**LUSU Society Model Terms Of Reference**



*The below provides a simple template for a society terms of reference. However, you do not have to follow this example. Any format is acceptable as long as meets all criteria and responsibilities laid out in LUSU’s Student Groups Bye-Law as a minimum.*

* **The Society**

1.1 The name Society shall be Lancaster University First Aid Society, hereafter referred to as “the society"

1.2 The Society shall be associated to Lancaster University Students’ Union (LUSU) subject to conditions set out in the Activities Bye Law. As such the Society agrees to abide by the Union Constitution, its Bye-laws, the LUSU Safety Framework and all other Union policies.

1.3 The Society may affiliate to external bodies subject to the approval of the Executive Committee (see section 100.6 in LUSU’s Constitution)

* **Aims**

2.1 The Society shall exist to:

Provide an opportunity to all those interested in first aid, to be trained and learn about first aid as well as volunteer their time to deliver first aid to those in need once qualified.

* **Membership**

3.1 Membership of the Society is open to all full and associate members of Lancaster University Students’ Union. Society membership should fall into two categories, full and associate, as laid out in the Membership Bye-Law.

3.2 All members may attend and speak at meetings however, only full members may propose a motion or vote at a meeting.

3.3 Only full members have the right to be a candidate, vote or nominate/second a candidate in elections. The three principle positions of the Society Executive Committee, as determined by the respective society, must be full members

3.4 Honorary membership may be granted on a life basis or for a limited period, subject to the agreement of the qualified majority at the Annual General Meeting. This shall normally be granted to ex-members for outstanding service to the Society, or for those who can continue to offer service to the Society.

3.5 Honorary members have the same rights and restrictions as Associate Members

3.6 The Executive Committee reserves the right to refuse or revoke membership, with the approval of Societies Committee, of an individual for breaching this constitution, the Society’s Safety Code of Practice, the LUSU Safety Framework or bringing the Society into disrepute, subject to the complaints procedure set out in section 7 of this constitution.

* **Executive Committee**

4.1 The Society shall be administered by an annually elected Executive Committee who shall have duties and responsibilities set out below.



*N.B. section 4.1.1 to 4.1.5 are examples, however the responsibilities listed under the positions 4.1.1. to 4.1.4 are obligatory. It is up to you as a society to decide what Executive Positions you have, and to distribute the obligatory bullet points to the Officer who wish to do them. Additionally, you may add other responsibilities as you so wish to any of your positions*

4.1.1 President: who shall

* Be the primary representative of the Society to the Union, the University and to external bodies and attend the Societies Council and other relevant meetings.
* Co-ordinate and oversee the activities of both the Executive and the Society as a whole.
* Act as chair to all executive committee meetings.
* Liaise with St John Ambulance to establish and maintain a LINKS volunteering unit.
* Work alongside other executive members to ensure that the society is financially sustainable.
* Informing the membership of other appropriate information as and when necessary.

4.1.2 Vice-President: who shall

* The Vice president will oversee the general activity and help guide the executive in key decision making in regard to the society.
* Oversee the safety aspects of all Society activities and ensure that the LUSU Safety Framework and the Society’s Safety Code of Practise is adhered to, and give specific responsibility for this area to a designated member of the Executive Committee.
* Act as Returning Officer at all elections and ensure their smooth running.
* Act as chair at executive committee meeting at which the President is unable to attend.
* Share responsibility with the president for all Society correspondence and administration.
* Liaise with both Lancaster University Students’ Union and various sports clubs and societies to establish sporting and other events that first aid trained volunteers can attend.

4.1.3 Secretary: who shall

* Take minutes at meetings and circulate agendas and minutes of such meetings to the membership.
* Be responsible for administration of all matters relating to memberships and subscriptions and liaising appropriately with the Vice president

4.1.4 Treasurer: who shall

* Be responsible for organising and managing the societies funds including creating and overseeing the budget and approving spending requests.
* Maintain good order of the Society Finances and ensure that the Union Financial Regulations are adhered to and maintain an up to date account of all financial transactions.
* Liaise with Activities Office and Finance Office at Students’ Union when necessary.
* Collect any debts owed to the club
* Prepare a statement of revenue and expenditure, prior to Lent term, to be presented at the Annual General Meeting for ratification.

4.1.5 Social Secretary: who shall

* Organise and publicise a wide range of social events and activities for all members that appropriate and accessible events that meet the interests of the society’s members.
* Ensure that the safety aspects of such activities are satisfactorily addressed.
* Maintain good order at all social/activities.

