



**New Societies model Constitution attachment 2**

CONSTITUTION

Name of Society

1) The name of the Society shall be.....Society.

2) The society's objectives shall be:

a)

b)

c)

d)

3) Membership of the Society shall be extended to

.....  
.....  
.....

There shall be an annual fee for membership, which shall be £--- per member.

4) Ordinary meetings shall be held ..... weekly/fortnightly) during term time the quoracy for ordinary meetings shall be .....

The Annual General Meeting (AGM) of the Society shall be held each year in the .....

5) The Committee shall be elected at the AGM. Nominations for the Committee must be submitted to the secretary at least three Full Term days before the AGM. Any member of the Society may be nominated for any committee post by two other members of the society. Votes shall be

counted by two persons chosen at the AGM and who are not candidates for committee posts. The committee may at its discretion co-opt additional Committee members to itself where it perceives the need, or to fill vacancies that may arise.

6) The Committee shall consist of: President, Secretary and Treasurer  
(Please indicate).

7) Only those who have been members of the Society for one month or longer have the right to vote, stand and nominate.

8) Standard agenda

Apologies

Minutes of the last meeting

Matters arising from the minutes of the last meeting

Agenda items

Issues for debate

**Societies funding form attachment 3**

Name of Society

---

Proposal

Costings: (Please attach any relevant supporting documentation)

Total:
--------

Societies funding agreed: .....

Vice President Recreation: .....

Copy Societies File  
Finance Department



Thames Valley University Students' Union  
Cheque request form

Societies

Please draw a cheque in favour of:-

Name:

---

Address

---

---

Amount:

Words:

---

In payment of (give details)

---

---

Please specify original document attached:

---

When drawn, cheque should be: (please give instructions)

---

---

Signed:

Authorised:

Date:

Date:

---

Cheque No:

Cheque Date:

---

---

Requisitions must be deposited in the Finance Office at least 2 working days  
before required

Authorisation:

Finance & Commercial Manager  
Representation & Student Activities Manager

## Forms

Events booking form

Cheque request form