

Constitution for Hedgehogs On Campus

2019/2020

Volunteering Project Constitution:

Ultimate responsibility for the governance and discipline of the project lies with the Student Activities Officer, who has delegated operational responsibility to the Fundraising and Volunteering Coordinator.

A copy of the constitution should be made available to all members.

If you have any queries please contact j.pledger@yusu.org

Purpose of having a Constitution:

To provide the University of York Students' Union (YUSU) Volunteering Projects with a constitution that outlines reasonable expectations for best practice which volunteers are expected to adhere to.

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1. Definitions

- 1.1. The volunteering project in this document will be referred to as the ‘Project’.
- 1.2. Those chosen to collectively represent the Project, shall be referred to as the ‘Committee’.

2. Name of the Project

- 2.1. The Project’s name shall be:

Project Name:

Hedgehogs On Campus

- 2.2. The project shall be represented by the elected YUSU Volunteering Officers and members of the YUSU Volunteering Committee.

3. Aims and Objectives

- 3.1. The aims and objectives of the Project are to promote the interests and act on behalf of the Project volunteers.
- 3.2. To provide an opportunity for volunteers of the Project to meet and participate in the given activities together.
- 3.3. The Project’s specific aims shall be:

Aims:

What changes, improvements or differences will the Project make to students and the wider community, which should contravene the Union or be the same as another society or volunteering project.

Helping to create a more hedgehog-friendly campus.

Raising awareness of hedgehog and general wildlife challenges, with respect to urban wildlife and how we impact them.

Promote strategies which promote hedgehog friendly environments off campus.

- 3.4. The Project’s specific objectives shall be:

Objectives:

The area or activity or overall practical steps the project plans to take to accomplish its aims.

We will help with habitat management, litter-picks, in particular removing hazardous plastic loops, constructing hedgehog hibernaculums and feeding stations. Monitoring of the hedgehog populations using camera traps, footprint tunnel surveys and group line torch scans.

Inform during workshops, meetings, posters etc how we can help urban wildlife, with particular focus on hedgehogs.

4. Membership

- 4.1. Membership to the project will be open to all members of YUSU unless the main activity of the Project stipulates the need for certain qualifications or experience.
- 4.2. The Project must be working towards a core membership of at least 10 YUSU members.
- 4.3. 'Active' volunteers should purchase free membership to the project on the YUSU Website, and data should be collected by the Volunteering Project Committee for the number of volunteers and the hours given, and shared with YUSU during re-ratification as part of the End of Year Report.
- 4.4. The definition of an 'active' volunteer can be set by the Project.

An active volunteer for [volunteering project name] is:

How many sessions the volunteer has to attend / amount of time the volunteer has to give / termly or annual commitments.

Commits to over 50% of the project work across any areas of the scheme.

5. Code of Practice

- 5.1. As part of the ratification process, each incoming project committee must sign and agree to the YUSU Code of Conduct, Confidentiality Agreement and Room Bookings Agreement.
- 5.2. No volunteer should undertake any action that may bring the reputation of the Project, YUSU or the University into disrepute.
- 5.3. A volunteer must not participate in or omit to mention anything which might cause damage to themselves or others.
- 5.4. All volunteers must adhere to the health and safety rules and procedures of YUSU, the Project and the University.
- 5.5. No volunteer should attend workshops, activities and meetings under the influence of alcohol and/or drugs.
- 5.6. Volunteers must respect the points of view expressed by other volunteers if different from their own.
- 5.7. Volunteers must respect the property of the University, YUSU, the Project and of other volunteers.
- 5.8. Volunteer selection for project activities should be free and fair.
- 5.9. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Project or a committee position.
- 5.10. Drinking alcohol should not be the main purpose of any social, and volunteers should be able to participate in all project activities without drinking alcohol, and without any coercion to drink.
- 5.11. The committee will ensure that members of the Project should not pressure or coerce any other member into any action with which they feel uncomfortable.

- 5.12. Any action taken by the volunteers on behalf of or while representing the Project in any way will also be accountable to the YUSU Code of Conduct found in bye-law 12.
- 5.13. Breaches of this code of practice can result in Project, YUSU or University disciplinary action.
- 5.14. Projects must adhere to the GDPR in order to protect their members data, they should make members aware of how their data will be used and be able to justify doing so.
- 5.15. Any questions regarding code of conduct should be directed to the Fundraising and Volunteering Coordinator in the first instance, and in any instances where procedures do not align, YUSU's code of conduct and procedures should be followed.
- 5.16. Any Additional Code of Practice

Additional Code of Practice

Any additional training or inductions that volunteers must carry out before getting involved in the project.

For DBS Checking, please copy this text into the box below:

- 5.17. *Volunteers must provide evidence of an Enhanced Disclosure and Barring Service Check that has been completed at the University of York covering voluntary activity with Children and Young People or Vulnerable Adults before getting involved in project activity.*

For Safeguarding Training, please copy this text into the box below:

- 5.18. *Volunteers must complete YUSU's online Safeguarding Training covering Children and Young People or Vulnerable Adults, or attend a Safeguarding Introduction Training session that is delivered by YUSU before getting involved in project activity.*

Keep any injuries clean and free of infection.