4.2 In the absence of any member of the Executive, their duties may be delegated to another Executive member. Alternatively, a full member may be co-opted to fulfil such duties, subject to the approval of a general meeting, until the next possible election.

4.3 Any Executive members who fail to attend two consecutive general meetings, without acceptable written apology, shall be deemed to have resigned and a by-election shall be held.

4.4 Members of the Executive shall be elected at the Annual General Meeting and shall take office from a date that is agreed by majority vote at the AGM (which is likely to be but not necessarily the last day of Lent Term).

4.5 Failure of Executive members to carry out the duties conferred on them by this constitution or by resolutions of Society meetings, without reasonable excuse, will be grounds for suspension or motion of no confidence of the officer concerned.

* **Elections**

5.1 The running of all Society elections shall be the responsibility of the Vice-President who shall act as Returning Officer. Should this officer be a candidate in any election, then another officer may be appointed Acting Returning Officer by the Executive for the duration of that election.

5.2 All officers shall be elected on or around lent term at the Annual General Meeting.

5.3 All officers elected at this time will attend the necessary Duty of Care training offered by the LUSU Societies Staff.

5.4 Any post may be filled by by-election at a general meeting.

5.5 Society members will be informed of the date of the election, positions available and details for nominations two weeks prior to voting taking place.

5.6 Re-Open Nominations (RON) shall be a candidate in all elections.

5.7 All elections are preceded by speeches by the candidates. The Returning Officer shall decide in advance the maximum length of speeches. The speeches shall be followed by questions to the candidates.

5.8 Candidates unable to attend must send written confirmation of their intention to stand and this may include a speech to be read out by the Returning Officer. If no confirmation is received, exclusion for the election will result.

5.9 A show of hands at the meeting shall be taken for each candidate. Members may only vote once per position. The candidate with the highest number of votes shall be duly elected. The Returning Officer shall be responsible for the count.

5.10 Any full member may propose that voting be done by secret ballot, subject to the approval of a simple majority at the meeting.

5.11 Any complaints regarding elections should first be taken to the Returning Officer, and then to the Societies Committee should their decision be appealed

* **Meetings**

6.1 General meetings may be called by the president, by a majority decision of the Executive Committee, or by written request of five or more Society members.

6.2 General Meetings must be held no less than three times each year and at least seven days written notice must be given.

6.3 Any elected officer may have a motion of suspension of no confidence placed in her/him at a General meeting and a qualified majority shall be required to sustain it.

6.4 The quorum of General Meetings shall be determined by the Society itself. The Society must calculate which of the following options provides the highest outcome in relation to how many members there are in their society, and implement it. Failure to achieve quorum shall mean that the meeting has no constitutional competence.

* Ten full members
* At least 15% of their Society membership
* 150% of the Society Executive Committee – This is the Society

Executive Committee plus 50% of the size of the Society Executive Committee in non-Society Executive Committee Members.

6.5 Emergency meetings may be called in the same way as a General meeting save that it shall require five days written notice of the business to be transacted. The quorum for such meetings shall be determined as above in Section 6.4 of this Constitution.

6.6 Emergency meetings shall only discuss the matter for which the meeting was called. It shall not be able to transact any financial business or amend the constitution.

6.7 There shall be an Annual General meeting in the last few weeks of the Lent Term each year. The President shall present a report of the Society’s activities for the previous year and the Treasurer shall present a statement of accounts.

6.8 Elections for positions on the Executive Committee shall be held at the Annual General meeting.

6.9 Quorum for the Annual General meeting shall be determined as above in Section 6.4 of this constitution.

* **Complaints**

7.1 Any complaints about the running or operations of the Society should initially try to be resolved informally by approaching the society executive directly. Beyond this a complaint should follow LUSU’s Complaints Procedure.

* **Constitution**

8.1 The whole or any part of this constitution may be altered, amended or deleted at any General meeting or at the Annual General meeting. Any changes shall require a qualified majority.

* **Safety**

9.1 The Society must adhere to the LUSU Safety Framework at all times. Copies of this will be distributed at appropriate times throughout the year. Failure to abide by this framework may result in disciplinary action.

9.2 The primary officer responsible for safety, and/or the Safety Officer shall attend an annual Duty of Care Briefing held by LUSU Student Activities Office.