The Rules and Constitution of [Insert Name]

**1. Name**

The name of the club/society shall be [insert name].

**2. Aims**

The aims of [insert name] will be:

2.1 To bring together students and alumni of Trinity Laban to…

2.2 To work closely alongside Trinity Laban Students’ Union

2.2 To promote…

2.3 To establish…

**3. Membership**

Membership is open to anyone who:

3.1 Is a current or past student of Trinity Laban Conservatoire of Music and Dance.

3.2 Supports the aims of [insert name].

3.3 Membership will begin as soon as the membership form and first annual payment has been received.

3.4 There will be an annual membership fee of [insert amount here] which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

3.5 Membership may be granted for free if the group determines not to set a fee at the groups’ AGM.

3.6 A list of all members will be kept by the President (or Secretary if elected) of the club/society.

Ceasing to be a member:

3.7 Members may resign at any time in writing to the President of the club/society.

3.8 Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

3.9 Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings/events or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the club/society committee, accompanied by a friend, before a final decision is made.

**4. Equal Opportunities**

4.1 [insert name] will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

**5. Officers and committee**

5.1 The business of the group will be carried out by a Committee elected democratically at the Annual General Meeting. The Committee will meet as necessary, and not less than three times a year.

5.2 The Committee will consist of at least 3 members, and be composed of 2 elected officers and 1 committee member. Up to 5 additional members may be co-opted onto the committee at the discretion of the committee.

The elected officers’ roles are as follows:

5.3 President, who shall chair both general and committee meetings, and be responsible for the overall running of the club/society.

5.4 Treasurer, who shall be responsible for maintaining accounts.

Optional additional elected officers’ roles are as follows:

5.5 Secretary, who shall be responsible for the taking of meeting minutes, keeping records of all members,

5.6 Vice President, who will support the President in the day-to-day running of the club/society.

5.7 Fixtures Officer, specifically for sporting clubs, who shall be responsible for arranging and coordinating fixtures of the group.

Standing down:

5.8 In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members.

5.9 Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

5.10 The Committee meetings will be open to any member of [insert name] wishing to attend, who may speak, but is not entitled to vote.

5.11 All members are entitled to vote at any General Meeting called.

5.12 If a member of the club/society hasn’t paid their membership fee, then they are not entitled to vote.

**6. Meetings**

Annual General Meetings

6.1 An Annual General Meeting (AGM) will be held every year between 1st and 30th June.

6.2 All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time.

6.3 Nominations for the committee may be made to the President (or Secretary if elected) before the meeting, or at the meeting.

6.4 The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:

6.5 The Committee will present a report of the activities undertaken by [insert name] throughout the year.

6.6 The Committee will present the accounts of [insert name] for the previous year.

6.7 The officers and Committee for the next year will be elected.

6.8 Any proposals given to the President (or Secretary if elected) at least 7 days in advance of the meeting, will be discussed.

Extraordinary General Meetings

6.9 The President will call an Extraordinary General Meeting at the request of the majority of the committee or at least eight other members giving a written request stating the reason for their request.

6.10 The meeting will take place within twenty-one days of the request.

6.11 All members will be given two weeks’ notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

6.12 The quorum for the Extraordinary General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

Committee Meetings

6.13 Committee meetings may be called by the President.

6.14 Committee members must receive notice of meetings at least 7 days before the meeting.

6.15 The quorum for Committee meetings is the minimum three Committee members.

**7. Rules of Procedure for meetings**

7.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

7.2 If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the President of the club/society shall have an additional casting vote.

**8. Finances**

8.1 An account will be maintained on behalf of the club/society, either at a bank agreed by the committee or held in cash. There will be two signatories on the bank account for the year – the Treasurer and the President of the club or society. The signatories must not be related nor members of the same household.

8.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

8.3 All money raised by or on behalf of [insert name] is only to be used to further the aims of the group, as specified in item 2 of this constitution.

**9. Amendments to the Constitution**

9.1 Amendments to the constitution may only be made at the Annual General Meeting or an Extraordinary General Meeting.

9.2 Any proposal to amend the constitution must be given to the President (or Secretary if elected) in writing. The proposal must then be circulated with the notice of meeting.

9.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote, as well as fulfilling the meeting quorum.

9.4 Any constitutional changes must then be submitted to the Trinity Laban Students’ Union for approval.

**10. Dissolution**

10.1 If a meeting, by simple majority, decides that it is necessary to close down the group it may call an Extraordinary General Meeting to do so. The sole business of this meeting will be to dissolve the group.

10.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to Trinity Laban Students’ Union.