

Bye-law 8 - The University of Hertfordshire Student's Union (insert name) Association's Constitution.

General

1. The Association shall be called the University of Hertfordshire (insert name) Association.
2. The Association shall be part of the University of Hertfordshire Student's Union.
3. The Association shall adhere to the rules that exist within the Union and the University. Financial accounting, elections, general meetings, amendments to these rules and other formal business shall be conducted according to such procedures as the University and Union may from time to time lay down for student associations.
4. The objectives of the Association shall be, within the constituency:
 - a. To provide a (insert objectives)
 - b. c. To campaign for (insert Objective)
 - e. To maintain and build links with groups with similar objectives in the local, national and international spheres.
 - f. To work alongside
5. The meetings shall be run according to the following protocol by which all members abide:
 - a. Confidentiality. What takes place within the meetings, including the identities and personal opinions of those present is confidential.
 - b. Attendee's individual opinion is welcome but remains their own. No individual opinion may be expressed as if the opinion of the group as a whole, unless it is through the Chair and democratically agreed.
 - c. Intimidation of any sort is not tolerated.
 - d. There shall be a promotion of mutual respect and equality between members at all meetings and events so as to create a safe haven.
 - e. When a meeting is chaired, members must go through the chair to ensure that everyone has the opportunity to speak.
6. The Association believes the Association members have common interests and that these are best served by working together in unity.

Committee

1. The group shall have a committee elected by simple majority via a secret ballot, with the following posts:
 - a. **Chair** – Shall have overall responsibility for the Association and its functions, and shall also be responsible for calling the meetings of the Association and liaising with the Student Union, Further Education Establishments within Hertfordshire, other University groups and any external bodies as necessary. They shall also sit on student council and will represent the association and Association members in such

a role. The position shall not be held by the same person for more than 2 consecutive years.

b. **Deputy Chair** – Shall assist the Chair with the smooth running of the Association and liaising with Further Education Colleges in Hertfordshire, other University LGBT groups and any external bodies as necessary. They shall also temporarily take over the role of Chair at any meetings or functions of the Association should the chair be unavailable.

c. **Secretary** – Shall perform all secretarial duties, including minuet taking of LGBTA meetings and collection and dissemination of information.

d. **Treasurer** – Will be responsible for monitoring the Associations finances and liaise with the union, alongside the Chair, in the relevant ways.

i. **Campaigns Officer** - To coordinate and oversee campaigns for Association members rights. In addition to liaise with V.P. Academic Support and Campaigns to meet these aims.

j. **Promotions Officer** – Shall promote the Association and its events both internal and external of the student union and University.

k. **Website Officer** – Shall be responsible for the running of the website and maintaining regular updates.

l. **Executive Officer** – Will be the executive officer with responsibility for support of Associations (ideally V.P. Academic Support and Campaigns). They shall attend the meetings in a nonvoting capacity.

2. The committee should ensure that the needs and issues of all the groups it represents are represented wherever possible.

3. The committee shall be elected at the first meeting of the academic year that they will be in post, except for the Chair who shall be elected at the AGM of the previous academic year so to organise and arrange the beginning of the next year including the fresher's fair stall.

4. At the election of new committee members, all previous committee members must stand down to allow everyone to run for positions on the committee. The exception to this shall be the Chair who will co-ordinate the election process for the other committee members. When the election of the Chair is to take place at the AGM, the Chair shall step down and the executive officer shall co-ordinate the election process.

5. If elected to the committee, unless expressly requested otherwise, all committee members shall understand that their names and contact details may be circulated within the group and Union, but not for general release.

6. By-elections for empty positions may be held as deemed necessary.

7. Committee members may re-stand for positions except for Chair once they have been in position for 2 consecutive years.

The Membership of the University of Hertfordshire Student Union * Association**

The association meetings are open to ** students of the University of Hertfordshire.**

The Group Records

1. Any records of group membership shall be used solely for the purposes of informing members of forthcoming activities, regulating General Meetings, and for auditing purposes. Only the Chair, Deputy Chair and Secretary shall have access to the records of membership.

2. The fact of a person's membership shall not be made known to the University, Union, to another member, or to any other person or body without their written consent.

3. If any member asks to be taken off the membership, that person shall cease to be a member and his/her records shall be securely destroyed.

4. If the University, Union, or other component authority shall require verification of the Group's Membership, the chair shall agree with that authority an auditor, who shall be given temporary access to all relevant records of both parties. Under these circumstances members will be given written notice and the opportunity to have their name removed. It is suggested that the group use the Executive Officer for this purpose.

a. The word of the auditor shall be deemed to have satisfied in full the request for verification.

b. The auditor shall not duplicate, publicise or otherwise reveal any information about the Group's membership apart from that required by the audit.

c. The auditor shall then surrender access to the records.

Meetings

1. There shall be an Annual General Meeting on the last meeting of the Academic year where the Chair shall be elected and a summary of the Associations campaigns, events and achievements shall be presented to all members.

2. General Meetings shall be held on the first Tuesday of every month.

3. Guests and speakers may attend by invitation or arrangement through committee before the start of the meeting.

5. A quorum of a general meeting shall be half of the committee members plus 1 ordinary member.

6. Committee members may stand down and become ordinary members for the

duration of the general meeting should they so wish.

Finance

1. The Association shall apply for funding from the Union, which it shall administer according to the rules of the union.
2. The Treasurer shall be either a full time or a part time student of the University.
3. The funding shall be used towards campaigns and events that have been agreed by the Association and are within the rulings of the Student's Union.