Student Groups Committee and/or the Durham SU Board of Trustees may attend and speak at the Committee meetings. Other persons may also attend with the prior consent of the Committee.

7.4 Notification of a Committee meeting shall be circulated to all members of the Committee (and to members of the Student Groups Committee and the Durham SU Board of Trustees) at least one week in advance of the meeting date. The non-voting delegates from Student Groups Committee and from the Durham SU Board are there to have a regard for matters of good governance, and not to seek to direct the democracy or activities of the student group. They should inform the President of their attendance, and the reason for their attendance, in advance of the meeting they wish to attend. Notification may be circulated by email to the email address supplied by the recipients for this purpose, and provided the recipients agree in advance to receive such notifications by email.

7.5 Meetings may take place by video conference or telephone conference or similar means to allow every member of the Committee to take part in the meeting.

7.6 The President will chair all Committee meetings. If the President is unable or unwilling to do so then the Vice-President (if any) shall chair the meetings. If the Vice-President is unable or unwilling to do so, or if there is no Vice-President, those present shall appoint one of their number to chair the meeting.

7.7 In the event of a tie, the chair of the meeting will have a casting vote.

7.8 The quorum for a meeting of the Committee shall be three members.

7.9 The Committee may make decisions outside of meetings, provided that such decisions are recorded by the Student Group Secretary and that all members of the Committee have the opportunity to participate in the decision making process.

8. CONFLICTS OF INTEREST

8.1 A member (including an Officer) who has a conflict of interest in relation to the matters discussed at a General Meeting, AGM or a Committee meeting must:

8.1.1 At the start of the meeting declare the nature and extent of their interest in the matter in question.

8.1.2 Excuse themselves from the meeting whilst the matter in question is being discussed.

8.1.3 Not be counted in the quorum for the part of the meeting where the matter in question is discussed.

8.1.4 Not vote on the matter in question.

8.2 The Student Group Secretary must keep a record of all interests declared.

9. ASSETS AND FINANCIAL MATTERS

9.1 Assets

9.1.1 All assets (whether tangible or intangible) (**"Assets"**) purchased by the Student Group (whether from monies raised, grants awarded to it by Durham SU or otherwise) or provided or awarded to the Student Group by Durham SU shall at all times remain the property of Durham SU.

9.1.2 The Student Group and its members shall not cause, or permit to be caused, any damage to the Assets and may otherwise be held liable for any such damage.

9.1.3 For the avoidance of doubt:

(a) Tangible assets are physical assets such as stationery, books, tech/IT equipment, marketing materials and gear.

(b) Intangible assets are non-physical assets such as contracts or agreements, computer software, domain names, trademarks, goodwill and copyright.

9.2 Bank Account

9.2.1 Unless otherwise agreed with the Durham SU Finance Committee, on the recommendation of the Chief Executive of Durham SU, the Student Group shall not be permitted to maintain its own bank account. All of the Student Group's funds (the **"Student Group's Funds"**) must be deposited into the Durham SU bank account, as nominated by Durham SU from time to time (the **"Bank Account"**). The Student Group's Funds will be ring-fenced from such other funds contained within that Bank Account (i.e. the Student Group's Funds will be held by Durham SU as a restricted fund).

9.2.2 Money received from members, sponsors, donors, and any other third parties:

(a) Must be immediately deposited into the Bank Account.

(b) May only be used for the purpose it was provided, donated, etc.

(c) Must be immediately returned if provided, donated etc. for a purpose that is incompatible with the Aims of the Student Group.

9.2.3 It is the Committee's responsibility to ensure that it instructs Durham SU as to the correct use of, or return of, the Student Group's Funds held in the Bank Account.

9.3 Accounting Records

9.3.1 The financial year for the Student Group is the same as that for Durham SU i.e. 31 July.

9.3.2 The Student Group's accounts and financial records shall be kept for at least seven financial years and can be inspected by any member of the Student Group, the Student Groups Committee or the Durham SU Board of Trustees upon request.

9.3.3 The Treasurer is responsible for:

(a) Ensuring that monies received are properly accounted for, and that the Student Group's financial records are kept in good order.

(b) Presenting the Student Group's accounts to the members annually at the AGM.

(c) Ensuring that the ordinary expenditure of any given year is not more than the ordinary income of that year.

(d) Presenting an undated budget to the first full meeting of the Committee in the following academic year to be discussed.

