**Name**

1. The society will be called The Afro-Caribbean Society (ACS) and will be affiliated with the St. George’s Students’ Union. The society will hereafter be referred to ACS in this constitution.

**Objects**

1. The aims and objective of society will be:

2.1 To promote the rich culture of Africa and the Caribbean within St. George’s University of London

2.2 To provide both educational and social support to all members

2.3 To provide social and cultural events for the enjoyment of members and on members

**Powers**

1. In order to further its objects, but not to further any other purpose, ACS may:

3.1 Raise funds

3.2 Employ internal services available at St George’s University of London

3.3 Employ external services

3.4 Liaise with other organisations

**Membership**

1. ACS membership shall be conducted as follows:

4.1 Membership will be open to all students attending St George’s university of London

4.2 To become a member of the society the individual must pay the membership fee and provide their name, course of study, year and a valid email address. Once the individual has been added to ACS Membership Register, a membership card will then be issued. This will provide discounts on future ACS events for that academic year.

4.3 To withdraw membership the individual most notify a member of the ACS Committee and steps will then be taken to remove the individuals from the ACS Membership Register

**Membership Fees**

1. Membership fees will:

5.1 Be set annually and agreed by the ACS committee at a General Meeting before the Fresher’s Fayre

5.2 Provide membership for one academic year. Membership therefore must be renewed each academic year by paying the set membership fee for the following year

**Executive Committee Members**

1. The executive committee will comprise of:

6.1 President (1)

6.2 Vice Presidents (2)

**Committee members and their roles**

1. The committee will comprise of:

7.1 President (1): Oversee the entire committee; be informed of all dealings and activities within the committee; be the first port of call for decisions and information required by ACS members and committee members; be the main representative of ACS in all situations

Vice President (2): help the president run the committee, if any time the president is unable to do their duty, the VP will have to step up. It is a supporting role providing unbiased advice to the president and a willingness to help.

Secretary (1): The role involves doing the admin work for the society like minutes for meeting and email send outs to the members. You will need to be organised because people will look to for what thy need to do. If the minutes aren’t sent out on time things wont get done.

Finance officer/ treasurer (1): control the finances of ACS, making budgets for events and ensuring ACS doesn’t run into debt. You will need to be finically savvy and have ideas on how to make money more importantly responsible. Money is a big thing.

Publicity officer (2): work hand in hand with the events, aiding them with the promotion side of events. You will need to be outgoing, extremely sociable and creative. It will involve you going into lectures doing shout out both 1st and 2nd years, doing the stall at fresher’s fayre and making posters.

Events (2): the product of ACS planning is seen in our events, therefore the events is a highly intense role. You will need to be super organised, great communicator and have brilliant time management skills. The role is not for the faint hearted. The eent basics are decided as a committee then you as events will make it happen from booking rooms, to organising a rundown of how the event will go. The role does require a lot of patience and quick thinking.

7.2 Officers will be elected annually at the Annual General Meeting

7.3 All officers will retire each year but will be eligible for re-appointment.

**Committee Membership**

Applications for committee roles shall be made open in June. This will be th form of a 250-300 word document the reason they should be made said role. Application shall be accepted up to three weeks after the opening. Committee member shall be chosen by the existing committee and put to vote which may by voted by the executive committee (comprising of the president and their vice president)

1. To resign from a post the person must address the committee at a meeting and explain why they are incapable of carrying out their role
2. Committee members may be removed on the grounds of being counterproductive to the ACS cause, repeatedly missing meeting without justifiable reason, disruptive and disrespectful to the university body
3. Roles shall be handed over at the annual ACS AGM which must be attended by all members of the outgoing and future committee. This should serve as official announcement of the new committee. All ACS articles and document must be handed over by this day

**Committee**

9. The society will be managed through the committee

9.1 the committee meetings will be convened by ACS Secretary and shall be held no less than once a month

9.2 The quorum required for a legitimate Committee General Meeting to be held will 8

9.3 The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the society.

9.4 The committee will have powers to appoint subcommittees as necessary and appoint advisers to Committee as necessary to fufill its objectives

9.5 The Committee will be responsible for disciplinary hearings of members who infringe the society’s rule/ regulations/ constitution. The committee will be responsible for taking action of suspension or discipline following such hearings.

**Finance**

1. All money owned by ACS will be banked in an account held in the name of the society
	1. The treasurer/ finance officer will be responsible for the finances of society.
	2. The financial year of theclub will end in July at the annual ACS AGM
	3. An audited statement of annual accounts will be presented by the treasurer/ finance officer at the AGM

**Annual General Meetings**

11.1 Notice of AGM will be given by the society secretary. No less than 14 clear day’s notice will be given to all members.

11.2 The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

11.3 Nominations or officers of the committee will be sent to the secretary prior to the aGM

11.4 Elections of officers are to take place at the AGM

11.5 All members have the right to vote at the AGM

**Dissolution**

12. A resolution to dissolve to dissolve the club can only be passed at an AGM through a majority vote of the membership.

12.1 In the vent of dissolution, any assets of the society that remain will become the property of St. George’s student Union.

**Amendments to the constitution**

13. The constitutions will only be changed through agreement by majority vote at a General Meeting of Committee members.

**Declaration**

The Afro-Caribbean Society (ACS) of St. George’s University of London hereby adopts and accepts the constitution as a current operating guide regulating the actions of members.

**Name: Sonia Onyeka**

**Position: President**

**Signed: Date: 30/10/2012**