# SGUL Photography Society Constitution

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14. **Name**
	1. The Club/Society's name shall be ‘SGUL Photography Society’

2.0 **Aims and Objectives**

* 1. The aim of the SGUL Photography Society shall be to encourage and advance the art of photography and to provide a facility for the SGUL community to meet in furtherance of this aim.
	The SGUL Photography Society members will also take photographs at requested university events, this will further their photography skills.
	2. The aim shall be achieved by organising photography walks and classes where people can learn the skills and learn the terminology required for their advancement. The SGUL Photography Society is a place for all skill levels.

The society members will be a point of contact for photography events and will designate an equipped member to attend any event requested.

1. **Membership**
	1. Membership of the SGUL Photography Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
	2. Members of the SGUL Photography Society shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

4.1 A membership fee is required from all SGUL Photography Society members. The SGUL Photography Society shall determine this fee and are responsible for its collection.

Current membership fee is £3.00

* 1. The SGUL Photography Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
1. **SGUL Photography Society** **Officials**
	1. An elected committee will conduct the running of the SGUL Photography Society.
	2. The committee shall ensure that the SGUL Photography Society abides by this Constitution.
	3. The committee will consist of the following officers who shall

be members of SGSU:

* President: Gabriela Barzyk, Hajra Mubashar
* Treasurer: Hashmmitha Manivannan
* General Secretary: Aneesa Awan, Omar Hijazi
* Events Secretary: Ramneek Kaur, Maariyah Vankad
	1. The committee will serve for one academic year.
1. **Duties of SGUL Photography Society Officials**
	1. The SGUL Photography Society President is responsible for:
* Superintending over any events planned by the SGUL Photography Society
* Be the point of contact for requests about photographing events
* Liaise with SGUL Photography Society members and ensure all matters and issues are resolved
* Ensure the smooth running of the society by collecting information from Committee members and distributing any information accordingly
* Seeking out any external opportunities and informing the SGUL Photography Society members about such events.
* Represent SGUL Photography Society at Council when requested
	1. The SGUL Photography Society Treasurer is responsible for:
* Maintain a track of the SGUL Photography Society finances this inludes:

-Handling money from subscriptions and collecting money for any events or opportunities that arise through SGUL Photography Society

-Keeping a log of any money raised or spent

-Liaise with the SU and hand in all of the collected finances as soon as possible

* Represent SGUL Photography Society at Council when requested
	1. The SGUL Photography Society General Secretary is responsible for:
* Distributing any information to all SGUL Photography Society members and keep an updated emailing list
* Taking minutes from any meetings and keeping a log of events carried out by SGUL Photography Society
* Represent SGUL Photography Society at Council when requested
	1. The SGUL Photography Society Events Secretary is responsible for:
* Planning and organising internal events, which includes promotion across different forms of media such as Facebook and email
* Seeking out any external opportunities and informing the SGUL Photography Society members about such events.
* Ensure any equipment or refreshments are provided for organised events
* Liaise with other members to ensure smooth running of the society
* Represent SGUL Photography Society at Council when requested

7.0 **Meetings**

7.1 The SGUL Photography Society shall meet regularly during term time.
With at least one meeting being held each month. All members will be informed of any meetings in advance.

7.2 Regular Committee meetings are required to discuss all SGUL Photography 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 SGUL Photography Society deems of importance.

* 1. Only SGUL Photography 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 SGUL Photography Society** **Constitution**

* 1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the SGUL Photography 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. **SGUL Photography Society** **Complaints Procedure**
	1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
2. **SGSU Commitments**
	1. The SGUL Photography 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** **SGUL Photography Society** **shall abide by this**

**Constitution, drawn up on this …th day of the …th month, 20..**

**\_\_Gabriela Barzyk 27/06/2016\_ SGUL Photography Society** ***President***

Sign, Print and Date

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

**SGUL Photography Society** **is hereby recognized by SGSU**

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

Sign, Print and Date

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

Sign, Print and Date