**Amnesty International Society Constitution**

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14. **Name**
    1. The Club/ Society’s name shall be **Amnesty International Society**
15. **Aims and Objectives**
    1. The aim of the Club/ Society shall be to raise awareness of human rights abuse going on around the world. In addition, to campaign about some of these issues.
    2. The aim shall be achieved by actively participating in national and/ or international

campaigns organised by Amnesty International. By having a letter writing sessions where students are encouraged to support a particular campaign. Also by having film nights, with speakers present from Amnesty International, giving talks about different issues related to human rights.

1. **Membership**
   1. Membership of the Club/ Society will be open to all members of the SGSU in accordance with SGSU constitution and Policy.
   2. Members of the Club/ Society shall act in accordance with SGSU constitution and Policy.
2. **Subscriptions and Finance**
   1. A membership fee is required from all Club/ Society members. The Club/ Society Officials shall determine this fee and are responsible for its collection.
   2. The Club’s/ Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
3. **Club/ Society Officials**
   1. An elected committee will conduct the running of the Club/ Society.
   2. The committee shall ensure that the Club/ Society abides by this Constitution.
   3. The Committee will consist of the following officers who shall be members of the SGSU:

* Presidents: Rozina Choudhury and Kamran Basharat
* Vice Presidents: Yara Masoud and Yasir Abdelhaldi
* Treasurer: Faizal Lala
* Secretary: Faiz Chughtai
* Events Officer: Aashna Jain
* Media Officers: Ash Sitharapathy and Amir Ahmed Raza
* Year Reps: Ziana Somani, Ayesha Razak, Zishan Naeem
* Charity Officers: Enas Suber and Poorani Kuganesan
  1. The committee will serve for one academic year.

1. **Duties of Club/ Society Officers**
   1. The Club/ Society President/ Captain is responsible for:

* Keeping an overview of the society
* Arranging events
* Contacting speakers for events
* Raising awareness of new campaigns by Amnesty International
* Liaising with other societies and clubs to arrange events
* Supporting the other committee members in their roles
* Liaising with the SU
  1. The Club/ Society Vice-President is responsible for:
* Arranging events
* Contacting speakers for events
* Raising awareness of new campaigns by Amnesty International
* Supporting the other committee members in their roles
* Supporting the President of the society
  1. The Club/ Society Treasurer is responsible for:
* Keeping an overview of the finances of the organisation
* Actively finding funds (for the society and AI) from grants, sponsors, individual donors and other sources
* Reporting to committee meetings, including gross funds raised, expenditure, and donations to Amnesty
* Developing and maintaining financial policies and procedures
  1. The Club/ Society Secretary is responsible for:
* Organise committee meetings, including informing/ reminding/ chasing up committee members about meetings
* Record minutes and email them to committee members
* Manage room bookings (liaise with event’s organisers)
* Generally keeping committee members in line and a first port of call for communication from members
* To check and manage the society email
  1. The Club/ Society Media/ Charity officer is responsible for:
* To link society events to the main Amnesty campaigns
* To contact external speakers to speak at George’s (weekly? fortnightly?)
* To encourage campaign activities at committee meeting and society events, including: letter writing/ petition signing/ publicity stunts/ education
* To organise and maintain a campaigns noticeboard (and table?)
* To record the numbers of letter/ petitions sent and report to the committee
* Emailing members about external amnesty events
  1. The Club/ Society event’s organiser is responsible for:
* Co-ordinating society events
* Liaise with other committee members to ensure that for each events, the following are ensured:
* Publicity
* Resources – Audio-visual/ posters/ educational info/ campaign info/ sample letters/ stamps
* Room available if necessary
* Fundraising
* New members
* Refreshments available if appropriate
* Media present or informed post event (George’s media and/ or local media for appropriate events)
  1. The Club/ Society Media Officer is responsible for:
* Creating posters and print (AiS photocopy card available)
* Lecture Shout outs alongside the year reps
* Create Facebook events and formulate emails advertising campaign/ event
* To invite George’s media and local media to events as appropriate, or inform George’s media of society events for publicity, before and/ or after the event, as appropriate

1. **Meetings**
   1. The Club/ Society Committee shall meet regularly during term time.
   2. Regular Committee meetings are required to discuss all Club/ Society matters. Minutes shall be made available for ratification.
2. **Voting**
   1. This will take place for the election of Officials and any other issue that the Club/ Society deems of importance.
   2. Only Club/ Society members will be entitled to vote.
   3. The results of any election shall be passed to the Sports/ Societies Officer and the General Secretary of SGSU at the earliest opportunity.
3. **Changes to the Club/ Society Constitution**
   1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Club/ Society.
   2. Any changes shall be deemed provisional until passed to the Sports/ Societies Officer and the General Secretary of the SGSU at the earliest opportunity and subsequently ratified.
4. **Clubs/ Societies Complaints Procedure** 
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
5. **SGSU Commitments**
   1. The Club/ Society shall adhere to SGSU constitution and Policy.
6. **Discipline**

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU constitution and Policy.