



LSESU Student Group Constitution

Introduction

The LSESU Student Group Constitution should be read alongside the LSESU Student Group Regulations, LSESU Student Activities Code of Conduct and LSESU Byelaws. Your constitution must not contradict any of the above-listed documents, and it is your group’s committee’s responsibility to ensure this does not happen. Your constitution should be reviewed and ratified annually at your group’s Annual General Meeting (AGM).

Constitutional Amendments

Any amendments to your Constitution must be approved by the Activities and Communities Officer. Following the approval by the Activities and Communities Officer, the new constitution must be passed by a simple majority of members at your next AGM.

Student Group Information

This part of your Constitution is unique to your student group, and can be edited to reflect your aims, committee roles and specific constitutional requirements. Amendments to this section may be made by your committee and must then be approved by the Activities and Communities Officer and ratified by a vote at your AGM, as outlined above.

Student group name	
Annual Membership Fee	
Student group Aims and Objectives	
Student Group Core Activities and Opportunities offered <i>Please note: If your group intends to change or specifically expand its activity, you must update and resubmit your constitution for our records. In particular, the core activities and opportunities you offer to your members.</i>	



Student Group Committee Roles

There are 3 core committee roles that LSESU requires you to have to ensure that your student group is run efficiently and in accordance with this constitution. These committee roles and their expected needs are listed below. As well as these core roles, your group can add further non-core committee roles if you feel they are necessary to the operation of your student group activity.

Role	Responsibilities
President	<ul style="list-style-type: none"> • Convene and chair student group meetings. • Main point of contact with LSESU on all student group issues. • Responsible for ensuring compliance with all LSESU policies and regulations. • Ensure all committee members complete the relevant training needed for their roles.
Treasurer	<ul style="list-style-type: none"> • Administer and keep a record of the finances of the student group. • Authorise all student group expenditure. • Responsible for ensuring all group activity abides by LSESU financial procedures.
Secretary	<ul style="list-style-type: none"> • Act as liaison between the student group committee and its members. • Responsible for managing the student group’s email and room bookings. • Taking minutes of all student group committee meetings and AGMs.

Signatures

President	
Treasurer	
Secretary	