LUSUMA Sub-Group Constitution

2025/2026

Please fill in all sections marked as following: **<example 1>.**

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# Terminology

AGM – Annual General Meeting

LUSUMA – Leicester University Students’ Union Medical Association

MRA – Master Risk Assessment

SG(s) – Sub-Group(s), also referred as student group

ULSU – University of Leicester Students’ Union

Activities - Activities & Volunteering Department

UoL – University of Leicester

# Opening Statement

*The LUSUMA Sub-Group Constitution acts as the governing document for all Student Groups affiliated to the Leicester University Students’ Union Medical Association (LUSUMA) as sub-groups and subsequently the University of Leicester Students’ Union (ULSU). It is submitted to LUSUMA and subsequently ULSU alongside other affiliation documents each academic year and sits alongside additional the conduct matrix and policies issued by the University of Leicester and the University of Leicester Students’ Union.*

*This constitution supersedes previous constitutions completed by the LUSUMA Sub-Group, and was adopted by the Activities & Volunteering Department of ULSU following approval by the LUSUMA 25/26 committee and the Activities & Volunteering Department’s Manager on 01/06/2025.*

*By completing this document, the Committee Members of* ***<Sub-Group Group Name> (also known as <other names here if applicable>*** *for the duration of the* ***2025/2026*** *academic year**will ensure that they are familiar with the contents of this document and make it available to all members of the LUSUMA Sub-Group when requested.*

# Status of the Constitution

* 1. LUSUMA Student Sub-Group Constitution is an official document that confirms the **affiliation status and objectives of a student sub-group** under LUSUMA, which is an affiliated student group of the ULSU and where a committee is formed by a group of students who agree to be responsible for the operation of the SG during the communicated period.
	2. **Constitutional Amendments**
		1. Amendments to the Constitution can only be approved by majority vote at a SG’s Annual General Meeting (AGM) ) or any equivalent means to communicate with all members democratically, including but not limited Poll, once it has been submitted for affiliation, unless related to committee positions and responsibilities, which can be amended by the committee with the confirmation of **LUSUMA committee**
		2. Amendments must be confirmed by the LUSUMA, then the SU Activities department, and must not be against any existing SU policies and guidelines.
		3. When making changes from the template issued by LUSUMA and the Activities & Volunteering Department, Sub-Groups (SGs) should clearly indicate edits by highlighting as follows ***<example>***

**3.3 SG Committee must ensure the recorded SG Constitution is up to date**

# Aims and Objectives of the Student Group

* 1. The aims of the group will be as follows:
		1. < Aim 1 >
		2. < Aim 2 >
		3. < Aim 3 >
	2. These aims will be achieved through the following objectives in the 2025/2026 academic year:
		1. < How to achieve Aim 1 >
		2. < How to achieve Aim 2 >
		3. < How to achieve Aim 3 >

