

Constitution of the Lancaster University Real Ale and Cider Society

1. The Society

- 1.1 The name Society shall be Lancaster University Real Ale and Cider 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 Section 27 of the union Constitution. 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 Union Council (see section 20 of the Union Constitution)

2 Aims

1. The Society shall provide an opportunity to all those interested in the appreciation of real ale and cider to get involved in the society via social events, campaigns or by joining the executive committee or the executive sub-committees.
- 2.2 The Society shall promote the safe and sensible consumption of alcohol.
- 2.3 The Society shall campaign for the greater appreciation of traditional Real Ale, Cider and Perry as a part of national heritage and culture.
- 2.4 The Society shall work with campus licensees to improve the variety and service of Real ale and Cider.

3. Membership

- 3.1. Membership of the society shall cost £1, paid at the start of the academic year upon application to the society.
- 3.2. 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 Section 7 of the Union Constitution.
- 3.3. All members may attend and speak at meetings however, only full members may propose a motion or vote at a meeting.

- 3.4. 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
- 3.5. 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.
- 3.6. Honorary members have the right to participate in all Society Activities, and attend and speak at meetings.
- 3.7. The Executive Committee reserves the right to refuse or revoke membership, with the approval of Societies Council, 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.

4. Executive Committee

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

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 Society meetings.
- Act as Returning Officer at all elections and ensure their smooth running.
- Be responsible for advertising the society's events.
- Be responsible for the maintenance and administration of online communications to society members.
- Establish relationships with external bodies such as the Campaign for Real Ale (CAMRA) and local breweries.

4.1.2. Vice President: who shall

- Assist the president on day to day running of the society.
- Take over the running of the society when the president is unable to do so.

4.1.3. Treasurer: who shall

- Maintain good order of the Society Finances and ensure that the Union Financial Regulations are adhered to.
- Maintain an up to date account of all financial transactions.
- Advise the Executive and membership on expenditure of the budget.
- Prepare a statement of revenue and expenditure, prior to Lent term, to be presented at the Annual General Meeting for ratification.
- Be responsible for society fund raising.

4.1.4. Secretary: who shall

- Be responsible for administration of all matters relating to memberships and subscriptions and liaising appropriately with the Treasurer.
- Be responsible for all Society correspondence and administration.
- Take minutes at meetings and circulate agendas and minutes of such meetings to the membership.
- Informing the membership of other appropriate information as and when necessary.
- Be responsible for the ordering and maintenance of all Society equipment.

4.1.5. Social Secretary x 2 : who shall

- Organise and publicise a wide range of social events and activities for all members.
- Ensure that the safety aspects of such activities are satisfactorily addressed.
- Maintain good order at all social/activities.

4.1.5 Safety Officer: who shall

- 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.

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 the last day of the 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.

5. Elections

- 5.1. The running of all Society elections shall be the responsibility of the 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 towards the end of the Lent term at the Annual General Meeting.
- 5.3. All officers elected at this time will attend training offered by the LUSU Student Activities Office.
- 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 Council Chair, as per complaints procedure detailed in Bye-law 27.

6. 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.
 - 6.4.1 Ten full members
 - 6.4.2 At least 15% of their Society membership
 - 6.4.3 150% 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.

7. Complaints

- 7.1. Any complaints about the running or operations of the Society should initially be discussed with the President and then follow the procedures set out in bye-law 27 of the Union Constitution.

8 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.

9 Safety

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 Society shall have a Safety Code of Practise that shall be reviewed annually. This code shall be shown to each member before they subscribe to the Society and be made readily available throughout the year.
- 9.3 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.