

Leeds University Union Aviation Society



Constitution

Last Updated 03rd May 2019

Terminology

Activities Executive (The Activities Sub-committee of Union Council)

Activities Assembly (The sub-committees of the Activities Executive)

1. Name, Aim and Objectives

- 1.1 The name of the Activity Group shall be 'Leeds University Union Aviation Society', hereafter referred to as 'AvSoc'.
- 1.2 The aims and objectives of the Activity Group shall be:
 - 1.2.a Promote an enthusiasm for Aviation within members.
 - 1.2.b Provide social events, speakers and outings for members.
 - 1.2.c Act as a contact point with other societies and industry.
 - 1.2.d The Society is a not for profit organisation.

2. Membership

- 2.0.1 All members shall be required to pay a group membership fee decided by the Activity Group committee.
- 2.0.2 All members shall be entitled to the relevant Membership Privileges.
- 2.0.3 Any member may be suspended or expelled from any or all of the privileges of AvSoc, including membership of it, for any period by a decision of the majority of the AvSoc executive Committee.
- 2.0.4 Full Membership may be granted to current students at the University of Leeds who are members of Leeds University Union (LUU), and they shall be entitled to privileges 2.1.1 to 2.1.5 inclusive.
- 2.0.5 Associate Membership may be granted to other students, subject to the approval of the Activity Group's committee and they shall be entitled to privilege 2.1.1 only.
- 2.0.6 Honorary Life Membership may be granted to a person that the Activity Group wishes to honour for services to the Activity Group and they shall be entitled to privilege 2.1.1 only.
- 2.0.7 Any President of the society automatically qualifies for Honorary Life Membership.
- 2.0.8 Any Aviation Lecturer automatically qualifies for Honorary Life Membership.
- 2.0.9 The Activities Officer shall be ex officio a Full Member of the Activity Group and shall act as signatory to the Activity Group's cash office mandate.
- 2.0.10 The Activities Executive Chair and the Activities Executive Representative shall be ex officio Associate Members of the Activity Group.

2.1 Membership Privileges

- 2.1.1 To attend all meetings.
- 2.1.2 To vote on all questions of policy within AvSoc.
- 2.1.3 To propose or second candidates for election to the AvSoc committee.
- 2.1.4 To vote for such officers as are nominated for election.
- 2.1.5 To hold office on and stand for election to the AvSoc committee.
- 2.2 Expulsion and Suspension

- 2.2.1 The committee of the activity group can expel or suspend any member of the group so long as there is good reason.
- 2.2.2 The Activity Group committee shall notify the Activities Executive of any expulsions or suspensions.
- 2.2.3 Expelled or Suspended members may submit a written appeal to the Activities Executive.
- 2.2.4 The Activity Group committee shall be notified of the appeal and may submit a written explanation of their decision within ten working days.
- 2.2.5 If no explanation is received within ten working days of notification, the appeal shall proceed.
- 2.2.6 A simple majority vote by the Activities Executive shall decide the appeal and, in the event of a tie, the Chair shall have the casting vote.

Officers & Committee:

3.1 Committee

- 3.1.1 The committee shall consist of three Core Officers, and any Additional Officers required.
- 3.1.2 Core officers shall be the President, Treasurer and Secretary comprising the Executive Committee.
- 3.1.3 Core officers shall be elected annually.
- 3.1.4 Officers must be full Activity Group members who are also Student Ordinary Members of LUU.
- 3.1.5 Non Executive Committee members may take their place at the initiative of the Executive Committee.
- 3.1.6 Non Executive Committee members shall be elected annually.

3.2 Committee Duties

- 3.2.1 To attend Committee Meetings.
- 3.2.2 To ensure that AvSoc's LUU webpage, Facebook and Twitter accounts are maintained.
- 3.2.3 To ensure the good running and proper financial running of the Activity Group.
- 3.2.4 To inform any suspended or expelled member of their rights of appeal through LUU structures.
- 3.3 Committee Powers
 - 3.3.1 To manage the Activity Group on behalf of its members and in accordance with its stated aims and objectives.
 - 3.3.2 To suspend or expel any member from any or all privileges of the Activity, including membership of it, for any period, subject to appeal.

3.4 Core Officer Duties

- 3.4.1 To attend the Annual General Meeting.
- 3.4.2 To be a signatory of the Activity Group's Cash Office account.
- 3.4.3 To attend the relevant Activities Assembly.
- 3.4.4 To attend committee training.
- 3.4.5 Failure to fulfil these duties may result in a motion of no-confidence and removal of office by an EGM or the Activities Executive.