9.4 **Miscellaneous**

9.4.1 The Student Group shall be non-profit making which means that the members (including the Officers) may only receive payment, direct or indirect, as reimbursement for legitimate expenses reasonably incurred in carrying out activities in furtherance of the Aims.

9.4.2 Any reserves at the end of the financial year shall be carried over into the restricted reserves for that Student Group for the following financial year, unless otherwise agreed by Durham SU.

9.4.3 If the Student Group is suspended or de-ratified by the Student Groups Committee and/or the Durham SU Board of Trustees or the Student Group has been dormant for two years, any balance left in its Bank Account shall be transferred to the Durham SU bank account, as a restricted fund, for the charitable purposes of Durham SU.

9.4.4 Records of the Student Group's business (whether financial or otherwise) shall be available for inspection by members of the Student Group, the Student Groups Committee and Durham SU.

10. CHANGES TO THE CONSTITUTION AND COMPLAINTS PROCEDURE

10.1 Subject to clause 10.2 below, the Constitution may be amended at a General Meeting, with approval of at least 50%+1 of those members present.

10.2 Any alteration to the following provisions of this Constitution will require the prior written consent of Durham SU:

10.2.1 Clause 1 – Name, Aims and Organisation

10.2.2 Clause 2 – Relationship with Durham SU and Durham University

10.2.3 Clause 6.2.4 – Cessation of office of an Officer

10.2.4 Clause 6.3.5 – Requirement for Officers to sign a declaration.

10.2.5 Clause 9 – Assets and Financial Matters

10.2.6 Clause 10 – Changes to the Constitution and Complaints Procedure

10.2.7 Clause 11 – Breach of this Constitution

10.2.8 Clause 12 – Dissolution

10.3 Any deviation from the Durham SU Complaints Procedure will require the prior written consent of the Durham SU Board of Trustees. A copy of that Procedure is available from the Opportunities team upon request.

11. BREACH OF THIS CONSTITUTION

11.1 If a member is alleged to have breached the terms of this Constitution then those allegations must be promptly reported to a member of the Committee, and the process set out below must be followed.

11.2 All persons involved in the process must at the outset sign a declaration to confirm that they will deal with the matter sensitively and with respect for the privacy of the relevant member concerned, and shall treat the information that they are privy to as part of the process as confidential.

11.3 Allegations of breach of this Constitution must, where possible, be dealt with in an informal and prompt manner. However, where this is not possible, or where the relevant member of the Committee believes that the breach is more than minor or has been committed before by the same person, then the Student Groups Committee must be notified and the more formal process below must be followed.

Investigation

11.4 An Officer (the **Investigatory Officer**) shall promptly investigate the alleged breach.

11.5 The Investigatory Officer may, as part of the investigatory process, suspend the member in question as a member of the Student Group. Suspension shall not imply that the relevant member has breached the Constitution – suspension will be a neutral measure designed to facilitate the investigation process.

11.6 The Investigatory Officer shall share the findings of their investigation with the Panel (defined in clause 11.7).

Panel decision

11.7 A panel made up of one member of the Committee (but not the President or the Investigatory Officer), one member of the Student Groups Committee, and one other member of the Student Group appointed by the Opportunities Officer, (the **Panel**), must promptly discuss the allegation and shall invite the member who is alleged to have breached the Constitution to put forward their views at the meeting. That member may be accompanied by a trusted friend or family member, but not a legal representative.

11.8 Each Panel member shall have one vote. If the majority or all of the Panel members decide that the member in question did breach the Constitution then the Panel is authorised to carry out one or more of the following actions:

11.8.1 Issue a written warning to the member;

11.8.2 Suspend or expel the member from the Student Group;

11.8.3 Make a recommendation to the Board of Trustees of Durham SU to suspend or expel the member from Durham SU in accordance with the latter's Articles of Association;

11.8.4 If that member is an Officer of the Student Group, make a recommendation to the Board of Trustees of Durham SU to remove the member as an Officer of the Student Group and, if the Board of Trustees of Durham SU agree and action that recommendation, propose to the other members that a replacement Officer be elected without undue delay in accordance with this constitution;

11.8.5 Require the member to undergo such relevant training and development as specified by the Panel and in the timeframes specified by the Panel; otherwise, the complaint will be dismissed.

Appeal Panel decision

11.9 Subject to clause 11.10, if the Panel decides that the member in question did breach the Constitution, that member may appeal that decision to a separate panel (the **Appeals Panel**) within 5 days of the decision.

