**Constitution Template:**

# **Persian/Afghan Society Constitution**

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14. **Name**
	1. The Club/Society's name shall be **Persian/Afghan Society**

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be **to bring together the Persian/Afghan community at SGUL and also enable non-Persians & non-Afghans to learn more about the culture if they are interested to do so.**
	2. The aim shall be achieved by **having regular meetings and creating as well as attending Persian/Afghan events around London.**
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 – **Anahita Aria**
* Vice President – **Sajedeh Shah**
* Treasurer – **Zainab Rafiei Zamani**
* Secretary
* Etc…
* Etc…
	1. The committee will serve for one academic year.
1. **Duties of Club/Society Officials**
	1. The Club/Society President/Captain is responsible for:
* **Managing the society as a whole**
* **Making the final decisions**
	1. The Club/Society Vice-President is responsible for:
* **Similar roles to the President as they will be helping out the President**
* **Filling in for when the president is not available due to adequate reasons**
	1. The Club/Society Treasurer is responsible for:
* **Managing everything finance (i.e. collecting & safe-guarding money)**

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 Persian/Afghan Society shall abide by this**

**Constitution, drawn up on this 17th day of the 4th month, 2017**



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2016/2017**

**CLUB/SOCIETY NAME:**

**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 16/17:**

 **Print Name:** Zainab Rafiei Zamani

**Treasurer 16/17:**

 **Print Name:** Anahita Aria

**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.

**NEW COMMITTEE MEMBERS FOR 2017/18**

1) President:

- Anahita Aria

- BMS Year 1 (currently)

- m1604537@sgul.ac.uk

2) Vice President:

- Sajedeh Shah

- BMS Year 1 (currently)

- m1502097@sgul.ac.uk

3) Treasurer:

- Zainab Rafiei Zamani

- BMS Year 1 (currently)

- m1606687@sgul.ac.uk