3.5 Core Officers

The Core Officers shall be:-

3.5.a President

- 3.5.a.1 The President should organise and oversee the running of the Activity Group.
- 3.5.a.2 The President should chair Committee Meetings.
- 3.5.a.3 The President should produce an annual report.
- 3.5.a.4 The President should provide an entry for inclusion on the Activity Group's LUU webpage.
- 3.5.a.5 The President is responsible for maintaining positive relationships with any external sponsor of the society, subject to restrictions outlined in 3.5.a.6
- 3.5.a.6 The AvSoc Executive Committee must unanimously approve any sponsorship agreement in full. Where this is not possible, a full committee vote must be held. Where such a vote is a draw, the President will make the final decision.

3.5.b Treasurer

- 3.5.b.1 The Treasurer should be responsible for the finances of the Activity Group.
- 3.5.b.2 The Treasurer should maintain up-to-date accounts with the LUU Cash Office only.
- 3.5.b.3 The Treasurer should submit subsidy applications to Activities Executive.
- 3.5.b.4 The Treasurer should produce a termly report and yearly budget.
- 3.5.b.5 The Treasurer should submit a detailed statement of accounts for the year to the Activity Group's Annual General Meeting.

3.5.c Secretary

- 3.5.c.1 The Secretary should maintain membership records containing at least the name and Student card number, if applicable, of all the Activity Group's members.
- 3.5.c.2 The Secretary should produce agenda documents for all meetings.
- 3.5.c.3 The Secretary should maintain a written record of all meetings.
- 3.5.c.4 The Secretary should maintain an up-to-date copy of the Activity Group constitution.

3.6 Additional Officers

The Additional Officers shall be:-

3.6.a Social Secretary

- 3.6.a.1 The Social Secretary should organise events for the Activity Group.
- 3.6.a.2 The Social Secretary should publicise Activity Group events where appropriate.
- 3.6.a.3 The Social Secretary will also undertake the responsibilities of the Year Group Representative for their academic Year Group.

3.6.b Flying Secretary

- 3.6.b.1 The Flying Secretary should run the gliding activities of the Society.
- 3.6.b.2 The Flying Secretary will keep members up to date on current flight training opportunities.
- 3.6.b.3 The Flying Secretary will act as a liaison between flight training organisations and members.

3.6.c Year Group Representatives

- 3.6.c.1 The AvSoc Committee may choose to add one representative from each year group to advise the committee in decision making.
- 3.6.c.2 The Social Secretary will undertake this role for the Year group they are part of whilst undertaking their role.
- 3.6.c.3 All AvSoc members are entitled to apply to be their Year Group Representative, with a poll of the Year Group determining the elected representative.

3.6.c.4 Year Group Representatives are not committee members and do not hold powers extended to members of the committee outlined in 3.4-3.6.b inclusive.

3.6.d Sports Representative

3.6.d.1 The AvSoc Committee may choose to a sports representative from each years members to advise the committee in sports decision making.

3.6.d.2 The Sports representative is responsible for maintaining and. Organizing the AvSoc Sports team and reporting on sports progress to the committee.

3.6.d.3 All AvSoc members are entitled to apply to be the Sports Representative with a poll of the society's members determining the elected representative.

3.6.d.4 Sports Representative is not a committee member and does not hold powers extended to members of the committee outlined in 3.4-3.6.b inclusive.

3.7 Elections

3.7.1 Elections shall take place at the AGM or any EGM.

3.7.2 Candidates for positions on the Activity Group committee shall be proposed and seconded by full members of the Activity Group.

3.7.3 Candidates may not second themselves.

3.7.4 Members may only propose or second one candidate for each committee position.

3.7.5 Notification of opening of nominations shall be at least ten working days before the date of the AGM or EGM.

3.7.6 Nominations shall open at least five working days before the date of the AGM or EGM.

3.7.7 Newly elected Activity Group Committee members must assume their responsibilities within ten working days of their election.

4. Meetings

4.0.1 The Activities Executive may, at its discretion, send an observer to any Meetings.

4.0.2 If any member moves no confidence in the Chair, a vote shall be taken immediately.

4.0.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by the meeting.

4.0.4 Voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority.

4.0.5 No member shall have more than one vote.

4.1 Committee Meetings

4.1.1 The time, date and location of Committee Meetings must be posted on the Activity Group LUU webpage or a member accessible web source, at least two working days in advance.

