
CONSTITUTION FOR MORLEY CLUBS

Adoption of this new Constitution for Morley Clubs (CMC) was approved by the Chairman of the College's Governing Body, on behalf of the Governing Body, in June 2011(1). The Clubs Coordination Group has agreed (2) that all Morley clubs should be encouraged to act in accordance with the new CMC from now on, and that it should be brought formally into effect on 1 September 2012. This delay is to give clubs sufficient time to review their own arrangements and to bring them into line with it.(3)

(1) This decision was communicated to the Chairman of the Clubs Coordination Group by the Clerk to the Governing Body on 14 June 2011.

(2) This was decided by the Clubs Coordination Group at its meeting held on 20 June 2011 (Minute 5.1), in accordance with section 3.2 of the CMC..

(3) Every club will, in particular, have to review its own (club) constitution. It is likely that all or almost all existing club constitutions will have to be amended to bring them into line with the new CMC,

June 2011

1 ABBREVIATIONS

SEC	Student Executive Committee
AGM	Annual General Meeting
FoM	Friends of Morley
CCG	Clubs Co-ordination Group
MCGM	Morley Clubs General Meeting
GB	Governing Body

2 DEFINITIONS

2.1 Student Executive Committee (SEC) The SEC is the chief body within the College representing the interests of students. It maintains a regular dialogue with the Principal and other members of College staff. It works on projects that impact on student life at Morley and represents students on the Governing Body and on GB and College committees. Its members come from several constituencies, including up to five members elected by the annual Morley Clubs General Meeting.

2.2 Morley Clubs (hereafter “Clubs”) Clubs have been a part of Morley life from the earliest days of the College, reflecting a wide range of interests. Clubs are usually formed by or on the initiative of students who share similar interests and wish to meet regularly to engage in a particular educational, social, recreational or other activity. Membership of most of the Clubs is open to all members and associate members of the College.

2.3 Club Officers Clubs have Officers who are responsible (with other members of Club committees) for their day to day operation and for ensuring that the Club meets its obligations in accordance with this Constitution and its own Constitution. They include a Chair and a Secretary (who may be the same person) and a Treasurer.

2.4 Member of Morley College In this Constitution, “Member of Morley College” means anybody who has a current connection with the College as an enrolled student, a member of the College staff (including part-time and hourly-paid staff) or a member of the Governing Body.

2.5 Friends of Morley (FoM) A society that anybody can join, on payment of a small annual subscription, whether or not they have a prior connection with the College. As its name implies, it exists to offer friendly support to the College, both practical and financial. All paid-up members of FoM are automatically associate members of the College, and it is only by joining FoM that anybody can become an associate member.

2.6 Clubs Co-ordination Group (CCG) A small group that includes representatives of the SEC, the Clubs, and members of College management. The purpose of the CCG is to approve the formation of new Clubs, to oversee the operation of Clubs, and to resolve any problems that arise. It is not involved in the day to day operation of Clubs.

2.7 Student Representation Day An entire day, usually held on a Saturday early in the College’s autumn term, when meetings of several

student representative bodies are held, including the Morley Clubs General Meeting.

2.8 Morley Clubs General Meeting (MCGM) This meeting, held on Student Representation Day, brings together representatives of all the Morley Clubs. It elects members to sit on the SEC and the CCG, and provides an opportunity for Club representatives to raise matters of concern with the Principal.

3 PURPOSE AND VALIDITY OF THE CONSTITUTION

3.1 This Constitution prescribes how Clubs are to be constituted and operated. All Clubs are expected to operate in accordance with the Constitution, including such other arrangements as may be laid down by the CCG under the provisions of Section 4.2.8 below.

3.2 The Interim Constitution, introduced in 2007 and revised in 2008, shall be null and void from a date, to be determined by the CCG, when this new Constitution will take effect, subject to any transitional arrangements that may be agreed.