# Student Group Affiliation Status

* 1. **Affiliation Eligibility**
		1. SGs are affiliated to LUSUMA and subsequently ULSU upon the following criteria:
			1. They have unique aims and objectives from other groups affiliated to LUSUMA and have demonstrated that the group will be a feasible and sustainable venture
			2. The **five** core Committee positions (Head of a Committee (may also be referred to as President, Chairperson or Captain), Vice-Head of Committee, Secretary and Treasurer) have been **elected in accordance with LUSUMA guidance**
			3. The SG demonstrates that they will abide by existing guidelines and policies issued by UoL and ULSU
			4. All affiliation documents are submitted to LUSUMA by all Committee Members by the communicated deadlines, which will also be shared with SU Activities Team
	2. **Affiliation Privileges**
		1. Sub-Groups to LUSUMA may have the following privileges:
			1. Access to event support and room bookings through LUSUMA and ULSU
			2. All sub-group finances must be held in the LUSUMA funding account, held by ULSU. This will be the **only** bank account held by the SG.
			3. Funding allocated by LUSUMA
			4. Access to a sub-group mini-site (SG webpage) on [www.leicesterunion.com](http://www.leicesterunion.com).
			5. Recognition via awards and certification near the end of the year by LUSUMA
			6. Training opportunities and support provided by the LUSUMA committee and ULSU, including but not limited to Student Support Service, Sport & Active Life, Career Team, and Sustainability Team.
	3. **Memorandum of Understanding, Values and Expectations**
		1. The Activities & Volunteering Department **empowers and supports** all students to find and form communities at university; this expectation extends to **all SG committees** within their SGs.
		2. The Activities & Volunteering Department **supports and celebrates liberation** groups whilst identifying and removing barriers to marginalised student engagement; this expectation extends to **all SG committees** within their SGs.
		3. The Activities & Volunteering Department aims to empower and facilitate students using their democratic voice to lead groups, and affect **positive change**; this expectation extends to **all SG committees** within their SGs.
		4. The Activities & Volunteering Department aims to provide opportunities for students to undertake altruistic activity within **the university and wider community**; this expectation extends to **all SG committees** within their SGs.
		5. The Activities & Volunteering Department aims to provide experiences, knowledge and tools that support student leaders aims both at university and beyond.
		6. The Activities & Volunteering Department expects you to understand your student groups activities, aims and needs.
		7. The Activities & Volunteering Department expects you to meet the deadlines and standards set **to allow the department to safeguard your group**.
		8. The Activities & Volunteering Department expects you to read and engage with any emails sent to you.
		9. The Activities & Volunteering Department expects you to follow the Students’ Union and University policies and **create a safe and inclusion environment.**
		10. The Activities & Volunteering Department expects you to **talk to the department** **when in need of support.**
	4. **Suspension of a Student Group**
		1. ULSU’s Activities & Volunteering Department and LUSUMA holds the right to suspend the activities and privileges of a LUSUMA sub-group for a period of time for reasons including but not limited to:
			1. The SG has failed to complete relevant training and affiliation documents by the communicated deadlines**.**
			2. The SG has failed to fill the **five** core Committee positions by 1st June 2025.
			3. The SG has breached the constitution, conduct matrixor additional policies
			4. The SG acts outside of the law
			5. The SG acts in a way which endangers its membership
	5. **Disaffiliation Criteria**
		1. In the event that a SG choosing to disaffiliate from LUSUMA, its assets will revert to LUSUMA. Any assets that have been purchased by an individual members can be retained by that member if sufficient evidence is supplied
		2. A SG may be disaffiliated for reasons including but not limited to:
			1. The SG has failed to complete relevant training and affiliation documents by the communicated deadlines**.**
			2. The SG has failed to fill the **five** core Committee positions by 1st June 2025.
			3. The SG has breached the constitution, conduct matrixor additional policies
			4. The SG acts outside of the law
			5. The SG acts in a way which endangers its membership

