



[SOCIETY CONSTITUTION TEMPLATE]

1) The name of the Society shall be **Peace of mind** herein after referred to as the Society.

2) **Aims and Objectives**

The key aim of the Society shall be To induce creativity amongst those with an interest in exciting advertising and introduce them to likeminded people. A social network of copywriters, art directors and any in between to allow a creative escape from lectures and providing fun and group-orientated activities and events for all those inclined towards the creative advertising industry.

3) **The Committee**

3.1) The committee shall be responsible for the running of the Society and will convene at least monthly on a day outlined at the first committee meeting of an academic year.

3.2) The members of the committee shall be as follows:

- President
- Vice President
- Treasurer
- Events Officers
- Wellbeing officer
- Fundraising sec

4) **Duties of Committee Members**

4.1) The duties of the Society President shall be:

- Over see the day to day running and be the main point of contact for the Society.
- Work with the Activities Department to further the Society's aims.
- Chair Society meetings democratically, ensuring they are conducted properly.

- Up hold the constitution, policies and regulations of the SU Activities Department.
- 4.2) The duties of the Society Vice President shall be:
- Deputize for the President and record meetings and communicate this with the SU Activities Department and the membership.
 - Up hold the constitution, policies and regulations of the SU Activities Department.
- 4.3) The duties of the Society Treasurer shall:
- Monitor and record the accounts of the Society, verify accounts made available by the SU Activities Department and be responsible for ensuring that the Society adhere to the Students' Union financial regulations at all times.
- 4.4) The duties of the Events Officers shall:
- Organise events for the society, ensure bookings have been made, contact venues when required and be responsible for social events.
- 4.5) The duties of the wellbeing officer shall:
- Ensure that the wellbeing centre are kept updated with events and campaigns the society are running. Ensure wellbeing events are run safely and correctly.
- 4.6) The duties of the fundraising sec shall:
- Organise and run fundraising activities to raise money for the society.

5) Meetings

- 5.1) At least one "all members meeting" a year should take place to engage members for feedback and committee scrutiny, ratify the Society Constitution and Development Plan.
- 5.2) It is recommend the Society have regular committee meetings.
- 5.2.1) The Society will have **12** meetings a year.
- 5.2.2) The quorum of the meetings will be 50% of the full membership plus 1.
- 5.3) Only student, paid members of the Society are permitted to vote at meetings and only those members present are permitted to vote.

6) Additional Information

6.1) -

7) The Constitution

7.1) New Committees must formally submit the constitution and pass them on to the Activities Office before the 1st of July for approved by the Activities Executive and their relevant Committees.

7.2) By submitting a constitution all members are required to uphold its aims and objectives.

8) Dissolution

Should the Society reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate with in one year, all assets and money will revert back to the University of Lincoln Students' Union.