



Society Constitution



Date Recognised/ Renewed _07/03/2014_

1. Name

- 1.1 The name of the Society shall be:
University of Warwick Students' Union History Society (also known as HistSoc Warwick)

2. Aims and Objectives

- 2.1 The Society shall have written statement of aims and objectives, which shall be part of this Constitution and shall be annually subject to review by the Society Executive Committee.
- 2.2 The Statement of the Aims and Objectives of that Society shall be:

Our aim is to provide our members with an academic, social and welfare society. We aim to have a variety of social events, culminating in our annual ball. We will organise sports teams to compete in university leagues as well as in the Societies Cup. Academically, we aim to provide a mentoring scheme, speaker series, lecture forum, academic journal and essay workshops to support our members' historical interests. We aim to run a domestic and international tour, combining historical culture with a fun and social environment. Furthermore, we aim to hold a variety of careers events to inform and improve our members' employability.

- 2.3 The Society, its Officers, its funds and all its activities shall be subject to the provisions of the Constitution, Regulations and policy of the University of Warwick Students' Union
- 2.4 The Society shall abide by the Union's current Equal Opportunities Policy and Environmental Policy statement, which shall be included in all constitutions
- 2.5 The Society shall be subject to a disciplinary code as laid down by the Students' Union and administered by the Societies Federation Committee
- 2.6 Any alterations to the Society Constitution must be ratified by the Societies Federation Committee
- 2.7 If the Society has issues arising not mentioned in a personalised constitution, then this document will become the default.

3. Decision Making

- 3.1 The Society General Meeting shall be the sovereign body of the Society. It shall elect all officers of the Society and may decide on any matter relating to the activities of the society.
- 3.2 The Society Executive shall call at least one General Meeting per year for the purposes of electing all the Society Officers and discussing plans and activities for the coming year. If this is done via email, there must be an opportunity for members to ask questions.

- a) The Executive shall give at least seven days notice of any General Meeting to all members and such notice shall include details of any elections to be held.
 - b) The General Meeting will have a quorum of 10% of the total membership.
 - c) The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Societies Officer
- 3.3 The Society Executive shall be made up at least three voting officers, of which two shall be the President / Chair and the Treasurer respectively. The General Meeting shall be free to give titles to the remaining officers and create other Executive Officers as it believes necessary
- a) **The General Meeting must elect an academic officer. This academic officer is responsible for running an academic lecture forum at least once a year.**
- 3.4 The Executive shall be responsible for the day to day running of the Society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive shall be further responsible for:
- a) Organising the activities of the Society in such away as to include the greatest possible number of the Society's members.
 - b) Directing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations.
 - c) Formulating and submitting an annual bid for funds from the Societies Federation Committee prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained within the bid.
 - d) Formulating and submitting any additional bids for funds from the Societies Federation Committee or Groups within the Union.
 - e) Assisting any review if the Society's activities and use of funds carried out by any Standing Committee or Group of the Students' Union that has granted funds to the Society.
 - f) Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.
 - g) Ensuring that all society activity abides by the constitution, regulations and policy of Warwick SU and by law.

4. Elections and General Meetings

- 4.1 Elections shall be held at a quorate general meeting.
- 4.2 Where there is more than one candidate, candidates must be given free and fair opportunity to make a speech.
- 4.3 If a request is made, a secret ballot must be held. This ballot should be counted by a member of the Executive Committee, excluding any member that declares interest in the outcome of the ballot.
- 4.4 Societies may request an independent observer. The Societies Officer will nominate one.
- 4.5 Only a quorate general meeting of a society may remove a society officer from office. This can be carried by a simple majority of voting members present, in all cases consultation with the Societies Officer is required.

5. Membership

- 5.1 Membership of the Society shall be open to all full, associate and honorary members of the Students' Union and full, associate and honorary members of Societies Federation upon payment of the required subscription. The subscription rate should reflect the true cost of the facilities made available to the members of the Society. Associate members shall not be entitled to vote.
- 5.2 All standard members of the Society shall be entitled to vote in elections, provided that they have joined the society and paid the appropriate subscription fee no less than three days before the elections take place.
- 5.3 The following shall not be entitled to hold the office of an Executive position in the Society:
 - a) Associate or Honorary members of the Students' Union or Societies Federation
 - b) Any person who has received payment for the provision of services to the Society (not including reimbursement of personal expenditure on behalf of the Society)