# Student Group Committee

* 1. **Student Group Committee Status**
		1. The SG Committee will make all core decisions with regards to the running and activities of the SG however recognise that LUSUMA and ULSU are the ultimate authority in all matters
		2. The SG Committee for the 2025/2026 academic year will be identified as the ‘Committee Elect’ from the time of being elected until **May 31 2026,**
			1. During this time, the 2025/2026 Committee will be exempt from the Vote of No Confidence procedure but will still be held to the constitution, conduct matrix and additional policies
		3. The SG Committee for the 2025/2026 academic year will begin their time in position on **June 1 2025** until **May 31 2026.**
	2. **Committee Structure**
		1. The Committee must consist of **five** ‘core’ positions:
			1. Head of Committee
			2. Vice Head of Committee
			3. Secretary
			4. Treasurer
			5. Welfare officer
		2. Where possible, the Committee shall consist of these additional positions for the 2025/2026 academic year:
			1. **<additional position 1>**
			2. **<additional position 2>**
			3. **<additional position 3>**
			4. **<additional position 4>**
	3. **Committee Eligibility**
		1. To be a member of a sub-group Committee, students must meet the following criteria:
			1. They must be a student at UoL for the duration of the 2025/2026 academic year
			2. They must be over 18 years old as of July 1 2025
			3. They must have been a member of the group in the 2024/2025 academic year and renew their membership in the 2025/2026 academic year
			4. They must hold a full membership to LUSUMA
		2. Students who are on a year without residence are eligible to run for SG Committee positions
		3. Students who are an on a year in industry/year abroad in the 2025/2026 academic year **cannot** run for SG Committee positions to be held in the 2025/2026 academic year
		4. Students who are on a year in industry/year abroad in the 2024/2025 academic year may run for a SG Committee position to be held in the 2025/2026 academic year
		5. All members of the Committee are volunteers and must **not** be paid for their roles unless delivering a skill they are fully qualified for e.g. teaching or coaching etc.
	4. **Committee Responsibilities**
		1. Whole Committee responsibilities include but are not limited to:
			1. Holding and attending regular Committee meetings and maintaining good communication
			2. Holding an AGM once a year to present a report on the past year and allow for elections
				1. The group must notify the LUSUMA secretary of the date of this meeting, the positions being elected, and the candidates applying
			3. Sending a SG representative, preferably the Head of Committee, to termly meetings ( or where deemed appropriate) with the LUSUMA Vice President of Sports and Societies and/or LUSUMA Sports Secretary
			4. Informing LUSUMA or their planned events, filling out the ULSU event notification form, especially those which involve food or an external speakers due to LUSUMA’ responsibility.
			5. Adhering and upholding the values of the SG Constitution and any additional policies and guidelines issued including but not limited to GDPR guidance
			6. **Ensuring that all relevant paperwork is completed and submitted on time** to LUSUMA and/or Activities & Volunteering Department
			7. Completing mandatory documentation as deemed necessary by the LUSUMA and Activities and Volunteering Department
			8. Retaining confidentiality during and after their time in position and escalating situations to the Students’ Union in line with guidance and policies shared by the SU and the university
			9. Being considerate of SG’s impact on the community and following guidance on **Sustainability**
			10. **Acting as Health & Safety leads for the SG**, upholding the measures outlined in the Master Risk Assessment (MRA) and updating where necessary.
			11. Be responsible for **recording accurate minutes** of all Committee and General Meetings of the SG, and for the distribution of minutes and agendas for meetings.
			12. Should ensure that members are aware of the **Terms & Conditions of their LUSUMA membership**.
			13. Be responsible for updating SG **inventory** and keeping SG properties in good condition.
			14. To work towards establishing a **code of conduct** or regulations for their members that fit into the code of conduct matrix and regulations of the Students’ Union and the university.
			15. All student groups shall be open and welcoming to their members without any prejudice in relation to the protected characteristics listed in the Equality Act and their personal traits.
				1. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
			16. Taking **Legal Considerations and Duty**
				1. While SG members are entitled to their **rights and freedom**, all committee members must act respectfully to all individuals and follow [the **Equality Act**](https://www.equalityhumanrights.com/equality/equality-act-2010) to ensure the same applies to the members as part of their duty. Committee members are advised to follow theguidance from the Equality and Human Rights Commission and the government when carrying out their activities