4 CLUBS CO-ORDINATION GROUP (CCG)

4.1 Constitution of the CCG

4.1.1 The CCG consists of:

- (i) The Principal or, on his/her nomination, the Deputy Principal
- (ii) The Vice-Principal and/or College Finance Officer, if their participation is judged desirable by the Principal
- (iii) The Chair or Vice Chair of the SEC
- (iv) Three club members elected on Student Representation Day by the Morley Clubs General Meeting
- (v) Other people co-opted to the Committee with the agreement of the Chair of the CCG and the Principal

4.1.2 The CCG may appoint a Secretary to the Group from among its members.

4.1.3 The CCG meets at least once a term.

4.1.4 Meetings of the CCG are convened and chaired by the Chair or Vice-Chair of the SEC or, in default, by the Principal.

4.2 Terms of reference of the CCG

4.2.1 To support the Clubs, with the aim of ensuring that the Clubs continue to thrive at the College.

4.2.2 To receive and consider applications for the formation of new Clubs.

4.2.3 To oversee the operation of Clubs

4.2.4 To monitor the financial accounting of Clubs to ensure that Clubs are operating responsibly and with probity.

4.2.5 To maintain a register of Clubs, ensuring as far as possible that it is comprehensive and up to date.

4.2.6 To act to resolve any problems, issues or conflicts that arise between Clubs and the College with regard to the operation of Clubs or the provision of facilities.

4.2.7 To ensure that clubs do not operate in ways that expose the College to vicarious liability.

4.2.8 In furtherance of the foregoing terms of reference, to draw up and publish statements setting out arrangements, consistent with this Constitution, for a range of matters, including minimum requirements concerning office-holders, membership, business meetings, the keeping of accounts and other records, and the making of reports. It will be the responsibility of the CCG to ensure, as far as possible, that Clubs are operating in accordance with the Constitution (see Section 3.1 above).

4.3 Quorum

The quorum for meetings of the CCG is three, which must include a member of College management, a club representative, and the Chair.

5 MORLEY CLUBS

5.1 Definition

The word 'Club' means any organisation or group of students and other members of the College, together with associate members of the College, drawn together in pursuit of any educational, social, recreational or other activity, that is organised and functions in accordance with this Constitution, and whose formation and continued existence has been approved by the CCG.

5.2 Mission

5.2.1 Clubs are established for the educational, social and recreational benefit of their members.

5.2.2 All Clubs must support the mission statement of Morley College and club activities are expected to reflect the liberal traditions and ethos of the College.

5.3 Club rights and expectations

5.3.1 The College will in its treatment of Clubs recognise the valuable and integral part that they play in enriching student life at Morley.

5.3.2 Approved Clubs may book accommodation in the College, either at no charge, or at a special rate lower than the commercial rate the College would usually charge. This lower rate will be determined by the CCG.

5.3.3 Where charges are made for accommodation or other services or facilities, they will be reasonable, and proportionate to the actual cost of provision.

5.3.4 A Club may expect that the College will as far as possible make suitable accommodation (classrooms, workshops etc) and other facilities available, in order to meet the Club's reasonable requirements, subject to the College being able to make such provision, and recognising that scheduled classes have ultimate priority regarding College resources.

5.4 Formation of new Clubs

5.4.1 Persons wishing to form a club that will be recognised as a Morley Club should make written application in accordance with the procedure laid down by the CCG. The application will be considered at the next meeting of the CCG.

5.4.2 The CCG will write to the applicant explaining the outcome of the application, giving reasons where an application has been rejected or sent back for revision.

5.5 Naming and branding of Clubs

5.5.1 No Club may refer to itself using the words 'Morley College' or 'Morley', or make use of College premises or other resources for its activities, unless and until it has been approved and recognised by the CCG in accordance with the terms of this Constitution.

5.5.2 When they refer to themselves and their activities, Clubs are expected to make it clear that they owe their existence to their connection with the College. In particular, where they are engaging in activities outside the College, or which may involve persons who are neither members nor associate members of the College, they must use the following form of words: "The [name of Club] is a recognised Club of Morley College".

5.5.3 A Club approved by the CCG is entitled to prefix the name of the College to its own name and to use the College crest.

