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14. **Name**
    1. The Welfare Support Group’s name shall be: Student Parents and Carers Empowered, generally abbreviated to SPACE.
15. **Aims and Objectives**
    1. The primary aim of the group is to create a peer support network of parents, would-be parents and other students with caring responsibilities studying at St George’s.
    2. The group aims to be a point of contact between these students, the university and the Student Union (SGSU).
    3. The aims will be achieved by:

* Organising monthly meetings for students to meet peers and discuss any current issues affecting student with dependents
* Organising family--friendly social events at least twice per academic year
* Advocating the rights of students with dependents where required
* Maintaining a website with useful information for student parents, expectant parents and other students with caring responsibilities at St George’s
* Maintaining a virtual support network for members (e.g. via Facebook)

1. **Membership**
   1. Membership will be open to all members of the SGSU in accordance with the SGSU Constitution and Policy.
   2. Members of the Welfare Support Group shall act in accordance with SGSU Constitution and Policy.
2. **Subscriptions and Finance**
   1. As a Welfare Support Group, members are exempt from a subscription fee.
   2. The group’s financial matters shall be dealt with in accordance with the SGSU Constitution and Policy.
3. **Group Officials**
   1. The elected committee will conduct the running of the support group.
   2. The committee shall ensure that the group abides by this Constitution.
   3. The committee will consist of the following officers who shall be members of the SGSU: two Co-presidents, one Treasurer, one Secretary, one Events Officer, one Welfare Officer, and a maximum of three general committee members. If there is insufficient interest to form a full committee, elected members will be responsible for covering all roles.
   4. The committee will serve for one academic year.
4. **Duties of Group Officials**
   1. The Welfare Group Co-presidents are responsible for:

* Overseeing all of the group’s activity
* Delegating responsibilities fairly between members of the committee
* Representing the views and rights of students with dependents to both the university and the SGSU
* Maintaining an up-to-date members list and protecting the privacy and confidentiality of its members
* Attending all committee meetings, group meetings and events, where possible
* Keeping the SPACE webpages and Facebook group up-to-date
* Organising and chairing committee meetings (minimum of 1 per semester), and ensuring any agendas devised are actioned
* Ensuring the society is represented at the university’s Freshers Fayres
* Organising an annual ‘Meet and Greet’ for new members
* Ensuring a member of the committee represents the society at SGSU council meetings and at Senate, either by ensuring someone can physically attend, or by providing appropriate comments after reading the Agenda in advance and the Minutes following each meeting
* Leading and organising the Annual General Meeting (AGM)
* Completing an Annual Report at the end of the academic year
* Effectively handing over all information to the following committee for effective continuity of the group
* Any other activity deemed beneficial and in the interest of members
  1. The Treasurer is responsible for:
* Helping the co-presidents to plan the year in light of the society’s key objectives
* Attending all committee meetings, group meetings and events, where possible
* Requesting a budget as required to meet the group’s needs
* Managing the budget; ensuring it is regularly reviewed and spent appropriately
* Recording transactions accurately
* Signing and submitting expenditure forms within 21 days of receipt
* Keeping the committee informed of its financial position
* Effectively handing over a record of the group’s finances to the following committee
  1. The Secretary is responsible for:
* Establishing contact with all appropriate staff and representatives at the start of each academic year, including but not limited to: the SU Executive (including Year Reps), course administrators, course directors, the Student Centre, the Counselling Department, and the Disability Officer.
* Attending all committee meetings, group meetings and events, where possible

- Responding to emails from members

- Sending monthly emails to all members with details of recent news and upcoming events

- Booking rooms for meetings and events

- Ensuring an agenda is prepared and sent to all members before a meeting

- Ensuring minutes are taken at all committee and group meetings, and forwarded to all members

* 1. The Events Officer is responsible for:
* Attending all committee meetings, group meetings and events, where possible

- Organising monthly events for members (including two family-friendly events per academic year)

- Preparing a Year Planner of events at the start of the academic year

- Advertising events via social media and the SGSU website

- Liaising with the Treasurer to request Catering, as required

6.5 The Welfare Officer is responsible for:

* Familiarising themselves with the characteristics protected under the Equality Act.
* Attending all committee meetings, group meetings and events, where possible
* Liaising with SGSU on a regular basis regarding issues affecting the welfare of students with dependents, in particular VP Welfare and Education and the Equality & Diversity Officers. This should occur minimally every eight weeks, and contact should be made even if there are no concerns to report.
* Liaising with the university Equality & Diversity committee on a regular basis regarding issues affecting the welfare of students with dependents. This should occur minimally every eight weeks, and contact should be made even if there are no concerns to report.
* Ensuring the Breastfeeding and Welfare room remains fit for purpose. This is to be achieved by carrying out a checklist with VP Welfare & Education minimally every 6 weeks, and consulting with students who use the room.
* Ensuring up-to-date details of suitable on-site and off-site resources and support is available on the group’s webpages, and are reviewed twice annually (examples of suitable resources include the Counselling department, the Disability Officer, Student Minds etc).
* Leading the committee on discussing and acting on any issues involving the general welfare needs of the group

6.6 The general committee members hold more flexible roles but are expected to assist by undertaking the following responsibilities:

* Attending all committee meetings, group meetings and events, where possible
* Assisting at meetings, events and Freshers’ fayres
* Actively participating on the Facebook group to answer queries from students
* Providing feedback to the committee on decisions that affect the group, or students with dependents in general

1. **Meetings**
   1. The committee shall meet regularly at monthly events to informally discuss all relevant matters.
   2. A formal group meeting will be held in the middle of the academic year to review the group’s activity, and at the end of the academic year in the form of an Annual General Meeting. Minutes shall be made available to the SGSU for ratification.
   3. Committee members are required to join and engage in a private Facebook committee group, in lieu of physical committee meetings. The group should be checked at least once per week for messages.
2. **Voting**
   1. This will take place for the election of committee members and any other issue the group deems of importance.
   2. If a committee member is absent for more than three consecutive meetings, their post will be re-opened for election.
   3. Only group members will be entitled to vote (those who are on the mailing list).
3. **Changes to the Constitution**
   1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the society.
   2. Any changes shall be deemed provisional until passed to the Societies Officers and the General Secretary of the SGSU at the earliest opportunity and subsequently ratified.
4. **Complaints Procedure**
   1. Any complaints shall be dealt with in accordance with the SGSU Constitution and Policy.
5. **SGSU Commitments**
   1. The group shall adhere to SGSU Constitution and Policy.
6. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
7. **Declaration**

**I declare that the Student Parent Association shall abide by this Constitution, drawn up on 21st June 2016.**

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| --- | --- | --- | --- |
| **NAME** | **ROLE** | **SIGNATURE** | **DATE** |
|  | Co-President |  |  |
|  | Co-President |  |  |
|  | Treasurer |  |  |
|  | Secretary |  |  |
|  | Events Officer |  |  |
|  | Welfare Officer |  |  |
|  | General Committee Member |  |  |
|  | General Committee Member |  |  |
|  | General Committee Member |  |  |