**St George’s University**

**Ahlul Bayt Society Constitution**

**1. NAME OF THE SOCIETY**

1.1. The Society’s name shall be St George’s Ahlul Bayt Society. Referred to as the “ABSoc”

**2. AIMS AND OBJECTIVES OF THE SOCIETY**

The Ahlul Bayt Society will cater for the social, academic, intellectual and cultural needs of Shia Muslim students which so far have been specifically unaddressed by any other group or Society within the University. The framework of any event organised by the Society shall not be exclusive to SGUL’s Shia students but will actively propagate and endorse the involvement and participation of all members regardless of ethnic, religious or social background.

2.1. Catering for all Shia students and organizing all events in the accordance with teachings and practices Rasulallah Muhammad (peace be upon him) and the Holy Ahlul Bayt (peace be upon them)

2.2. Providing facilities in the interest of social welfare for the recreation of students with the object of improving their conditions of life and enhancing opportunities for their future.

2.3. On site activities proposed by the Committee can include, but not limited to, debates, lectures, presentations, seminars, social gatherings, talks or any other event proposed by a member(s) of the Committee or a member(s) of the Society and deemed appropriate by majority Committee vote.

2.4. Invite people of varied backgrounds to discuss political, social and cultural issues related to the Ahlul Bayt.

2.5. Providing communication between members, be it Shia Muslims, other Muslims and non Muslims, from varied backgrounds.

2.6. Although these events will be organized by the Committee with or without the help of other Society members, guest speakers may be invited as and when the Committee deems the selection of speaker appropriate. The guest may be an individual from within or outside the university or from an external establishment with or without affiliation to the university.

2.7. Events would be held on university property thus constituting lecture theatres, seminar rooms or any other area within the university that would satisfy the criteria of that particular event and is made available to the Society.

2.8. Off site events shall include any activity organised by the Society to commence on a suitable location not belonging to or affiliated with the university.

2.9. Whether on or off site, any event may be planned, organized and executed wherever the Committee decides as appropriate either under the sole title of Ahlul Bayt Society or in conjunction with any other Society within the university by agreement between the parties.

**3. MEMBERSHIP OF THE SOCIETY**

3.1. Membership of the Society will be open to all members of SGSU in accordance with the SGSU constitution and policy.

3.2. Membership is granted subject to a one off membership fee payment.

3.3. Members of the Society shall act in accordance with the SGSU constitution and policy.

**4. SOCIETY SUBSCRIPTIONS AND FINANCE**

4.1. If a membership payment is made the society has determined this fee as £4.

4.2. The membership fee can be collected by any Committee member; however, the Treasurer has the ultimate responsibility for all financial matters.

4.3. Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connect with the Society business.

4.4. Excess money will go directly into the Society’s bank account.

4.5. Money collected will not be spent on anything other than Society matters.

4.6. The Society is a non-profitable organisation.

4.7 The Society’s financial matters shall be dealt with in accordance with the SGSU constitution and policy.

**5. Society officials**

5.1. The Society shall be run by 5 committee members.

5.2. The Committee shall be elected at the Annual General Meeting (AGM).

5.3. The Committee shall consist of the following officers who shall be members of the SGSU:

a) President

b) Vice President

c) Treasurer

d) Secretary

e) Events Organiser

5.4. The Committee shall serve for one complete academic year.

5.5. Proposals for events and activities can either be made by members of the Society or by Committee members and presented to the Committee who will accept or reject the proposal by majority vote.

5.6. Any such event or activity accepted by the Committee must be announced at least two weeks prior to the event being held.

5.7. In the case of an event proposed to be organized in less than two weeks, at least 3 Committee members must vote in favour of this motion.

5.8. Only committee members can represent the society. Committee members can nominate a member of the society to represent the society for any specified event.

**6. COMMITTEE OFFICIALS**

**6.1. President**

6.1.1. The President will be responsible for:

6.1.2. The overall activity and functioning of the Society and ensure Good Practice is adhered to in accordance to the teachings of the Holy Prophet and his Holy Ahlul Bayt.

6.1.3. Setting realistic targets for the Society with a continual review process, monitoring progress and implementing changes where required.

6.1.4. Devising and implementing a cohesive strategy for his/her time in office and delegating these initiatives to the designated Committee members according to their nominated role.

6.1.5. Designing a long term publicity strategy aimed at initiating and maintaining professional links with both internal college sports clubs, societies and departments and external organizations.

 **6.2. Vice President**

6.2.1 The Vice President will be responsible for:

6.2.2 Supporting/assisting the president.

7.2.3 Planning appropriate publicity campaigns for events or activities

6.2.4. Dealing with complaints relating to the Secretary.

6.2.5. Enforcing the disciplinary procedure set out by the constitution.

**6.3. Secretary**

6.3.1. The Secretary will be responsible for:

6.3.2. Planning and scheduling Committee meetings, the Annual General Meeting (AGM) and Extraordinary General Meeting (EGM).

6.3.3. Organization of Committee meetings including room bookings, times and informing Committee members.

6.3.4. Taking minutes of meetings and keeping permanent records.

6.3.5. Liaison between Committee officials and other members of the Society, handling all proposals, comments and complaints.

**6.4. Treasurer**

6.4.1. The Treasurer will be responsible for:

6.4.2. Recording all financial transactions related to the Society and maintaining records and submitting such records to the Committee as and when required.

6.4.3. Providing an annual budget proposal.

6.4.4. Keeping account of all the receipts and payments and maintaining up to date accounts records available to the Committee as and when necessary.

6.4.5. Any surplus money(s) must be kept in the bank account and details transferred to new Treasurer once existing Treasurer retires at the end of the year.