11.10 Any person appealing a decision to carry out the action listed at clause 11.8.3 shall have the right of appeal (if any) as for a trustee of Durham SU as set out in Articles 86 to 89 inclusive of the Articles of Association of Durham SU.

11.11 The Appeals Panel shall comprise the Chair and one other Officer (excluding the Investigatory Officer and the Officer who sat on the Panel).

11.12 The Appeals Panel shall meet to consider the allegations against the relevant member. The proceedings of the Appeals Panel shall be conducted in the same way as the Panel originally conducted their proceedings.

11.13 The Appeals Panel may substitute any alternative outcome or uphold the original decision or recommendation of the Panel, and shall, in writing, notify the relevant member of the Appeal Panel's decision within 5 days of the appeal hearing.

11.14 Durham SU shall appoint an individual to take notes of the meetings of the Panel and the Appeals Panel and shall circulate the draft minutes to the Panel and Appeals Panel (as appropriate) for commenting and approval.

11.15 Subject to clause 11.16, the Appeal Panel's decision shall be final.

External validation of the process

11.16 If the relevant member remains dissatisfied with the decision **and** believes that the correct procedure has not been followed in reaching that decision then they must write, within 5 days of the date of the decision, to the Appeals Panel, setting out why they believe the correct procedure was not followed. An independent, external person, nominated by Durham SU Board of Trustees will then review the fairness (or otherwise) of the process and make recommendations to that Board of Trustees and the Committee on how to readdress that going forward. That independent external person may not, however, substitute an alternative outcome of the Appeals Panel.

12. DISSOLUTION

12.1 The Student Group may be wound up by a resolution of three quarters of those present in person or by proxy at a General Meeting called for that purpose provided that notice of the proposed dissolution is first provided to the Student Groups Committee and to the Durham SU Board of Trustees in good time before the General Meeting.

12.2 Any motion for dissolution of the Student Group shall provide that assets remaining after all liabilities have been met shall not be distributed amongst the members but instead paid to Durham SU for its general charitable purposes

12.3 The Student Group shall automatically be dissolved if it ceases to be registered or de-ratified by the Student Groups Committee.

13. THE PRINCIPLES OF THE STUDENT GROUP

13.1. The Student Group shall be governed by the principles laid down in the Scout Association's 'Policy, Organisation and Rules'.

13.2. The Student Group must also abide by any other rules laid down in the constitutions of:

13.2.1. Student Scout and Guide Organisation (hereafter referred to as 'SSAGO')

13.2.2. Durham SU

13.2.3. Girlguiding (where appropriate)

14. REGISTRATION

14.1. The Group shall be registered as such at the Headquarters of the Scout Association and Girlguiding

15. SUB-COMMITTEES

15.1. Sub-committees may be formed by the Student Group and/or Committee for any purpose at the discretion of the body concerned.

15.2. "DUSAGG 100" Sub-Committee

15.2.1. **Purpose:** The "DUSAGG 100" Sub-committee, hereafter referred to just as the Sub-committee, has been created with the purpose of organising celebrations for the 100-year anniversary of the Student Group in 2028.

15.2.2. **Composition of the Sub-Committee:** The committee is made up of the following officer at a minimum:

(a) Chairperson: who shall chair the meetings of the sub-committee and be the representative of the sub-committee to the main Student Group Committee

- The chairperson will ex-officio be the Secretary of the Student Group
- In the case the Student Group Secretary does not wish to or is unable to be chairperson of the sub-committee, they may delegate this role to any other willing member of the Student Group Committee
- In the case no member of the Student Group Committee is able or willing to be chairperson, a member of the Student Group will be picked by the committee

The Sub-committee will also be made up of any interested members of the society who can request to join by petitioning to the chairperson.

The Sub-committee may also create new officers at will with the purpose of aiding the purpose of the Sub-Committee. These officers will be voted on by the members of the Sub-committee.

15.3.3. **Dissolution of the Sub-committee:** The sub-committee shall be dissolved under one of two conditions:

(a) The Sub-committee has successfully completed their goal of running 100th anniversary celebrations for the Student Group

(b) The celebrations were not conducted by the 1st of January 2030.

16 EXTRODINARY GENERAL MEETINGS

16.1 An EGM may be called by:

16.1.1 The committee

16.1.2 10% of members of the student group

17 EQUAL OPPORTUNITIES

The Student Group shall comply with Durham SU's policies and shall not discriminate on the grounds of age, race, gender, sexual orientation, religion or disability.