

# Involve: Student Committee Constitution

De Montfort University, Leicester

## **PART 1: GOVERNING ARTICLES**

### Aims And Objectives

1. The Committee has the following collective duties and functions:
  - i. To act for and on behalf of the INVOLVE Volunteers;
  - ii. To determine, develop and implement an annual plan of work;
  - iii. To direct the activities of the individual committee members within the remit of their posts;
  - iv. To set the date, time and location of General Meetings
  - v. To organise social events for INVOLVE Volunteers

### Realisation Of Objectives

2. All activities of the INVOLVE Student Committee must be in line with the spirit and regulations of the Statutes of the University and the Constitution of the Students' Union, with equality of opportunity for all being the central principle underlying the work of the INVOLVE Student Committee.

### Membership

3. INVOLVE is composed of all individuals who have registered for membership with INVOLVE. Such registered members shall be known as "INVOLVE Volunteers". Any INVOLVE Volunteer can become members of the committee.

### Steering Group and Involve Staff

4. The Steering Group is the executive body of INVOLVE, being a collective of staff and INVOLVE Volunteers, including the INVOLVE Project Director, INVOLVE staff, other interested University staff members and finally other external organisations who work with INVOLVE.

### General Meetings and AGM

5. Annual General Meetings are primarily responsible for electing members of the Committee and for determining the general and particular work of the Committee as and when required. Rules and regulations governing Annual General Meetings are found in Schedule 2 of the Constitution. General Committee meetings take place fortnightly at a convenient time decided upon by the elected Committee.

### Elections

6. All elections of the Committee shall be conducted according to the rules and regulations as stated in Schedule 3 of the Constitution.

## Resources

7. The INVOLVE Project Director must authorise withdrawals from the Involve budget.
8. No portion of the income or assets of INVOLVE may be distributed among INVOLVE Volunteers by way of dividend, bonus or profit, notwithstanding the right of any INVOLVE Volunteer to receive payment in good faith of out-of-pocket expenditure incurred by them during their volunteering.

## Constitutional Amendments

9. Amendment to the INVOLVE Constitution shall require the support of two-thirds of those INVOLVE Volunteers present and voting at a Committee meeting. The Constitution is regularly amended.
10. The Steering Group and INVOLVE staff may suggest amendments to this Constitution as may be required from time-to-time. Such amendments shall be made known to the Annual General Meeting of that year, which must approve the changes before being carried over to the following year.

## **PART 2: SCHEDULES**

### Schedule 1: Committee

11. The INVOLVE Student Committee is composed of the following Members:
  - i. Chairperson
  - ii. Secretary
  - iii. Treasurer
  - iv. Events and Social Co-ordinator
  - v. Media and Communication Co-ordinator
  - vi. Student-led projects Co-ordinator
  - vii. General Volunteer Officer
12. Any INVOLVE Volunteer may be member of the Involve Committee and are allowed voting rights.
13. Role descriptions for each Committee post will be made available on a request from any INVOLVE Volunteer.
14. In the event that a vacancy exists on the Committee, the Group shall have the right to assign the responsibilities of the vacant post to any INVOLVE Volunteer, until such time as the vacancy can be properly filled through election at a General Meeting.
15. All members of the Committee shall be elected at the Annual General Meeting, or at any General Meeting if a vacancy exists, and shall serve until the end of the following Annual General Meeting, unless the Volunteer completes their course.
16. The INVOLVE Student Committee shall meet at least once a fortnight at a regular time and place to be determined by the group at an introduction meeting.
17. The agenda for Committee Meetings shall be:
  - i. Apologies
  - ii. Minutes From The Last General Meetings
  - iii. Treasurer Report on Budgetary Standing
  - iv. Matters Arising
  - v. Miscellaneous Business
  - vi. Any Other Business
  - vii. Set Date For Next General Meeting – Checking Availability
18. The INVOLVE Student Committee shall have the authority to regulate its own procedures, subject to the provisions of this schedule.
19. The quorum of an INVOLVE Student Committee meeting is 4 voting members, decisions may only be passed if quorum exists.
20. The INVOLVE Student Committee may form sub-committees, which may be responsible for carrying out any of the functions of the INVOLVE Student

Committee, However the Group shall have ultimate right to approval over any decision taken by a sub-committee.

### 21. Resignation Or Removal Of A Committee Member

Any member of the Committee may resign, or be deemed to have resigned, by:

- i. Writing to the INVOLVE Committee with their statement of resignation
- ii. Having their membership of INVOLVE revoked by INVOLVE staff.

### Schedule 2: Annual General Meeting

21. There must be one Annual General Meeting during the second term of the academic year.
22. There must be at least three weeks given before an Annual General Meeting (AGM) may be held, with written notice sent to all INVOLVE Volunteers, with posters advertising the meeting.
23. The quorum for an Annual General Meeting shall be one-twentieth of the total number of INVOLVE Volunteers, including at least three committee members. Voting rights will be given to Involve Volunteers and general University students.
24. The agenda for an Annual General Meeting shall be:
  - i. Register of attendance (to determine quoracy)
  - ii. Apologies for absence
  - iii. Notification of any other business
  - iv. Chairperson's Report
  - v. Committee Officer Reports; including Treasurer report for Accounts
  - vi. Questions to Officers
  - vii. Motions
  - viii. Questions for new Committee Members
  - ix. Any Other Business
25. The Secretary shall receive any motions and items to be added to the agenda in writing at least 3 days before the date of the meeting. Agenda items can be proposed by INVOLVE Volunteers, INVOLVE staff and Committee members.

### Schedule 3: Elections

26. Any INVOLVE Volunteer who is an Ordinary Member of the Students' Union may stand for election to any post on the committee, by handing in a nomination form indicating their name, student number, contact details and the name of the post which that are standing, at least one week before the date of the Annual General Meeting. The Chairperson must receive all nomination forms at least three clear days before the date of the Annual General Meeting. A 150-word manifesto is required to support the nomination.
27. Any student wishing to join the Committee who is not already an INVOLVE volunteer must register with INVOLVE before taking position.

28. Any INVOLVE Volunteer can join the Committee providing their course of study does not end within 6 months from the date of taking a position.
29. Each candidate shall be given the opportunity to address the Annual General Meeting before the elections are held for a period of time not longer than five minutes.
30. Voting shall be conducted using the “Single Transferable Vote” (STV) system by secret ballot.
31. Any elected candidate elected at the Annual General Meeting shall take up office following their election, and shall remain in office until the next Annual General Meeting at which elections are to be held.
32. In the case of the elected candidate being unable to take up their role on the committee for any reason, the offer of the role can be given to the candidate in second and third position without a re-election.
33. Any elected candidate not elected at the Annual General Meeting shall take up office immediately upon filling a vacancy and shall remain in office until the next Annual General Meeting at which elections are to be held.