**Constitution**

# **Comedy Society Club/ Society Constitution**

**Contents**

1. Name
2. Aims and Objectives
3. Membership
4. Subscriptions and Finance
5. Club/Society Officials
6. Duties of Club/Society Officials
7. Meetings
8. Voting
9. Constitutional Changes
10. Complaints Procedure
11. SGSU Commitments
12. Discipline
13. Declaration
14. **Name**
	1. The Club/Society's name shall be Comedy Society

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be to provide a group in which comedy can be written, performed and seen.
	2. The aim shall be achieved by holding fortnightly meetings of the society as an opertunity to write whatever form of comedy that individual member wishes to write with feedback and help from all other members of the society. Following these events we will go and watch comedy in one form or another.
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:

Board member 1 (President)

Board member 2

Board member 3

Board member 4 (Tresurer)

* 1. The committee will serve for one academic year.
1. **Duties of Club/Society Officials**
	1. Board member 1:
* The overseeing of the society in general. This member shall be in charge of organising and chairing meetings of comedy societies committee at least once per month. They will ensure that all other members of the committee are fulfilling their rolls by asking for a brief verbal report at each of these committee meetings. This member shall also be in charge of all room booking and also attending council meetings to represent the society. The role of this board member is much like that of any society president except that this member has equal power as other fellow board members. This member shall also be responsible for planning social events for the society such as going to see performances but also some local social events such as events in the SU bar.
	1. Board member 2:
* This coordinating writing sessions. It will be the duty of this board member to ensure to smooth running of all writing sessions. Both as a coordinator of the sessions themselves but also as a port of call for any members of the society who wish to gain advice or need their work critiqued.
	1. Board member 3:
* This overseeing of any performances as a director. The member shall immerse themselves in the creative side of the comedy society. In the event that we do any shows either at St George’s or externally this member will be responsible for organising the shows by looking for venues and running rehearsals.
	1. Board member 4-
* This oversee the funds of the society. This member shall act as any treasurer of a society does. They will collect subs at the beginning of each academic year and paying for anything props or events that we may use or attend.
	1. The Club/Society is responsible for:
* This mad funnies

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 Comedy Society shall abide by this**

**Constitution, drawn up on this 21st day of the 8th month, 2016**

**Michael Lee 21st/8th/ 2016 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**



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2014/2015**

**CLUB/SOCIETY NAME:**

**Committee 2015/16 Declaration**

We, the committee 2015/16, declare that:

* All new committee members have been voted in democratically according to our constitution.
* All members of the society were given the opportunity to vote.

**Board member 1 16/17:**

 **Print Name Michael Lee Signed Michael Lee Date 21/08/2016**

**Board member 4 16/17:**

 **Print Name Verity Hunt Signed Verity Hunt Date\_21/\_8\_/2016**

**REQUIRED COMMITTEE MEMBERS**

**Board member 1**

**Board member 2**

**Board member 3**

**Board member 4**

The personal details contained in this pack are covered by the Data Protection Act and thus will not be given out to anyone who asks. In order for new members to contact you, it is imperative that you provide the contact details of a committee member from your society who will deal with all enquiries.

**Main Contact Details- Please write clearly**

**NAME: Michael Lee**

**TELEPHONE No: 07983956775**

**EMAIL: m1104648@sgul.ac.uk**

**MAIN SOCIETY EMAIL:**

**FINANCE**

Number of members: 50

Membership fee charged: £ 2

**Committee 2015/16 Agreement**

We, as in the committee, agree to abide by the conditions set within and ensure that:

* We will communicate with the union on a regular basis about all events and issues affecting us.
* We will abide by our constitution and update it when necessary
* We will not agree to sponsorship deals without permission from SGSU.
* All membership fees and event takings are handed in within 24 hours or as near to as possible to the Vice President: Finance & Student Activities, and no monies are kept in petty cash.
* We will ensure that at least one representative shall attend all SGSU council meetings as required.
* Members, inclusive of the Committee shall adhere to the SGSU Constitution, Regulations and its policies, in particular the Regulation for Clubs and Societies.
* We will abide by all SGUL policies in particular equal opportunities and child protection policies.
* We will not invalidate the Student Union’s or SGUL’s insurance Policies
* We will ensure next years equivalent of this form is completed in a timely manner

**Board member 1 16/17:**

**Print Name Michael Lee Signed Michael Lee Date21/08/16**

**Board member 4 15/16:**

**Print Name Verity Hunt Signed Verity Hunt Date 21/08/16**

**Treasurer 2015/16 Agreement**

I, the society treasurer, understand that monies will only be reimbursed for purchases made with prior permission from the Vice-President Finance & Student Activities. I can however authorise purchases using money raised from subscription fees, sponsorship or donations in any way the committee sees fit. I understand all that is required to abide by the financial rules and regulations and that if I am unsure at anytime I will seek advice. I am responsible for all the financial matters for the period 9/16 **until** 8/17 (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club/Society Treasurer 2015/16**

**Print Name Verity Hunt Signed Verity Hunt Date\_21/08/2016**

**Committee Members Details 2015-2016**

**Please provide all details requested**

**If more than one person is elected to position put everyone’s details down**

*Essential positions*

**Board member 1 (or Equivalent)**

Name: Michael Lee

Course & Year of Study:Mbbs 4 year 3

D.O.B: 14/05/1992

Mobile: 07983956775

Email Address: m1104648@sgul.ac.uk

**Board member 2**

Name: Edward palmer

Course & Year of Study: Mbbs 5 Year 5

D.O.B: 17/06/1991

Mobile: 07857299543

Email Address: m1000904@sgul.ac.uk

*Other Positions*

**Board member 3**

Name: Benji Fricker muller

Course & Year of Study: Mbbs 4 year 3

D.O.B: 21/4/1993

Mobile: 07957845773

Email Address: m1102168@sgul.ac.uk

**Board member 4 (treasurer):**

Name: Verity Hunt

Course & Year of Study: Mbbs 5 year 3

D.O.B: 12/3/1994

Mobile: 07835485637

Email Address: m1401996@sgul.ac.uk

**Document of Interest Template:**

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