

Constitution of the Southampton University Student Christian Movement

1. Name

The name of the society shall be the “**Southampton University Student Christian Movement**”, hereinafter referred to as the Society. The Society is generally known as “**SCM**”, or, to avoid confusion with the national Movement, “**SUSCM**”.

2. Type

SUSCM is a Religious Society.

3. Aims & Objectives

The aims and objective of the Society shall be:

- I. To provide an open-minded and non-judgemental environment in which to question, challenge and explore the Christian faith.
- II. To be actively inclusive of individuals from all religious and non-religious backgrounds.
- III. To promote awareness of other faiths through interaction with other religious societies.
- IV. To engage with contemporary theological, political and social issues.

4. Membership

I. Full Membership

Any registered University of Southampton student shall be eligible to become a Full Member, subject to any subscription payment set down by the committee.

II. Associate Membership

Other individuals, including (but not limited to) Associate Members of the *Southampton University Students' Union* (hereinafter “the Union”), may become Associate Members of the Society, subject to any subscription payment set down by the committee. Associate members shall be entitled to full rights and privileges as members except that they may not hold officer positions on the committee.

The committee is required to provide to the Union a membership list.

5. Committee

The administration and management of the Society shall be the responsibility of its committee. The Committee shall consist of the Officers and at least two Ordinary Members. The Committee may at any time co-opt additional committee members by a

committee vote, preferably with the agreement of the Society. There may be no more than ten active members of Committee at any one time.

I. Officers

The Officers of the Society shall consist of:

i. The President

The President is the figurehead of the Society to all external interests. He is responsible for any other tasks which do not come under the jurisdiction of other committee members (see below). The President usually acts as Chair at meetings of the committee.

In certain circumstances, such as extended absence, absence without access to communication, or incapacity of the President, either the President or the Secretary and Treasurer *together* may decide that there is a need for an Acting President. In such a case, a Vice-President is an obvious and natural choice. Further, it is suggested that it would be inappropriate for either the Secretary or Treasurer to serve in said Acting President role. The Acting President shall assume all responsibilities of the President until such time as the elected President resumes his position, or a new President is elected. An Acting President shall not continue in such a role for longer than thirty days of *University of Southampton* term-time without the express permission of the Society in a General Meeting.

ii. The Treasurer

The Treasurer shall maintain the accounts of the Society, which shall be available for examination at the AGM. Any funds spent by the Society must follow Union regulations (as set out in the Constitution and Grant Aid) and be authorised by the Treasurer, generally after approval from the President (and preferably the Committee).

iii. The Secretary

The Secretary shall keep minutes of the Society. These shall be made available, upon request, to the Societies Department Committee. It is the responsibility of the Secretary to deal with and pass on any communications received to the appropriate parties, unless said responsibility is expressly delegated to an Ordinary Member. The Secretary should also organise and maintain a list of all members, which shall be available to the officers and committee of the Society.

II. Ordinary Members

There shall be at least **two** Ordinary Members of the Committee.

The Ordinary Members of the Committee shall be assigned specific roles, responsibilities and, should it please the Committee, titles, shortly after they take office.

Among the Ordinary Members it is customary that there is at least one Vice-President. Vice-Presidents are to hold honorary rank immediately after the President. The (or a) Vice-President is to chair the Annual General Meeting.

In the absence of any Vice-President, the Secretary is to chair the Annual General Meeting.

A member of the Committee shall have specific responsibility for sitting on the Religious Societies Union (hereinafter referred to as the "RSU"). If that individual should be elected to the RSU Chair, said responsibility shall be handed on to another Committee member.

6. Society Hand-over

Upon election of a new committee, the outgoing committee is responsible for overseeing the hand-over of responsibilities for a minimum of a two week period following the election.

The responsibilities of each outgoing officer are as follows:

I. The President

The President must primarily ensure that the SCM Unique Filing System is transferred to the new President, and further ensure that the e-mail list and other internet resources are transferred to the appropriate individual. He should also generally oversee the general hand-over of responsibilities.

II. The Treasurer

The Treasurer must ensure that the Society's copy of Grant Aid is up to date and that the new officer has all bank account details transferred to him, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the Societies Officer before the end of the summer term.

III. The Secretary

The Secretary will transfer all minutes and relevant documentation to the new officer. The Secretary will also complete the Society registration and Bunfight stand request for the coming session and pass these to the Societies Officer as soon as possible.

7. Meetings

I. Termly General Meetings (TGM)

The Society shall hold a general meeting at least once a term, which shall be advertised to Union members.

II. Annual General Meetings (AGM)

- i. The Society AGM shall be held in the latter half of the spring term.
- ii. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Union members.
- iii. Officers of the Society and committee members shall be elected at the AGM.
- iv. Each member of the committee may be invited by the Chair to make a short speech concerning his activities during the previous year. The Treasurer must also present the year's accounts.
- v. The Societies Officer shall be invited to the AGM.
- vi. Minutes of the AGM shall be made available at the start of the summer term.

III. Extraordinary General Meetings (EGM)

- i. An EGM can be called by the President or Secretary of the Society, or by written application to the President of at least 4 members of the Society, together with a written statement of the objects for which the meeting is being called.
- ii. At the EGM no business other than that specified (either in the written statement or, failing that, in the notice of the meeting) shall be discussed.
- iii. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the President or any resolution by the Officers, committee or society.
- iv. The Societies Officer shall be informed of the meeting and the reason for it being called a reasonable amount of time *before* it is held.

IV. Conduct of Meetings

- i. Voting: Each and every full member of the Society present at any general meeting shall be entitled to one vote upon every voting matter. Associate members are customarily accorded precisely the same privileges as full members.
- ii. Quorum: The quorum at all general meetings shall be 40% of the full members.

- iii. Minutes: The Secretary shall keep minutes of all general meetings, which shall be made available to the Societies Officer and to the Societies Department Committee upon request.

8. Elections

- I. Elections for Society Officers and committee members shall be held at the AGM. The Secretary (or the AGM Chair) shall invite nominations at least 7 days before the meeting. Nominations must be given to the Secretary (or the AGM Chair) before the meeting.
- II. The election will be advertised to all Union members.
- III. The election shall be carried out by a fair and democratic method such as a show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chair (having customarily refrained from voting) may vote in favour of one of the candidates or may declare the post unfilled.
- IV. If a full committee is not elected for any reason, a Secretary shall be elected and he will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
- V. Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the Societies Officer with 14 days of the election.

9. Financial Matters

- I. The Treasurer shall be responsible for maintaining the accounts of the Society, which shall be made available to the Societies Officer and the Societies Department Committee upon request.
- II. An annual statement of the Society accounts must be presented to the AGM by the Treasurer.
- III. The Officers are jointly liable for the proper management of the Society's finances and ensuring that the Union's Grant Aid regulations are applied.

10. Expulsion of members

- I. The Committee shall have the power to expel any member from SUSCM, after discussion with the Societies Officer, on the grounds of misconduct of a nature opposed to the aims and/or objectives and/or spirit of the Society and/or the Union.
- II. Where any member of the Society is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Society.

