# Club/Society Constitution

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14. **Name**
	1. The Club/Society's name shall be **Friends of Childreach International SGSU**

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be…to raise awareness of the work of Childreach International, to recruit student volunteers to the Kilimanjaro and Great Wall of China team challenges and to organise fundraising events
	2. The aim shall be achieved by: Challenge Information evenings, an information stall at fresher’s fair, publicity via social media, posters and emails and regular fundraising events such as cake stalls and bring and buy events. Society members will liase with Childreach International and the student Team Challenge Leaders at SGUL.
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:

* **President/Captain**
* **Treasurer**
* **Secretary**
	1. The committee will serve for one academic year.
1. **Duties of Club/Society Officials**
	1. The Club/Society President/Captain is responsible for:
* Being spokesperson for the society when called upon to represent Friendsof Childreach International SGSU
* Charing committee meetings effectively ensuring matters are dealt with in an orderly, efficient manner
* Setting goals and objectives
* Motivating and empowering committee members
* Supporting committee members to utilise their skills and strengthen areas of weaknesses
* Helping the society realise its potential
* Identifying and managing the agreed process for renewal of committee through recruitment of new members
	1. The Club/Society Vice-President is responsible for:
* Supporting the President and sharing his/her role where appropriate
* To act as chair of committee meetings in the President’s absence
	1. The Club/Society Treasurer is responsible for:
* Representing the society for financial matters when called upon
* Managing bank accounts
* Setting up appropriate systems for book-keeping and record-keeping
* Abiding by SGUL SU financial procedures
* Ensuring everyone handling money keeps proper records and documentation
* Signing all forms for payments, money requests and orders
* Budgeting for the current and consecutive year and for fundraising events
* Ensuring the society does not get into debt
* Ensuring the society manages its money legally and money is spent to benefit its members
* Collecting membership fees from new members
* Prepare an annual financial report
* Present accounts at the society AGM
	1. The Club/Society Secretary is responsible for:
* Liaising with the Chair to plan meetings
* Receiving agenda items from committee members, circulating agendas and reports
* Taking minutes, circulating approved minutes and checking that agreed actions are carried out
* Keeping up-to-date contact details for the committee and ordinary members of the society
* Maintaining mailing lists for committee and society members
* Filing minutes and reports
* Compiling a list of contacts which are useful to the society such as union officers, sponsors, Childreach liasons
* Keeping a record of the society’s activities, a diary of future activities and preparing a report of the society’s activities for the year for the AGM
* Checking quorum is present at meetings
* Ensuring elections are in line with procedures outlined in this constitution
* Ensuring the society’s activities are in line with its objectives
* Ensuring that required documents are provided to University officers as required
* Responding to committee correspondence
* Filing all committee correspondence received and copies of replies sent

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 Friends of Childreach International SGSU**

 **Club/Society shall abide by this**

**Constitution, drawn up on this 4th day of the 1st month, 2017**

**\_\_\_ALAN HASANIC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_04-Jan-017\_\_\_\_ Club/Society President**

Sign, Print and Date

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

**Friends of Childreach International SGSU**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club/Society is hereby recognized by SGSU**

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

Sign, Print and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SGSU General Secretary**



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2016/2017**

**CLUB/SOCIETY NAME: Friends of Childreach International SGSU**

**Committee 2016/17 Declaration**

We, the committee 2016/17, 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.

**President 16/17:**

**Print Name ALAN HASANIC Signed Date 04/JAN/017**

**Treasurer 16/17:**

**Print Name MONA JAFFAR Signed Date 04/JAN/017**

**REQUIRED COMMITTEE MEMBERS**

**PRESIDENT (or Equivalent)**

**TREASURER**

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: Alan Hasanic**

**TELEPHONE No: 07584208656**

**EMAIL: m1600618@sgul.ac.uk**

**MAIN SOCIETY EMAIL: alanhasanic@yahoo.co.uk**

**FINANCE**

Number of members: \_\_\_2\_\_

Membership fee charged: £\_\_\_1\_\_

**Committee 2016/17 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 year’s equivalent of this form is completed in a timely manner

**President 16/17:**

**Print Name ALAN HASANIC Signed Date 04/JAN/017**

**Treasurer 16/17:**

**Print Name MONA JAFFAR Signed Date 04/JAN/017**

**Treasurer 2016/17 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 (January) (2017) **until** (December) (2017) (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club/Society Treasurer 2016/17**

**Print Name MONA JAFFAR Signed Date 04/JAN/017**

**Committee Members Details 2016-2017**

**Please provide all details requested**

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

*Essential positions*

**President (or Equivalent)**

Name: Alan Hasanic

Course & Year of Study: MBBS5 Year 1

D.O.B: 26-Jun-1998

Mobile: 07584208656

Email Address: (Please write clearly) m1600618@sgul.ac.uk

**Treasurer**

Name: Mona Jaffar Karballai

Course & Year of Study: Biomedical Sciences Year 2

D.O.B: 07-April-1996

Mobile: 07428659395

Email Address: (Please write clearly) m1506269@sgul.ac.uk

**Document of Interest Template:**

|  |  |  |
| --- | --- | --- |
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