



## UNIVERSITY OF LINCOLN CREATIVE WRITING SOCIETY CONSTITUTION

- 1) The name of the Society shall be **University of Lincoln Creative Writing Society** herein after referred to as the Society.
  
- 2) **Aims and Objectives**  
The key aim of the Society shall be to develop and improve the works created by members of the society and to provide opportunities to network with professional individuals and organizations associated with Creative Writing.
  
- 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
  
- 4) **Duties of Committee Members**
  - 4.1) The duties of the Society President shall be to:
    - 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 to:

- Deputise 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 to:

- 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.

## **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 Society Constitution and Development Plan.

5.2) It is recommended the Society have regular committee meetings.

5.2.1) The Society will have meetings once a week throughout the 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) The Constitution**

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

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

## **7) 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 within one year, all assets and money will revert back to the University of Lincoln Students' Union.