



University of Lincoln Comedy Society

- 1) The name of the Society shall be **University of Lincoln Comedy Society** herein after referred to as the Society.

- 2) **Aims and Objectives**
The key aim of the Society shall be – **to provide all members with regular opportunities to develop comedy skills, and provide entertainment for students and the general public.**

- 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
 - Radio Producer

- 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.
- 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 Students' Union financial regulations at all times.

4.4) The duties of the Society Social Secretary shall be:

- Hold responsibility for social activities undertaken by the society.

4.5) The duties of the Society Publicity Officer shall be:

- Hold responsibility for Society publicity.
- Manage social media activity

4.6) The duties of the Society Radio Producer shall be to:

- Hold responsibility for production and output of society radio show.
- Ensure all output complies with appropriate law and legislation.

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 **25** 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) Society funds will contribute towards publicity for the society, cost of venues and equipment, transport and social events.

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.