# **Baking Society Constitution**

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14. **Name**
    1. The Club/Society's name shall be BakeSoc

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be to encourage members of the SGSU to practice baking.
  2. The aim shall be achieved by organising social events within the academic year to allow for students to bring baked goods.

1. **Membership**
   1. Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
   2. Members of the Club/Society shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

4.1 A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.

* 1. The Club’s/Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

1. **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 SGSU:

* President/Captain
* Treasurer
* Secretary
* Events Organiser
  1. The committee will serve for one academic year.

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

* Organising society committee meetings
* Organising the date for the end-of-term AGM
* Dealing with any queries
* Working alongside the events organisers to create several opportunities for BakeSoc members and SGSU students to get involved
  1. The Society Treasurer is responsible for:
* Putting money into the SU account
* Collecting money from paid society events
  1. The Society Secretary is responsible for:
* Documenting the minutes from committee meetings
* Emailing BakeSoc members about upcoming events

1.5 The Society Events Organiser is responsible for:

Working alongside the society president to create several opportunities for BakeSoc members and SGSU students to get involved

Advertise upcoming BakeSoc events to members of the SGSU

7.0 **Meetings**

7.1 The Club/Society Committee shall meet regularly during term time.

7.2 Regular Committee meetings are required to discuss all Club/Society matters. Minutes shall be made available to SGSU for ratification.

8.0 **Voting**

8.1 This will take place for the election of Officials and any other issue that the Club/Society deems of importance.

* 1. Only Club/Society members will be entitled to vote.
  2. The results of any election shall be passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.

9.0 **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 SGSU at the earliest opportunity and subsequently ratified.

1. **Clubs/Societies Complaints Procedure**
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
2. **SGSU Commitments**
   1. The Club/Society shall adhere to SGSU Constitution and Policy

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1. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
2. **Declaration**

**I declare that the Baking Society shall abide by this**

**Constitution, drawn up on this 2nd day of the first month, 2017**

**\_\_(Laura Parry – 02/01/2017)\_\_\_\_\_\_\_\_\_ Club/Society President**

Sign, Print and Date

**I declare that this Constitution has been ratified by SGSU and the**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club/Society is hereby recognized by SGSU**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SGSU Sports/Societies Officer**

Sign, Print and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SGSU General Secretary**

