# Constitution for the SGUL Punjabi Society

1. **Name**
	1. The name of the society shall be SGUL Punjabi Society, hereafter referred to as ‘the society’.
	2. The society shall be a member of the St George’s University London Students Union
2. **Aims and Objectives**
	1. The club shall hold the following as its aims and objectives. The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
	2. To cater for the cultural needs of the society membership.
	3. To increase the awareness of Punjabi culture at St George’s University London.
	4. To educate fellow students about Punjabi culture (e.g. teaching Bhangra).
	5. To represent the Punjabi community at St George’s University London.
3. **Statement of intent**
	1. The constitution, regulations, management and conduct of the society shall abide by all SGUL Policy, and shall be bound by the SGUL Constitution and Regulations.
	2. The society stresses that it abides by the SGUL Equal Opportunities Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
	3. The society shall also be governed by the Students Union standing orders.
4. **Membership**
	1. Any member of the SGUL Students Union shall be eligible to become a member of the society.
	2. All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee
5. **The** **Society Committee**
	1. The committee shall consist of the following voting members:
		1. President
		2. Vice President
		3. Treasurer
		4. Secretary
		5. Publicity Officer
		6. Events Officer
		7. Bhangra Coordinator
	2. All committee members must be members of the society.
	3. No committee member shall hold more than one post during each academic year.
	4. Office shall be held from August 1st to July 31st of each academic year.
6. **Management and Job Descriptions**
	1. The President shall represent the society on the Students Union, and shall be responsible for making sure that the society is run according to the society constitution and code of conduct as far as can be reasonably expected.
	2. The President and Treasurer shall sign a Students Union Financial Responsibility form, and shall be aware of the Students Union Financial Regulations.
	3. The Treasurer shall carry out the day to day financial duties of the society.
	4. The Secretary shall be responsible for keeping the society records in good order as well as carrying out public and society communication duties.
	5. The management of the society shall be vested in the society committee.
	6. Quorum of the committee shall be two thirds of the voting committee.
7. **General Meetings:**
	1. A general meeting may be called by the society President, quorum of the committee or by ten full members of the society, this must be submitted to the President in writing. The general meeting must be held within 10 college days of receipt of the proposal.
	2. General Meetings may only be held during undergraduate term time.
	3. At least five college days notice of a general meeting must be given to the society membership.
	4. Only full members of the society may vote at General Meetings.
	5. Quorum of the meeting shall be half of the voting society members.
	6. Decision shall be reached by a simple majority of the voting members present.
8. **The Annual General Meeting**
	1. The AGM shall be held during the academic year, and shall have as its main business:
		1. The presentation of the Officers Reports for the past year.
		2. The election of the Committee for the next session.
	2. An agenda giving notice of the AGM must be circulated to all society members in advance.
	3. Nominations for society officers must be notified to committee in advance of the AGM and closed before the meeting.

8.3.1. The quorum of the AGM shall be half of the full membership of the

 Society present

8.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.

8.4 In the event that no person is voted in to a post or of resignation from a position, the President will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.

1. **Finance**
	1. The society shall receive a grant from SGUL and shall administer this in accordance with the SGUL financial procedures.
	2. The society Treasurer/Presidents will provide the Treasurer of the Students Union with a detailed budget for the following academic year during the first half of the second term of the academic year.
2. **Health and Safety**

10.1 The society acknowledges its duty of care to its members and will abide by

 St George’s London Union’s Health and Safety policy.

1. **The Constitution.**
	1. The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting.
	2. The Constitution shall be binding on the society officers and members from 1st January 2017.
	3. From 1st January 2017, all other SGUL Punjabi Society constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the SGUL Punjabi Society, signed,

SGUL Punjabi Society President