				2. Recommendations and principles for respectful discourse must be followed when exercising [**freedom of speech and expression**](https://www.equalityhumanrights.com/guidance/freedom-expression-and-respectful-discourse-guidance-political-candidates-and-parties)**;** while there could be disagreement and debate, SG committees are required to facilitate **democratic participation and respectful discourse.**
				3. The Activities Department will provide assistance and updated guidance for all SG committee members; all SG committees must **act accordingly within the legal requirements** and ask for further assistance immediately if needed.
				4. All **SG finance regulations** are reported clearly with LUSUMA and are in compliance with Charity Law and must be followed by all committee members
				5. All activities should be reported to LUSUMA and SU to ensure they are insurance covered; MRA should be revised and followed during all SG activities as part of the responsibilities for insurance and legal liability
				6. [**Guidance**](https://www.equalityhumanrights.com/sites/default/files/guidance_for_universities_and_students_unions_17-07-14.pdf) **on Gender Segregation** at Events and Meetings must be followed.
	5. **Individual Role Responsibilities (Core Roles)**
		1. The **Head of Committee** should:
			1. Oversee the running of the SG
			2. Represent the SG to ULSU, UoL and any outside bodies
			3. Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to Activities & Volunteering Department
			4. Ensure that all SG Committee Members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled Committee positions
			5. Not hold another core Committee role within the SG
			6. To revise and follow MRA during an activity of the SG.
		2. The **Vice Head of Committee** should:
			1. Advise the Head of Committee and act as Head of Committee in their absence
		3. The **Treasurer** of the SG should:
			1. Keep an accurate record of all expenditure and income of the SG
			2. Liaise with the LUSUMA Treasurer in the event of a deposit or withdrawal or group funds to ensure prompt reimbursement
			3. Liaise with the LUSUMA Treasurer to determine if the SG requires grant funding and if so, the application must be submitted by the LUSUMA Treasurer on behalf of the SG.
			4. Ensure all funds (with the exception of external charity donations) are held and processed through LUSUMA’s funding account at ULSU
			5. Ensure all charity fundraising and donation is line with UK Charity Law and ULSU guidance
			6. Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM
			7. Not hold another core Committee role within the SG
			8. To revise and follow MRA during an activity of SG.
		4. The **Secretary** of the SG should:
			1. Be responsible for recording accurate minutes of all Committee and General Meetings of the SG, and for the distribution of minutes and agendas for meetings.
			2. Be responsible for the SG mailing list and all communication using the SG mailing list
			3. Ensure all relevant documentation is sent promptly to LUSUMA and/or ULSU
			4. Notify LUSUMA at least one week in advance of Group elections with the positions being elected and the candidates nominated.
			5. The Secretary should maintain an up-to-date copy of SG affiliation documents. If amendments are made, these must be sent to LUSUMA and the Activities & Volunteering Department
			6. To revise and follow MRA during an activity of SG.
		5. The **Welfare Officer** of the SG should:
			1. Act as point of contact for students’ welfare concerns and not act as a counsellor.
			2. Signpost for support e.g. PSU, ASU, SU/LUSUMA welfare officers
			3. Organise wellbeing sessions/support
			4. Be knowledgeable of and be able to signpost to support services offered by ULSU, UoL and the community.
			5. Uphold values of policies and codes of the conduct and promote this to the rest of the SG membership.
			6. Retain confidentiality during and after their time in position and escalate situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
			7. Not hold another core Committee role within the SG
			8. To revise and follow MRA during an activity of SG.
	6. **Individual Role Responsibilities (Additional Roles)**
		1. The **<Additional Role 1>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>
			4. <Responsibility 4>
		2. The **<Additional Role 2>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>
			4. <Responsibility 4>
		3. The **<Additional Role 3>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>
			4. <Responsibility 4>
	7. **Disciplinary Procedures**
		1. Should a Committee Member fail to complete their roles as identified in the SG constitution, a Vote of No Confidence can take place; however, consultation with LUSUMA and the Activities & Volunteering Department (in order) must take place. Please refer to the Vote of Confidence policy and guide from the department’s staff (separate from this document).
		2. For any communication issues within the committee, we urge all committee members to establish good and effective communication, including proactively resolving conflicts and disagreements. The SU department will be able to provide any further assistance and support upon request.
		3. Should a Committee Member act in a manner which breaks the conduct matrix, University Senate Regulations or other conduct policies, a complaint can be issued to su-complaints@le.ac.uk or [Report and Support](https://reportandsupport.le.ac.uk/) to launch an investigation.