Do not directly touch a hedgehog with bare hands!

Try and minimise stress to hedgehogs and other wildlife by keeping appropriate distance, staying quiet and adopting a non-threatening body posture.

6. Project Committee

- 6.1. The Committee will be collectively responsible for the effective management and day to day running of the Project.
- 6.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 6.3. The Committee shall have the power to set Project rules, in accordance with the Project Constitution.
- 6.4. A new Committee must be elected during the Project's Annual General Meeting, or appointed by a select committee comprising of members of YUSU staff, an elected sabbatical officer and an incoming or outgoing Volunteering officer between Week 5 of Spring Term and Week 2 of Summer Term, unless otherwise decided with the approval of Fundraising and Volunteering Coordinator. This is so that the new committee has a chance to shadow the existing committee (where necessary), and fulfil duties effectively from the start of the new academic year.
- 6.5. The committee must consist of:

- Project Coordinator
- Secretary
- Treasurer

6.6. The project committee will also consist of:

Project Committee Positions:

Other roles on the Project Committee. Eg: Schools Liaison, Publicity Officer.

Social Media Secretary

Lead Conservationist

6.7. The committee will ensure an up-to-date list of all committee members is provided to YUSU by Monday of Week 1, Summer Term, unless the new committee resumes duties before this date, in which case, an up-to-date list of all committee members must be provided to YUSU within 5 working days of the committee election or appointment.

7. Project Committee - Volunteer Role Expectations

7.1. The Project Coordinator is expected to:

- Provide leadership for the Project
- Be a spokesperson/figurehead and representing the Project to YUSU and relevant external stakeholders
- Ensure that Project adheres to relevant policies and to this constitution.
- Ensure the Project Committee contains officers named in section 6.5
- Attend any relevant training
- Call and chair meetings of the Project's committee
- Publicise the Project
- Undertake any other activities as mutually agreed by the Committee and the Project Coordinator

Any additional expectations of the Project Coordinator:

Have a basic knowledge of hedgehog needs.

Be in contact and collaboration with lecturer Nia Bryant and grounds manager Gordon Eastham, who have helped initiate this project and are part of the nationwide Hedgehog Friendly Campus scheme.

7.2. The Secretary is expected to:

- Attend any relevant training and the Project Annual General Meeting (AGM)
- Take care of Project admin, ensuring that all information on YUSU's website and social media, including signatory form and list of volunteers is kept up to date
- Arrange meetings and book rooms or venues
- Create agendas and keeping minutes of meetings as necessary
- Communicate regularly with members

- Be aware of key dates for the Project throughout the year
- Organise the AGM or any EGM (Extraordinary General Meeting)
- Undertake any other activities as mutually agreed by the Secretary, Committee and Project Coordinator

Any additional expectations of the Secretary:

Have a basic knowledge of hedgehog needs.

7.3. The Treasurer is expected to:

- Administer the Project's finances in accordance with the systems, Constitution, Laws and Bye-Laws of YUSU
- Attend any relevant training and Project AGM
- Undertake training on the Students' Union financial system
- Apply for the annual grant and extra funding from YUSU as necessary
- Keep track of all income/expenditure
- Keep the committee and members informed of the Project's financial situation
- Organise fundraising or sponsorship for the Project if needed
- Countersign claims forms and transport forms
- Create a budget for each event and ensuring that the committee has agreed to it
- Undertake any other activities as mutually agreed by the Treasurer, Committee and Project Coordinator.

Any additional expectations of the Treasurer:

Have a basic knowledge of hedgehog needs.

7.4. Roles and expectations of any additional committee members:

Role expectations of other committee members:

Any additional committee roles and their expectations. Eg: Schools Liaison will establish contact with new schools, arrange workshops in schools.

Lead Conservationist should be in contact and collaboration with lecturer Nia Bryant and grounds manager Gordon Eastham, who have helped initiate this project and are part of the nationwide Hedgehog Friendly Campus scheme.

They should also be registered as part of the Hedgehog Friendly Campus scheme team for the University.

They should have basic understandings of surveying methods and up-to-date data on what the hedgehog surveys have found.

7.5. No committee member should be expected to provide support and advice to any individual student, and when these cases present they must be referred promptly to the YUSU Advice and Support Centre or Fundraising and Volunteering Coordinator who can ensure proper support is made available.

8. Project Finance

- 8.1. All Project income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.
- 8.2. The Project Coordinator, Secretary and Treasurer shall automatically be signatories to the Project accounts once YUSU has received an up-to-date signatory list.
- 8.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Project; one of which must be the Treasurer, unless the treasurer is making the claim.
- 8.4. Project accounts shall be available for inspection at any reasonable time by YUSU staff.
- 8.5. YUSU members shall receive no remuneration from the Project, except in legitimate expenses incurred in connection with Project business.

