The SGUL Student Minds 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

1.0 Name

1.1 The Club/Society's name shall be...Student Minds

2.0 Aims and Objectives

2.1 The aim of the Club/ Society shall be to increase awareness and promote positivity around student mental health and the support services provided at SGUL

2.2 The aim shall be achieved by educational stalls, presentations by external speakers and providing an open forum for discussion.

2.3 Members of the society are encouraged to support each other and look out for each other’s welfare.

2.4 Key objectives are: Signposting; Positivity and Awareness

3.0 Membership

3.1 Membership of the Club/ Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.

3.2 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.

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

5.0 Club/Society Officials

5.1 An elected committee will conduct the running of the Club/ Society.

5.2 The committee shall ensure that the Club/Society abides by this Constitution.

5.3 The committee will consist of the following officers who shall be members of SGSU:

* President/Captain
* Treasurer
* Secretary
* Etc...
* Etc...

5.4 The committee will serve for one academic year.

6.0 Duties of Club/Society Officials

6.1 The Club/Society President/ Captain is responsible for: Overall leadership of the society

* To arrange any items or permission that may be required for the organisation of any events
* Any duty which may not be covered by the other Society Officials
* Any duty falling under the responsibility of any non-elected officials
* To be the main point of contact with the Student Minds charity

6.2 The Club/ Society Vice-President is responsible for:

* Leading the society in the absence of the president and also helping the president with their responsibilities
* The welfare of the committee or any other volunteers
* Liaising with relevant university staff
* Attending committee meetings
* Helping to run events with the other committee members

6.3 The Club/ Society Treasurer is responsible for:

* Organising the finances of the society
* The procurement of funds to maintain the society
* To act in place of the Society President in case of their absence
* Attending committee meetings.
* Helping to run events with the other committee members

6.4 The Club/Society Secretary is responsible for:

* Recording minutes from society meetings and communicating these to the SU for ratification
* Ensuring apt communication with fellow committee members
* Booking rooms for events and meetings
* Helping to run events with the other committee members

6.5 The Society Events Officers are responsible for:

* Coming up with ideas, organising events & campaigns, getting all the necessary equipment to run said events. Running and ensuring staffing of events
* Events are mainly split between awareness events (stands e.g. UMHD)
* Ensuring promotion of events through posters, the SU newsletter and social media advertising

6.6 The Society Media Officers are responsible for:

* Advertising events
* By making posters and advertising throughout the campus and;
* Social media

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 issue that the Club/ Society deems of importance.

8.2 Only Club/ Society members will be entitled to vote.

9.0 Changes to the Club/Society Constitution

9.1 Changes can be implemented if a two-thirds majority 15 obtained at an annual or extraordinary general meeting of the Club/ Society.

9.2 Any changes shall be deemed provisional until passed to the Sports/Societys Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.

10.0 Clubs/Societies Complaints Procedure

10.1 Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.

11.0 SGSU Commitments

11.1 The Club/ Society shall adhere to SGSU Constitution and Policy

12.0 Discipline

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.