6.4.6. Has overall authority to disallow any over expenditure if treasurer feels this is so.

**6.5. Events Organizer**

6.5.1. The Events Organizer shall be responsible for:

6.5.2. Planning and determining particulars of events in conjunction with the President and to include details such as choice of venue, guest speakers, timing and any other specifics.

6.5.3. Executing event plan and ensuring that each aspect is comprehensively satisfied.

6.5.4. Ensuring chosen venue has adequate facilities for the event in question and is available on the date required. Following this, the venue must be booked in advance and guaranteed for the date of the event.

6.5.5. Transport arrangements must be made for any guest speakers invited to attend the event and the highest levels of hospitality provided.

6.5.6. Catering arrangements in conjunction with the catering facilitator if applicable to the event in question, taking into account any special requirements of any of the guests.

6.5.7. Chairing of the event may be carried out by the Events Organiser or anyone of his/her choice.

**7. MEETINGS**

7.1. Ordinary Committee Meetings

7.1.1. Ordinary Committee Meetings shall be:

7.1.2. Held at least once every calendar month.

7.1.3. Planned and arranged by the Secretary.

7.1.4. Held for the purpose of the ordinary running of the Society.

7.1.5. Regular Committee meetings are required to discuss all Society matters. Minutes shall be made available to SGSU for ratification

7.2. Annual General Meeting (AGM)

7.2.1. The Annual General Meeting shall be:

7.2.2. Held once year

7.2.3. A notice of four weeks shall be given to all members.

7.2.4. The supreme and final authority over all affairs of the Society.

7.2.5. Setting where and when voting for the allocation of Committee positions will take place.

7.2.6. Nominations must be submitted to the Secretary at the meeting.

7.3. Extraordinary General Meeting (EGM)

7.3.1. The EGM shall be:

7.3.2. Held in exceptional circumstances.

7.3.3. Called by the Committee as and when is necessary.

7.3.4. Only held if four of the five Committee Officials agree on such a proposal.

**8. VOTING**

8.1. Voting shall take place at the AGM.

8.2. Only Society members shall be eligible to vote for the following year’s Committee

8.3. If no one is nominated for any position it will be up to the current President to nominate a person from the members of the Society. There shall be a time period of two weeks for this to be carried out. This shall only be confirmed subject to the approval of the current Committee members, in the absence of the nominated person.

8.4. Any vacancy occurring in the Committee shall be filled by another member to be elected by the President, and the member so elected shall hold office only for the remainder of the period in office of the member whose place he/she takes. This will be confirmed by a majority vote by the Committee.

8.5. In the case of reaching equal votes, the President shall have the casting vote.

8.6. The results of any election shall be passed to the Socities officer and the general secretary of SGSU at the earliest opportunity.

**9. CHANGES TO THE CONSTITUTION OF THE SOCIETY**

9.1. A member wishing to propose any amendment to the Constitution can do so at the AGM.

9.2. The amendment, which shall be in writing, must be put forward to the Secretary before the AGM is held.

9.3. The Committee shall circulate the proposed amendment before the AGM is held

9.4. A resolution for the amendment to the constitution shall not be passed unless it is voted upon by the majority of the committee members.

9.5. No amendment shall be made that would cause the Society to cease.

9.6. Any changes shall be deemed provisional until passed to the Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.

**10. SOCIETY COMPLAINTS PROCEDURE**

10.1 Any complaints shall be dealt with in accordance with SGSU constitution and policy.

10.2. Any complaints about any events should be reported to the Secretary, whose responsibility is to resolve them, by whatever means is appropriate.

10.3. Any member bringing the Society into disrepute will be expelled, at the discretion of the Committee via a majority vote. Complaints against a member must be brought by two or more members in writing before Committee and the defendant shall receive a copy of the accusation in full. The defendant shall have the right of a written defence. The decision to expel will be made by the Committee on the basis of a majority vote.

10.4. Any complaint about any Committee member shall be directed to the Secretary

10.5. Any complaints about the Secretary should be directed to the Vice-President.

**11. SGSU COMMITMENTS**

11.1. A Committee member shall be a representative of the Society and shall attend Society Council Meetings.

11.2 The society shall adhere to SGSU constitution and policy

**12. DISCIPLINE**

12.1. Any disciplinary matters shall be dealt with in accordance with SGSU constitution and policy.

12.2. The Committee shall vote on the appropriate disciplinary action by a majority vote.

12.3. The disciplinary action shall be one of:

12.3.1. Warning

12.3.2. Suspension for a specified period of time

12.3.3. Expulsion

12.4. The Committee shall decide on any alleged breach in accordance with the above particulars through a majority vote.

12.5. Any member shall be subjected to disciplinary action if:

12.5.1. He/she breaks the rules set out by the constitution.

12.5.2. He/she breaks any of the rules of the SGSU.

12.5.3. He/she brings the Society into disrepute.

12.6. In the case of disciplinary action being considered against a member of the Committee. That person shall not be present and only other Committee members shall be eligible to vote.

12.7. Members subjected to disciplinary action have the right of appeal within two weeks of the date on which the decision to take such an action was made.

12.8. Appeals shall be investigated by the Vice president and a repost is presented to the Committee in the presence of the person subjected to the disciplinary action. A Committee vote shall then determine, in the absence of the person against whom a disciplinary action is being considered, whether such action is taken. The decision of the Committee shall be final.

**13. Declaration**

**I declare that the…Ahlulbayt………Society shall abide by this**

**Constitution, drawn up on this 20th day of the 9th month, 2016**

**\_\_\_***Mustafa Al-Khayat***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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**