9. Meetings

- 9.1. The primary decision making bodies of the Project are the Committee meetings and Annual General Meetings (AGMs)
- 9.2. All general meetings must be open and advertised to all members.
- 9.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to the Fundraising and Volunteering Coordinator upon request.
- 9.4. The Committee shall give at least 7 days notice of any general meeting
- 9.5. The quorum of a general meeting shall be 25% of Project volunteers or 5 Project volunteers, whichever is greater.
- 9.6. The committee for the new academic year must either be appointed by YUSU or elected at the Annual General Meeting which shall be between Week 5 of Spring Term and Week 2 of Summer Term, unless otherwise agreed with the Fundraising and Volunteering Coordinator
- 9.7. An EGM can be called by the Project Committee, the Volunteering Committee or a petition signed by 25% of Project volunteers or 5 Project volunteers, whichever is greater.

10. Selection of the Committee

- 10.1. The Project Committee will decide on restrictions for those wishing to stand for committee roles.

Restrictions on those standing for committee positions:
Must have committed to over 50% of the project work across any areas of the scheme over the last term before the election.

- 10.2. The committee for the Project including the signatories must be elected once in every 12 month period or be appointed by YUSU in the same period of time.

- 10.3. All volunteers should be made aware of their ability to stand for Committee roles.
- 10.4. Only full members of YUSU shall be entitled to vote.
- 10.5. The Committee must be democratically elected in a free and fair election.
- 10.6. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
- 10.7. If any vacancies occur in the committee during the academic year, they shall be democratically filled through an EGM as soon as possible.

11. Project Complaints Procedure

- 11.1. This procedure allows volunteers to raise complaints about any issues relating to the Project. Complaints should first be addressed via an informal discussion with the Student Activities Officer.
- 11.2. If this initial process does not provide a satisfactory outcome, a formal complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (bye-law 12) which will be followed in addressing Formal Complaints.
- 11.3. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints Procedure.

12. Dismissal and Resignation of Committee Members

- 12.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from the Project Committee.
- 12.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally, and one of the committee members named in section 6.5 will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary.
- 12.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the Fundraising and Volunteering Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU Project Volunteers or 5 YUSU Project Volunteers, whichever is greater.
- 12.4. If a 'no confidence' motion is called then a Project EGM (see section 9) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 12.5. If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. The Project will then need to hold an EGM to elect a new person to the position (see section 9)
- 12.6. If the no confidence motion is unsuccessful:
 - YUSU will facilitate support with the committee to resolve any outstanding issues.

- Further ‘no confidence’ motions must be on different grounds and not within one calendar month of the general meeting at which the last ‘no confidence’ motion against that committee member was heard.

13. Suspension and Exclusion of Volunteers

13.1. Suspension and Exclusion of volunteers is covered under YUSU’s Code of Conduct (bye-law 12).

14. Amendments to the Project Constitution

14.1. The Constitution may be amended by two thirds of the volunteers present at an AGM or EGM.

14.2. If amended, the constitution shall be submitted to the Fundraising and Volunteering Coordinator for review before being re-ratified by the Volunteering Committee before coming into effect, this includes a change of name.

15. Dissolution

15.1. The Project may be dissolved if deemed necessary by the Project Volunteers in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.

15.2. In exceptional circumstances, the Project may also be dissolved by the Volunteering Committee if deemed necessary, subject to the approval of the Activities Officer.

16. Data Protection

16.1. All membership personal data is subject to General Data Protection Regulations (GDPR), law and YUSU procedures.

16.2. The Project Coordinator is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.

16.3. The Project Coordinator, Secretary and Treasurer are required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.

16.4. The Project Coordinator must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.

16.5. The President can formally nominate a Data Protection Officer from the President who is responsible for overseeing the society’s compliance to GDPR and YUSU procedures.

16.6. Key responsibilities include:

Membership personal data including email addresses are private and confidential and should only be used for society membership purposes and contact that would be reasonably expected as part of the membership offer.

B. Bulk or multiple emailing must only be done as “bcc”.

C. The Project Coordinator is responsible for obtaining the necessary

consents from members to hold and process personal data in relation to membership.

- D. The Project Coordinator must not share membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
- E. The Project Coordinator must advise YUSU of any breaches of data protection as soon as they are made aware of the breach.
- 16.7. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

17. Declaration (all Committee members)

- 17.1. If the volunteering project has any additional constitutional amendments, please include here and separate each point clearly.

Additions to Project Constitution:

If the project has any additional constitutional amendments, please include them here and separate each point clearly.

- 17.2. As a Project Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU's Constitution and YUSU's Policies and guidelines.
- 17.3. I understand that as a Project Committee Member and volunteer, any action taken by volunteers on behalf or while representing the project in any way will also be accountable to the YUSU Code of Conduct (found in bye-law 12).
- 17.4. I understand in any instances where procedures do not align, YUSU's code of conduct and procedures should be followed.

Position:	Name:
Project Coordinator	Kerry Brown
Secretary	Chloë Rutter
Treasurer	Ben Ward
Lead Conservationist	Rebecca Dunn