5.6 Club responsibilities

5.6.1 All Clubs and Club members are expected to comply with the College's Health & Safety policies, its Equality & Diversity policies, and all other relevant policies that apply to enrolled students.

5.6.2 Clubs must conduct their affairs in accordance with (a) this Constitution, and (b) their own Constitution (as approved by the CCG).

5.6.3 Clubs are expected to keep an up-to-date register of members that records their name, their contact details, and their eligibility status (enrolled student, member of staff, governor or member of FoM).

5.6.4 Club members must take reasonable care of the health and safety of themselves and other people participating in Club activities. Club Officers are expected to take reasonable care to ensure that Club activities are safe and do not expose participants to unnecessary risk of injury or harm. Clubs involved in potentially injurious or hazardous activities should seek advice from the College regarding a risk assessment and the need to take out liability insurance.

5.6.5 Clubs must not operate commercially or engage in trade, either within or outside the College.

5.6.6 Any surplus income or gains must be reinvested in the Club.

5.7 Membership

5.7.1 Membership of a Club must be open to all members and associate members of the College, subject to any approved restrictions (see section 5.7.2 below).

5.7.2 People who wish to form a new club must state any proposed membership entry restrictions in their application for approval of the club. Where a Club wishes to restrict membership, details must be included in the membership section of the Club's own Constitution. Clubs must also state clearly any membership entry restrictions in their club literature and on membership application forms. Such restrictions must not contravene the College's Equality & Diversity policies.

5.7.3 Any person refused entry to a Club, and any Club member whose membership has been terminated, has a right to appeal to the CCG, and should send details of their complaint, in writing, to the Chair of the CCG. If the CCG is unable to resolve the issue, the complainant may appeal further in accordance with the College's Student Complaints Procedure, except that the Chair of the Governing Body will replace the Principal if the Principal sat on the CCG and played a part in making the contested decision.

5.8 Club Annual General Meetings (AGMs)

5.8.1 Clubs must hold an AGM every year, either towards the end of the College's summer term, or early in the following autumn term (prior to the MCGM). This is to ensure that annual accounts and annual reports have been prepared and approved, and Officers and Committee members elected, before Student Representation Day and the annual MCGM. Each AGM must be held not later than fourteen months after the previous AGM,

5.8.2 Club activities, including AGMs, accounting periods and reporting periods, should be timed to fit in with the academic year.

5.8.3 All Club members must be invited to the Club's AGM. At least 28 days notice of the AGM must be given to Club members and to the CCG. Members of the CCG are entitled to attend Club AGMs as observers.

5.8.4 The Club must elect a Chair, Secretary and Treasurer at its AGM (and other Officers and committee members if provided for in the Club's own Constitution). The offices of Chair and Secretary may be held by the same person. The names of the Chair, Secretary and Treasurer, their contact details and any changes are to be notified promptly to the CCG. .

5.8.5 The agenda for each AGM must include:

- (i) Presentation of examined accounts for the previous financial year
- (ii) Presentation of a brief report on the life of the Club during the previous year, to include names (and any changes) of Club Officers, activities, number of members and any main problems that have arisen.
- (iii) Discussion of Club activities planned for the next year, and the College facilities that will be required
- (iv) Election of Officers and, as appropriate, Committee members for the ensuing year.
- (v) Appointment of an Officer or Committee member to attend the next MCGM as a representative of the Club.
- (vi) Appointment of an independent examiner for the forthcoming year. The independent examiner does not have to be a professionally-qualified accountant, but must be someone able and willing to examine the accounts and supporting documents and to put pertinent questions to the Treasurer. To ensure their independence, they should not have been found by the Treasurer and should not be someone known to the Treasurer or having any kind of prior relationship with the Treasurer.

5.9 Financial Management

5.9.1 The Club Treasurer is responsible for Club funds, the keeping of accounts, and ensuring that the accounts are examined as required.

5.9.2 Accurate accounts must be kept, including appropriate records of the Club's assets, and details of all monies received and payments made on behalf of the Club.

