**SGUL Arabic Society Constitution**

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**1.0 Name**

**1.01** The society's name shall be **Arabic Society**

**2.0 Aims and Objectives**

**2.01** The aim of the society shall be:

* Promote and raise awareness of the diversity of the Arab culture
* Fundraise for charities that will help disadvantaged communities around the world
* Integrate with other Arabic societies at other universities
* Provide pre-exam revision when needed

**2.02** The aim shall be achieved by

* Dinners and social gathering with Arabic themed events
* Charitable events
* Working alongside other SGUL societies/charities such as UNICEF on campus and Amnesty International to help fundraise

**3.0 Membership**

**3.01** Membership of the society will be open to all members of SGSU in accordance with SGSU constitution and policy

**3.02** Members of the society shall act in accordance with SGSU constitution and policy

**4.0 Subscriptions and Finance**

**4.01** A membership fee is required from all society members. The society officials shall determine this fee and are responsible for its collection

**4.02** The society's financial matters shall be dealt with in accordance with SGSU constitution policy

**5.0 Society officials**

**5.01** An elected committee will conduct the running of the society

**5.02** The committee shall ensure that the society abides by the constitution

**5.03** The committee will consist of the following officers who shall be members of the SGSU

Presidents- Mohammed Adil Turki & Hussein Al-Rubaye
Vice Presidents - Louay Salfity & Keshini Gooneratne
Treasurer - Abdulkareem Mirza
Secretary - Monia Yasmine Arzim
Events officers - Yasir Abdelhadi & Samir Roked
Charities officers - Rolla Ramadan & Amina Barry
Publicity/Media officers - Amina Barry
Senior adviser - Aimen Gmati

**5.04** The committee will serve for one academic year

**6.0 Duties of the society officials**

**6.01** The society presidents are responsible for:

* Deciding which events run and when
* Ensuring all parts of the committee loaded with each other
* Supervising other members of the committee

**6.02** The society Vice President is responsible for:

* Equal responsility as the president in the event of either abscences
* Ensuring smooth running of all events
* Assisting presidents in organising events such as booking venues etc.

**6.03** The society treasurer is responsible for:

* Control of annual budget
* Collection of event fees and revenues
* Liase with SU in regards of financial matters

**6.04** The society secretary is responsible for:

* organising committee meetings
* Preparing agendas and taking minutes of meeting
* Keeping all paper documentation of events

**7.0 Meetings**

**7.01** The Society Committee shall meet regularly during term time.

**7.02** Regular Committee meetings are required to discuss all Society

matters. Minutes shall be made available to SGSU for ratification

**8.0 Voting**

**8.01** This will take place for the election of Officials and any other issue that the Society deems of importance.

 **8.02** Only Society members will be entitled to vote.

 **8.03** The results of any election shall be passed to the Societies Officer and

the General Secretary of SGSU at the earliest opportunity.

**9.0 Changes to the Society Constitution**

 **9.01** Changes can be implemented if a two-thirds majority is obtained at an

annual or extraordinary general meeting of the Society.

 **9.02** Any changes shall be deemed provisional until passed to the Societies

**10.0 Societies complaints procedure**

**10.01** Any complaints shall be dealt with in accordance with SGSU Constitution and Policy

**11.0 SGSU Commitment**

**11.01** The society shall adhere to SGSU constitution and policy

**12.0 Discipline**

**12.01** Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy