

## **1. The Societies Federation**

- 1.1. There shall be a Societies Federation of the University of Bradford Union.
- 1.2. The Societies Federation shall be known as the University of Bradford Union Societies Federation
- 1.3 Membership shall be one and the same as the University Of Bradford Union.
- 1.4 The supreme governing body shall be Union Council

## **2. Officers of the Societies Federation**

These officers shall comprise the Societies Federation Executive

- 2.1 President of the Societies federation
- 2.2 Vice President of the Societies federation
- 2.3 Societies Federation Secretary
- 2.4 Societies Federation Events Officer

## **3. Functions and duties of the Societies Federation**

- 3.1 The support of all University of Bradford Union Societies.
- 3.2 The publication and distribution of the Societies Federation Handbook.
- 3.3 The supervision of and arrangements for the Societies Federation Fair.
- 3.4 The coordination of and supervision of membership to all Societies Federation clubs, and the provision of membership cards.

## **4. Powers and duties of the Executive**

The Executive shall be responsible for the administration of the affairs of the Societies Federation . This shall involve the coordination of the duties and functions of the Societies Federation detailed in Article Three.

### **4.1 The duties and role of the Societies Federation President**

- a) Has representative and financial responsibility for all Societies Federation Clubs
- b) Shall represent the views of all Societies Federation Clubs on the various bodies and committees on the University of Bradford Union and the University of Bradford.
- c) Has responsibility for the running of the Societies Federation Office
- e) Shall attend all meetings of the Societies Federation Council and Executive, unless apologies are sent.

### **4.2 The duties and role of the Societies Federation Vice President**

- a) Should be familiar with the general organisation and running of the Societies Federation office.
- b) Shall perform the duties of the Societies Federation President in his/her absence

- c) Shall Chair all meetings of the Societies Federation Executive and Council
- d) Shall organise the Societies Federation Colours awards: the advertisement of the colours forms, the colours committee meeting, informing applicants of the decision and organisation of the awards evening
- e) To attend all meetings of the University of Bradford Union Council
- f) Shall liaise with the Societies Federation administrator

#### 4.3 The duties and role of the Societies federation Secretary

- a) Should be familiar with the general organisation and running of the Societies Federation office.
- b) Shall perform the duties of the Societies Federation Vice President in his/her absence.
- c) Shall organise all meetings of the Societies Federation Executive and Council in publishing the agenda and minutes.
- d) Shall act as returning officer for all Societies Federation elections.
- e) To attend all meetings of the University of Bradford Union Council
- f) Shall liaise with the Societies Federation administrator

#### 4.4 The duties and role of the Societies Federation Events Officer

- a) Should be familiar with the general organisation and running of the Societies Federation office.
- b) Shall support the Societies Federation Vice President when running the Societies office in the absence of the Societies Federation President.
- c) Shall assist in the organisation of all social events for the Societies Federation including the Societies Federation Colours Event, Societies Carnival and the Student Activities Fair.
- d) To attend all Societies Federation Executive and Council meetings.
- e) Shall liaise with the Societies Federation administrator

## 5. Societies Federation Council

### 5.1 The Role

Societies Federation Council shall

- a) Provide a forum for communication between recognised clubs and the Societies Federation Executive
- b) Form such sub committees as may be necessary for the conduct of its affairs and shall cooperate with any other University of Bradford Union, University of Bradford and non University committees as it sees fit
- c) It may dismiss any ordinary member of a sub committee by simple majority

### 5.2 Responsibility

Societies Federation Council shall be responsible for

- a) The approval of the decisions of the Societies Federation Executive.

- b) Representing the interest of their club in a manner consistent with the general good of the Societies Federation and the University of Bradford Union.
- c) Election of the Societies Federation Executive, with the exception of the President.
- d) To elect the two Societies Federation Representatives to Union Council at the start of the academic year.

### **5.3 Membership**

- a) Societies Federation Council shall consist of 2 representatives of each recognised club and the officers of the Societies Federation Executive.
- b) Others may attend at the request of an officer or member with speaking rights decided on a majority vote.

### **5.4 Meetings**

- a) There shall be monthly meetings in both the first and second semester (only in academic term-time) to be organised by the Societies Federation President and Vice President.
- b) Extraordinary meetings may be held at the request of the Executive or a written request to the Vice President by 25% of recognised societies.
- c) The Vice President and Secretary shall circulate notice of all meetings to members 7 days before the meeting.
- d) In the case of extraordinary meetings a minimum of 2 days notice is required.

### **5.5 Voting**

- a) Each club and member of Executive shall have one vote in all polls.

### **5.6 Quorum**

- a) Half of all members of the Council plus one shall be present for business to be conducted.

### **5.7 Attendance**

- a) A fine or other suitable penalty agreed by the Executive may be made if a member does not attend and does not send apologies to Societies Federation Council.

## **6. Elections**

### **6.1 Societies Federation Executive**

- a) All members of the Executive with the exception of the President shall be elected by week 8 of the second semester to the positions detailed in Article 2.

### **6.2 Societies Federation and Sub Committees thereof**

- a) All elections are by simple majority
- b) Any elected member may be dismissed by a two-thirds majority.

### **6.3 The Societies Federation President**

- a) Shall be elected in the UBU executive elections as the UBU Student Activities Officer.

### **6.4 Removal From Office**

- a) Any Officer of the Societies Federation, with the exception of the President, may be removed from office by a two-thirds majority of

members present at a meeting of the Societies Federation Council voting in favour of a motion of no confidence, which shall be circulated, to members of the Council 5 days prior to the meeting.

- a) The Societies Federation President may be removed from office by a vote of No Confidence as defined in the UBU Constitution.

## **7. Creation Of A New Club**

A new society may affiliate to the Societies Federation provided that they have

- 7.1 Elected a committee of at least 3 members
- 7.2 Completed a club constitution
- 7.3 Completed a budget application form
- 7.4 All members have paid the affiliation fee.
- 7.5 To be entitled to a budget societies must have more than 20 members

unless they have been granted an exception from Societies Federation executive

## **8. Removal From The Societies Federation**

- 8.1 A club may be removed from the Societies Federation if it does not follow all Articles detailed in this Constitution.
- 8.2 This will be subject to a two thirds majority vote of by Societies Federation Council.
- 8.3 Clubs will have the right of appeal to Union Council.

## **9. Finance**

- 9.1 The Finances of all clubs shall be subject to UBU Financial Regulations
- 9.2 Clubs shall also be given a UBU private account in addition to their budget account.

## **10. Colours And Awards**

- 10.1 All Societies Federation members are eligible for awards as detailed in the Societies Federation Colours And Awards Constitution.

## **11 Amendments**

- 11.1 This constitution may be amended by a two thirds majority of either a Quorate:
  - a) Athletic Association Executive meeting, and then an
  - b) Athletic Association Council meeting, and then a
  - c) Union Council meeting.