**Constitution:**

# **Bengali Society 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
14. **Name**
    1. The Club/Society's name shall be **Bengali Society (Bsoc)**

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be **to educate and celebrate Bangladeshi culture and tradition with all.**
  2. The aim shall be achieved by **hosting games nights, traditional Bengali dress up, Bengali food stalls, educational events**

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**
* **Co-president**
* **VP**
* **Treasurer**
* **General secretary**
* **Fundraising officer**
* **Communications officer**
  1. The committee will serve for one academic year.

1. **Duties of Club/Society Officials**
   1. The Society Presidents are responsible for:

* **The management and running of the society**
* **Delegating duties to the appropriate committee members**
* **Organising monthly committee meetings**
* **Organising a minimum of 3 events a year** 
  1. The Society Vice-President is responsible for:
* **Taking on the president’s role when they are too busy or unable**
* **Attending the SU meetings**
* **Helping to organise Bsoc events**
  1. The Society Treasurer is responsible for:
* **Collecting subs from all society members**
* **Managing the society’s funds and creating appropriate budgets**
* **Organising sponsors for the society**
* **Liaising with SU treasurer**
  1. The Society Secretary is responsible for:
* **Liaising with the SU gensec**
* **Creating a mailing list for all the society members**
* **Sending out monthly email updates to the mailing list**
* **Room bookings for events**
* **Minutes for committee meetings**
  1. The Society fundraising officer is responsible for:
* **liaising with Maternal Aid Association (MAA)**
* **hosting fundraising events**
* **managing finances alongside treasurer**
  1. The Society communications officer is responsible for:
* **Creating and managing the society’s social media (facebook and Instagram)**
* **Publicising the society’s events via social media and SU**
* **Liaising with SU communications officers**
* **Creating outreach/volunteering opportunities for society members**

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

.

1. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
2. **Declaration**

**I declare that the Bengali Society shall abide by this**

**Constitution, drawn up on 29/11/17**

**\_\_\_\_\_\_Umena Bibi\_\_\_\_\_\_\_ Society President**

Sign, Print and Date

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

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

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

Sign, Print and Date

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



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2017/2018**

**CLUB/SOCIETY NAME: Bengali society (Bsoc)**

**Committee 2017/18 Declaration**

We, the committee 2017/18, 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 17/18:**

**Print Name UMENA BIBI Signed Umena Bibi Date\_\_29\_/11\_/\_17**

**Treasurer 17/18:**

**Print Name IQRA AHMED Signed Iqra Ahmed Date\_29\_/11\_/\_17**

**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: Umena Bibi**

**TELEPHONE No: 07936338696**

**EMAIL: umenabb@hotmail.co.uk**

**MAIN SOCIETY EMAIL: bsoc@su.sgul.ac.uk**

**FINANCE**

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

Membership fee charged: £**2**

**Committee 2015/16 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 years equivalent of this form is completed in a timely manner

**President 17/18:**

**Print Name UMENA BIBI Signed Umena Bibi Date\_29/11\_/17\_**

**Treasurer 17/18:**

**Print Name IQRA AHMED Signed Iqra Ahmed Date\_29/\_11/17\_**

**Treasurer 2017/18 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 **11/17** **until 06/17** (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club/Society Treasurer 2017/18**

**Print Name IQRA AHMED Signed Iqra Ahmed Date\_29/11/17\_**

**Committee Members Details 2017-2018**

**Please provide all details requested**

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

*Essential positions*

**Co-president**

Name: Umena Bibi

Course & Year of Study: MMBS T year

Mobile: 07936338696

Email Address: m1400231@sgul.ac.uk

**Co-president**

Name: Iffat Mir

Course & Year of Study: BMS Year 3

Mobile: 07956785953

Email Address: [m1400993@sgul.ac.uk](mailto:m1400993@sgul.ac.uk)

**Co-Treasurer**

Name: Iqra Ahmed

Course & Year of Study: BMS Year 3

Mobile: 07541680768

Email Address: [m1500888@sgul.ac.uk](mailto:m1500888@sgul.ac.uk)

**Co-Treasurer**

Name: Baidurja Das

Course & Year of Study: BMS Year 2

Mobile:

Email Address: m1604000@sgul.ac.uk

*Other Positions*

**Vice President**

Name: Nowshin Sultana

Course & Year of Study: BMS Year 2

Mobile: 07940049980

Email Address: m1601515@sgul.ac.uk

**Fundraising officer**

Name: Tasnim Chowdhury

Course & Year of Study: BMS Year 3

Mobile: 07936605829

Email Address: m1504156@sgul.ac.uk

**Communications officer**

Name: Mohammed Abdul Samad

Course & Year of Study: BMS Year 2

Mobile: 07943974280

Email Address: [m1600573@sgul.ac.uk](mailto:m1600573@sgul.ac.uk)

**Publicity officer**

Name: Safa Islam

Course & Year of Study: BMS Year 2

Mobile:

Email Address: m102103@sgul.ac.uk

**Secretary**

Name: Hamza Chisti

Course & Year of Study: BMS Year 2

Mobile:

Email Address: [m1600847@sgul.ac.uk](mailto:m1600847@sgul.ac.uk)

**Co-Events officer**

Name: Mahdi Alam

Course & Year of Study: BMS Year 3

Mobile:

Email Address: m1504402@sgul.ac.uk

**Co-Events officer**

Name: Regwaan Choudhury

Course & Year of Study: MBBS Year 2

Mobile:

Email Address: m1600831@sgul.ac.uk

**Outreach officer**

Name: Aniqa Haque

Course & Year of Study: BMS Year 2

Mobile:

Email Address: m1606815@sgul.ac.uk

**Document of Interest:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Course & year:** | **m number:** |
| Khadijah rashid | BMS yr 3 | m1506261 |
| Syeda Labiba | BMS yr 3 | M1501527 |
| Sumera | BMS yr 3 | M1506227 |
| Almaas | BMS yr 3 | M1506247 |
| Rohma Butt | BMS yr 3 | M1506320 |
| Ridwan Hayat | MBBS T year | M1301046 |
| Anass Nur | MBBS T year | M1301009 |
| Sarah kher Alla | MBBS T year | M1402074 |
| Neelima Akter | MBBS T year | M1401687 |
| Fahmida Ali | MBBS T year | M1402761 |
| Tahiyyah Akther Uzzaman | MBBS T year | M1401000 |
| Mohammed Zaman | MBBS T year | M1401571 |
| Abdul Farooq | MBBS P year | M1400812 |
| Umena bibi | MBBS yr 3 | M1400231 |
| Aishah | BMS yr 1 | M1704584 |
| Fatima Warrich | BMS yr 2 | M1602100 |
| Amani Shamas | BMS yr 2 | m1602022 |
| Jennifer Nandi | MBBS yr 1 | M1706018 |
| Aniqa Haque | BMS yr 2 | M1606815 |
| Mona Jafar | BMS yr 3 | M1506269 |