Languages Club/Society Constitution

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**1. Name**

* 1. The Club/Society’s name shall be Languages Society

1. **Aims and Objectives**
   1. The aim of the Club/Society shall be to provide affordable and enjoyable language lessons for all.
   2. The aim shall be achieved by having professional teachers and SGUL students
2. **Membership**
   1. Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution Policy
   2. Members of the Club/Society shall act in accordance with SGSU Constitution and Policy
3. **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
4. **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:
      * President/Captain
      * Treasurer
      * Secretary
   4. The committee will serve for one academic year.
5. **Duties of Club/Society Officials**
   1. The Club/Society President/Captain is responsible for:
      * Ensuring lessons start and end OK
      * Dealing with any queries
      * Organising and finding teachers for the lessons
   2. The Club/Society Vice-President is responsible for:
      * Running the society when president is not available
   3. The Club/Society Treasurer is responsible for:
      * Putting money into the SU account
      * Collecting payments for lessons from students
      * Sorting out payment for teachers
   4. The Club/Society Secretary is responsible for:
      * Sending emails to members, students, teachers.
      * Publicity of events.
   5. The Club/Society Marketer is responsible for:
      * Flyers and communication of the society on Facebook
6. **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 to SGSU for ratification.
7. **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.
8. **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.
9. **Clubs/Societies Complaints Procedure**
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
10. **SGSU Commitments**
    1. The Club/Society shall adhere to SGSU Constitution and Policy.
11. **Discipline**
    1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
12. **Declaration**

**I declare that the Languages Society shall abide by this Constitution, drawn upon on this 8th Day of the 12th month 2009.**

\_\_\_\_\_\_\_\_\_\_(signed by: Fatima Kureshy)\_\_\_\_\_\_\_\_ Society President

Sign, print and date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club/Society is hereby recognised by SGSU.

Sign, print and date

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

Sign, print and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SGSU General Secretary

Sign, print and date