

Society Constitution 2023-24

Society Name

1.1. The official name of the society will be:



Book Club

Aims and Objectives

The aim of the society is:



- Have more regular meetings for society members in person as well as online when necessary.
- Increase available funding.
- Run at least one big event.

1.2. The objectives of the society are:



- a. Unite readers of all backgrounds in a safe space where they can share their love for books with others.
- b. Have books be accessible for all members.
- c. Encourage open mindedness and respect when discussing and sharing opinions/reviews of books.

2. Membership Fees

2.1. Membership fees for the 2023-24 academic year will be:

Standard Membership - Annual	£ 4.00
Standard membership- Semester B	£ 2.00
Non-student Membership- Annual	£ 5.00



3. Committee Role Descriptions

Below are the generic role descriptions for Chair, Secretary, Treasurer and Inclusion Officer. Please adapt and add to each role. This requires a bit of planning and communication amongst the committee members as you work out what each of you will each be responsible for. If you have had any additional committee members approved by the Activities Manager, please write their role and role description below.

3.1. The Chair will be responsible for:

- 3.1.1. The day to day running of the society;
- 3.1.2. The scheduling and chairing of regular committee and society meetings;
- 3.1.3. The finances of the society. The Chair must ensure that the account maintains a healthy balance. The Chair is accountable in respect to these finances to all members of the society and Hertfordshire ;Students' Union;
- 3.1.4. Ensuring that all Society Committee Elections comply with the requirements set out in section 4 of the Society Byelaw;
- 3.1.5. Creates meeting agendas a minimum of 48 hrs before the start of the meeting;
- 3.1.6. Hosts the major society events;
- 3.1.7. Responsible for risk assessments/bookings along with the secretary
- 3.1.8. Amends the constitution after discussing and voting with the committee. A majority vote is needed to make changes;
- 3.1.9. Sending written warnings to inactive committee members;
- 3.1.10. Sends the constitution to the SU and checks regularly that it is being followed.

3.2. The Secretary will be responsible for:

- 3.2.1. Acting as a liaison between the committee and the members;
- 3.2.2. Being the organisational lead of the committee;
- 3.2.3. Sending out regular email correspondence to the members;
- 3.2.4. Taking and publishing minutes of any meetings of the society, committee and/or AGMs onto google drive within 5 working days;
- 3.2.5. Managing bookings and tech requirements with the Chair;
- 3.2.6. Arranging refreshments during society events;

- 3.2.7. Taking a lead on risk assessments, safety and security during events;
- 3.2.8. Responsible the communication with regards to guest lecturers and SU in regard to them
- 3.2.9. Responsible for social media posts and messages on the agreed social media accounts for the society

3.3. The Treasurer will be responsible for:

- 3.3.1. Monitoring the finances of the society. The Treasurer must ensure that the account maintains a healthy balance;
- 3.3.2. The Treasurer is accountable in respect to these finances to all members of the society and Hertfordshire Students' Union;
- 3.3.3. Reporting the society's finances back to the committee;
- 3.3.4. Providing a Treasurer's Report at the AGM which outlines the spending over the year and state of society finances for the future year;
- 3.3.5. Applying for funding according to the Society Funding process;
- 3.3.6. Responsible for all reimbursements for the society and approvals
- 3.3.7. Responsible for the communication with the SU in terms of society finances;
- 3.3.8. Communications with vendors and suppliers for any requirements during society events

3.4. The Inclusion Officer will be responsible for:

- 3.4.1. Ensuring that all society events are inclusive and welcoming;
- 3.4.2. Working to reduce any barriers to participation in society events such as disabled access, language barriers, cultural differences (e.g. alcohol-free events);
- 3.4.3. Attending specific Equality and Diversity Training arranged by the Students' Union;
- 3.4.4. Reporting any incidents or concerns regarding behaviour of society members that contradicts the Equality and Diversity Policy to the Student Activities Manager;
- 3.4.5. Moderating and safeguarding during events. Responsible for the communication with the campus security for events and committee meetings

- 3.4.6. Resolve any complaints from society members in a professional and unbiased manner;
- 3.4.7. Hosting taster sessions/SU events including Freshers fair stall;
- 3.4.8. Responsible for social media posts along with secretary
- 3.4.9. Responsible in making sure events are accessible to people with special requirements.

4. Meetings

4.1. Committee Meetings

- 4.1.1. The committee should meet at least once during semester A and once during semester B. It is advised that the committee communicates frequently throughout the academic year with regards to society matters.
- 4.1.2. It is recommended that notes are taken during these meetings.

4.2. Society Meetings


- 4.2.1. The committee should run regular activities and/or events for their society members. It is expected that a society meets at least twice in semester A and twice in semester B.

4.3. Annual General Meetings (AGM)

- 4.3.1. A society should hold one AGM per academic year. This is a formal meeting that all members will be invited to in order to discuss issues related to the society.




Signatures

The committee agrees to adhere to the terms laid out in this Society Constitution.

Position	Name	Signature	Date
Chair	Afsara Choudhury		27/06/23



HERTS SU

Secretary	Hannah Asi		
Treasurer	Rhiannon Vignes		29/06/23
Inclusion Officer	Xanthe Coote		03/07/2023