



20 Minute Society

- 1) The name of the Society shall be **20 Minute Society** herein after referred to as the Society.

- 2) **Aims and Objectives**
The key aim of the Society shall be to provide inclusive, spontaneous and varied activities and socials for society members, giving University students an new way to get to know people and socialise across the University of Lincoln.

- 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
 - Social Secretary
 - Publicity Officer

- 4) **Duties of Committee Members**
 - 4.1) The duties of the Society President shall be:
 - Oversee 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
 - Uphold the constitution, policies, and regulations of the SU Activities Department.
 - 4.2) The duties of the Society Vice President shall be:
 - Deputise for the President and record the meetings and communicate this with the SU Activities Department and the membership.

- Uphold the constitution, policies and regulations of the SU Activities Department.
- 4.3) The duties of the Society Treasurer shall be:
- 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 SU financial regulations always.
- 4.4) The duties of the Social Secretary shall be:
- Monitor and keep members informed using Facebook, Twitter, Instagram and other social media tools.
 - To assist in planning social events that the society will partake in.
- 4.5) The duties of the Publicity Officer shall be:
- To assist in the promotion of the society by making contacts with local businesses and venues to gain affiliation and provide a great experience for our society members.
 - To help organise fundraising for the society at events such as Open Days and Offer Holder days.

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 recommended the Society have regular committee meetings.
- 5.2.1) The Society will have at least 1 meeting 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 to the University of Lincoln Students' Union.