5.9.3 Clubs are expected to pay promptly such charges as the College, or the College's catering service, may make for use of accommodation and other facilities.

5.9.4 Clubs may determine their own financial year, but in order to fit in with reporting requirements it should end not earlier than 30 April and not later than 31 July.

5.9.5 After being independently examined (see sections 5.8.5 (vi) and 5.9.1 above), the accounts should be laid before and approved by the Club's AGM. Clubs are expected to plan their affairs so that a copy of each year's examined and approved accounts is forwarded to the CCG before the relevant Student Representation Day.

6 MORLEY CLUBS GENERAL MEETING (MCGM)

6.1 Every year the CCG convenes an MCGM, held on Student Representation Day, to which all Clubs are entitled to send one representative. (Additional persons may be sent as observers.)

6.2 The purpose of this General Meeting is to:

- (i) Update the register of Clubs
- (ii) Receive and review Clubs' annual reports and annual examined accounts
- (iii) Elect three Club representatives to the CCG and up to five Club members to sit on the SEC. All Club members are eligible for election, provided that they play an active part in the running of their Club and that they have been nominated by their Club Officers or by a General Meeting of their Club, but no more than three people who are not currently enrolled as students on College courses can be elected to the SEC in any one year. If all club positions on the SEC or CCG are not filled at the MCGM, clubs may nominate members to fill vacancies at any time of the year. Nominations should be sent to the Chair of the SEC or CCG (as appropriate). (Details of how Club members elected to sit on the SEC can participate in its work are given in the separate Constitution of Students' Representative Bodies.)
- (iv) Provide a forum for general discussion of issues regarding the operation of Clubs, including the opportunity to raise matters of concern with the College Principal.

7 SANCTIONS

7.1 A club may cease to enjoy its privileges and may no longer be recognised as a Morley Club if it fails to comply with the requirements set out in this Constitution.

7.2 In such circumstances, the CCG will write to the Chair of the Club concerned, stating the relevant failings, asking the Chair of the Club to propose solutions and where appropriate, requesting a meeting between the Club Officers and the CCG. If the Club fails to respond to this letter, or

fails to operate the Club constitutionally in the future, the CCG has the right to withdraw recognition.

7.3 The CCG can withdraw the right of a Club to use the Morley crest and branding if either is being used inappropriately in Club literature, web pages or elsewhere.

8 RIGHT OF APPEAL

8.1 Any Club Officer, or person(s) applying to set up a new Club, may appeal against a decision of the CCG refusing approval to set up a new Club, or withdrawing recognition from an existing Club.

8.2 Such appeals will be considered in accordance with the College's Student Complaints Procedure, except that the Chair of the Governing Body will replace the Principal if the Principal sat on the CCG and played a part in making the contested decision.

8.3 The decision arising from this appeal process is final.

9 AMENDMENT OF THE CONSTITUTION

This Constitution may be amended by resolution of the CCG, confirmed by the SEC, and ratified by the Governing Body. Where the changes under consideration are non-trivial, this formal process will normally follow a period of consultation with the Clubs.

NOTE dated 31.10.11 [This note does not form part of the CMC. Section references are to sections of the CMC.]

Since approval of the CMC on behalf of the Governing Body in June 2011, things have happened which make it already out of date in a few respects. Student Representation Day (Section 2.7) has been abolished, and as a result the Morley Clubs General Meeting (Section 2.8) will in future be held on its own, rather later in the College's autumn term than Student Representation Day. The Clubs Coordination Group (CCG) has agreed (ref CCG 17.10.11 Min 2.1.2) that a copy of each year's examined and approved club accounts should be forwarded to the CCG to be received by 31 October each year (Section 5.9.5).

The CCG has also agreed (ref CCG 20.06.11 Min 5.2) that clubs should be encouraged to act in accordance with the CMC at once, but that it should not be brought into effect until 1 September 2012, so as to give clubs time to review their own arrangements and to bring them into line with the CMC (Section 3.2).