



University of Lincoln African Caribbean Society Constitution

1) The name of this society shall be the **University of Lincoln African Caribbean** herein after referred to as the ACS.

2) Aims and Objectives

The aims of the ACS are to create an environment whereby the history and cultures from African and Caribbean countries can be celebrated and further understood creating a greater cultural awareness throughout the university. The society will welcome all backgrounds and origins which will increase the societies diversity. ACS aims to work with other Lincoln University societies to help create a friendlier platform for first year students. As well as working with other university African Caribbean Societies around England to participate in inter-ACS events which will widen members university experience by meeting more people. ACS also aims to associate with institutions which will provide networking opportunities for the ACS members.

3) The Committee

3.1) The committee shall be responsible for the running of ACS 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
- Chairman
- Vice President
- Treasurer
- Secretary
- Promotions Officer
- Education Officer
- Sports Officer

- Events Officer

4) Duties of Committee Members

4.1) The duties of ACS's President shall be:

- Oversee the day to day running and be the main point of contact of ACS.
- Work with the Activities Department to further the ACS's aims.
- Uphold the constitution, policies and regulations of the SU Activities Department.
- Work with the Chairman to delegate tasks between the society and committee when events and other opportunities arise.
- Chair ACS meetings alongside Chairman democratically, ensuring they are conducted properly, run smoothly and remain orderly.

4.2) The duties of ACS's Chairman shall be:

- Chair ACS meetings alongside President democratically, ensuring they are conducted properly, run smoothly and remain orderly.
- Makes sure issues raised in meetings are concluded on and acted upon if necessary.
- To seek sponsorship for the society alongside the President and Treasurer.
- Occasionally publicly acts as a representative on behalf of ACS.
- Work with the President to delegate tasks between the society and committee when events and other opportunities arise.
- Ensure wellbeing of all committee members.

4.3) The duties of ACS's Vice President shall be:

- Deputize for the President and record meetings and communicate this with the SU Activities Department and the membership.
- Uphold the constitution, policies and regulations of the SU Activities Department.

4.4) The duties of ACS's Treasurer shall be:

- Monitor and record the accounts of ACS, verify accounts made available by the SU Activities Department and be responsible for ensuring that ACS adhere to the Students' Union financial regulations at all times.
- Be responsible for any fundraising that occurs through the year.

4.5) The duties of ACS's Secretary shall be:

- Take minutes of each of the meetings ACS holds, both committee and society and provide.
- Documents all ACS actions.
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4.6) The duties of ACS's Promotions Officer shall be:

- To handle social media platforms and update them regularly .
- Bring awareness to ACS and its events on campus through reasonable means approved by the committee.

4.7) The duties of ACS's Educations Officer shall be:

- To know what course each student does.
- Support those in need of guidance by providing a tutor from the committee or other ways of helping if needed.

4.8) The duties of ACS's Sports Officer shall be:

- To communicate politely and effectively with the Sports Admin at the Students' Union to receive weekly reports regarding lessons purchased.
- To act as a communicator between the Sports Club and the SU Activities.
- To organise sports events alongside the events officer that will be approved by the committee.

4.9) The duties of ACS's Events Officer shall be:

- Organise and communicate to members all fundraising events and trips for the Sports Club throughout the year
- Along with the Sports Club Treasurer, plan and organize

fundraising events.

4.10) The duties of ACS's Liaisons Officer shall be:

- Maintaining relationships with other societies when established.
- Communicating with ACS connections regularly.

5) Meetings

5.1) At least one "all members meeting" a year should take place to engage members for feedback and committee scrutiny and ratify the ACS Constitution and Development Plan.

5.2) It is recommended ACS have regular committee meetings.

5.3) There will be 2 general meetings per annum and the quorum of the meetings will be 50% of the full membership plus 1.

5.4) Minutes of meetings should be taken by the ACS secretary and communicated back to rest of committee no later than 5 working days after the meeting has been held.

5.5) Only student who are paid members of ACS are permitted to vote at meetings and must be present at the meeting to vote.

6) Affiliation

6.1) ACS shall form a part of the University of Lincoln students Union and as such shall adhere to its principles and any subsequent guidelines or regulations issued.

6.2) ACS will strive to retain and foster links with its Alumni and its associate members.

7) Additional Information

7.1) Chairman shall be elected by the committee and can only be removed by unanimous agreement of committee.

7.2) All other committee roles in ACS shall be elected by the society.

8) The Constitution

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

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

9) **Dissolution**

Should the unlikely incident arise in which ACS 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.