# Student Group Membership

* 1. **Eligibility**
		1. A Sub-Group’s memberships will only be available **current students of UoL** who are **full members of LUSUMA**
		2. LUSUMA sub-groups **must not** have individual membership prices as membership to sub-groups is included as part of a LUSUMA membership.
	2. **Membership Responsibilities**
		1. All SG members must:
			1. Adhere to UoL and ULSU’s governing documents, including but not limited to the Senate Regulations, Constitutions, conduct matrix and Policies. Failure to abide by these documents will enact the discipline process.
			2. Endeavour to retain a copy of their proof of purchase for Student Group Membership
	3. **Membership Privileges**
		1. Standard Members of a SG may:
			1. Attend all meetings and activities hosted by the SG
			2. Vote in all Annual General, Emergency General and General Meetings
			3. Stand for election to and hold positions on the SG Committee
			4. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes
			5. Come to the Activities & Volunteering Department with any issues regarding the SG Committee
			6. Raise a Vote of No Confidence against a Committee Member

# Complaint and Conduct Guidance

* 1. **General Guidance**
		1. **Student Groups**
			1. Student Groups will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio-economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.
			2. Student Groups will work with the department and seek to:
	+ **Promote and accountable for the inclusivity of the SGs** and the wider student community
	+ **Eliminate discrimination, harassment and victimisation** in relation to the characteristics highlighted (8.1.1) within the SGs.
	+ **Promote equal opportunities** between people who share a characteristic and those who do not.
	+ **Foster good relations** between people who share a characteristic and those who do not.
		- 1. Student Groups must abide by the regulations and must not act in any inappropriate behaviour outlined in The Code of Conduct & Matrix under the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/) – Student Leaders & Student Groups (see 8.2)
			2. Student Groups that act in questions will be contacted by the department for further investigation and may face **sanctions that would impact their affiliation status and Student Groups ‘privileges.**
		1. **Committee members and SG members**
			1. Abide by the regulations and must not act in any inappropriate behaviour outlined in The Code of Conduct & Matrix under the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/) – Student Leaders & Student Groups (see 8.2)

* 1. **Complaints Process and Code of Conduct & Matrix**
		1. The [**Students’ Union Complaints Process**](https://www.leicesterunion.com/yourunion/unioncomplaints/) can be applied when a student leader or Society and/or Sports Club member displays **inappropriate behaviour and/or acts outside the conduct of their role** within an affiliated Students’ Union activity or setting. This includes, but is not limited to, abuse of power, harm to one’s wellbeing, inappropriate use of language or SG operation.
		2. The Code of Conduct & Matrix can be applied to behaviour ranging from minor harm to the point of breaching [University of Leicester Senate Regulation 11](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-11/intro). Where the latter is reached, the complaint/disclosure is beyond the scope of the SU procedure, it will be escalated to the University of Leicester’s Conduct Office and/or appropriate external authority for further action.
		3. The Code of Conduct & Matrix may be updated throughout the academic year, subject to amendments in the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/). Committee members are responsible for being aware of the changes and acting accordingly based on what is expected of student leaders.
		4. **The Code of Conduct & Matrix:**



|  |  |
| --- | --- |
| Harmful (1) | * Minor or no harm caused to another individual(s).
* No or low potential for reputational damage for either/both the Students’ Union and University.
* Consented humiliation of another individual(s).
* Minor or little effect on other individual(s)’s wellbeing.
 |
| Harmful (2) | * Injury to another individual(s), possibly sought medical attention.
* Potential or actual local level reputational damage to either/or the Students’ Union and University.
* Minor abuse of power as a student leader.
* Non-consented humiliation of another individual(s).
* Moderate impact on another individual(s)’s wellbeing.
 |
| Harmful (3) | * Injury to another individual(s), resulting in hospitalisation or deferral to a doctor.
* Potential or actual regional level reputational damage to either/or the Students’ Union and University.
* Non-consented humiliation of another individual(s). • Abuse of power as a Student Leader.
* Large impact on another individual(s)’s wellbeing. – Possibly sought professional help
 |
| Harmful (4) | * Major injury
* National level reputational damage to the Students’ Union/University.
* Extreme abuse of power as a student leader.
* Extreme effect on another individual(s)’s mental health medical attention required.
 |

* + 1. **Possible sanctions** will be based on the decision of the department, which includes, but is not limited to, warnings, the impact of affiliation or one’s committee status, and restrictions on SG privileges, or may be referred to the [Students’ Union Complaints Process](https://www.leicesterunion.com/yourunion/unioncomplaints/) should it apply.

# Student Group Declaration 2025/2026

By signing the constitution, the Committee of <Student Group Name> confirm that:

* All Student Group elections were run democratically in accordance with the University of Leicester Students’ Union guidelines
* All Committee Members will be registered students with the University of Leicester in the 2025/2026 academic year and not on a year in industry/year abroad.
* All Committee Members agree to have personal data held by the University of Leicester Students’ Union until **July 31 2026** whereupon all data will be deleted with the exception of name, Student Group and Committee position. This information will be used to confirm Committee positions in requested references.

# Signatures

Paper copies or scanned documents will not accepted neither will typed signatures. Please send this document to unionactivities@le.ac.uk as part of your affiliation documents by **July 31 2026.**

Head of Committee

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Vice Head of Committee

|  |  |
| --- | --- |
| Name (Block Capitals)  | Signature |
|  |  |

Secretary

|  |  |
| --- | --- |
| Name (Block Capitals)  | Signature |
|  |  |

Treasurer

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

Welfare Officer

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name>

|  |  |
| --- | --- |
|  Name (Block Capitals)  | Signature |
|  |  |