4.1.2 Committee Meetings shall be open to all members of the Activity Group.

4.1.3 The agenda for Committee Meetings should be made available at the start of the meeting.

4.1.4 The quorum for all Committee Meetings shall be two thirds of all officers, or three officers, whichever is greater.

4.1.5 The minutes of any decisions made at the meetings must be displayed on the LUU webpage or a member accessible web source, once ratified as a true and accurate record of the meeting.

4.1.6 Minutes may additionally be posted on the Activity Group's LUU notice board.

4.2 Annual General Meeting

4.2.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.

- 4.2.2 Notice of the AGM must be posted on the Activity Group LUU webpage or a member accessible web source, at least ten working days in advance.
- 4.2.3 The agenda for the AGM must be posted on the Activity Group LUU webpage or a member accessible web source at least five working days in advance.
- 4.2.4 The order of business shall be:- 4.2.4.a President's Report 4.2.4.b Financial Report 4.2.4.c Constitutional Amendments 4.2.4.d Elections 4.2.4.e Any Other Business
- 4.2.5 The quorum for the AGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.2.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
- 4.2.7 If a reconvened AGM is declared inquorate, the Activity Group shall report this to the Activities Executive.
- 4.2.8 The Activity Group must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.
- 4.2.9 Ratified minutes shall also be provided at a later date if there are any amendments.

4.3 Extraordinary General Meetings

- 4.3.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the full members or 20 full members, whichever is the lesser.
- 4.3.2 Notice of the EGM, together with their agenda, shall be posted on the Activity Group LUU webpage or a member accessible web source within two working days of the meeting being called.
- 4.3.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
- 4.3.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.3.5 If an EGM is declared inquorate it may not proceed.
- 4.3.6 The Activity Group must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Executive.
- 4.3.7 Ratified minutes shall also be provided at a later date if there are any amendments.

5. Miscellaneous Provisions

5.1 Constitution

- 5.1.1 The interpretation of this constitution is the responsibility of the Activity Group committee. 5.1.2 In case of dispute over a particular interpretation of this constitution, the Activities Executive shall be the final arbiter.
- 5.1.3 The assets or liabilities of the Activity Group shall remain with the Activity Group regardless of any changes to committee, group structure or constitution.
- 5.1.4 The Activity Group shall be a constituent part of LUU and thus subject to the rulings of Union Council.
- 5.1.5 In the event of dissolution or abolition of the Activity Group its assets will revert to LUU.

5.2 Constitutional Amendments

- 5.2.1 Constitutional amendments may be approved either by an Annual General Meeting or Extraordinary General Meeting of the Activity Group, this can be done remotely e.g. Via email.
- 5.2.2 Constitutional amendments contravening or significantly altering the Activity Group Sample Constitution must be submitted to the Activities Executive for approval.
- 5.2.3 If constitutional amendments contravening or significantly altering the Activity Group Sample Constitution are not submitted to the Activities Executive, such amendments shall be invalid.

- 5.2.4 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under "Any Other Business".
- 5.2.5 Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.

5.3 Administration and Finance

- 5.3.1 AvSoc finances and accounts shall be under the ultimate control of Union Council.
- 5.3.2 AvSoc must produce within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.
- 5.3.3 The Core Officers shall accept full administrative and financial responsibility for the AvSoc.
- 5.3.4 Committee members may not receive financial payment or profit as a result of their position on the committee.
- 5.3.5 Committee members may be reimbursed for any expenditure on behalf of the Activity Group only after submitting a receipt to the Treasurer.

5.4 Cash Office

- 5.4.1 The Activity Group shall have bank account(s) with the LUU Cash Office only.
- 5.4.2 At least two Core Officers' signatures shall be required to make payments from the Activity Group account.
- 5.4.3 The AvSoc Treasurer shall keep full, up-to-date accounts of its finances through the LUU Cash Office.
- 5.4.4 LUU Subsidies allocated to the AvSoc may not be spent on perishable goods such as food or drink.
- 5.4.5 The Activity Group Subsidy account shall be zeroed at the end of each academic year and Activity Group Union account shall not.

5.5 Social Media

- 5.5.1 The President is ultimately responsible for anything posted on Social Media.
- 5.5.2 Each committee member shall have access to society social media channels as an administrator.
- 5.5.3 Committee members are to only post content relating to their position and duties unless so authorized by the President.
- 5.5.4 Caution must be taken when posting anything relating to an event regarding content, consent of those Involved and the image such a post may be attributed to the society.