

Constitution of Keele Creative Writing Society

1. Name

- 1.1. This society shall be known as Keele Creative Writing Society and hereafter referred to as "The Society".

2. Aims and Objectives

- 2.1. The Society's aims are:
 - 2.1.1. To promote individuals' creative writing.
 - 2.1.2. To act as a medium for the encouragement and sharing of individuals' creative writing.
- 2.2. The Society's objectives are:
 - 2.2.1. To run workshops which aid with members' creative writing.
 - 2.2.2. To run informal social meetings to allow members to share their writing with others.
 - 2.2.3. To operate platforms for members to share their creative writing with others, as the committee see fit.

3. Membership

- 3.1. A membership fee will be determined at the start of every year by the committee which all members will have to pay to join the society.
- 3.2. Full membership is available to any member of Keele University Student's Union on payment of the membership fee.
- 3.3. Full members are entitled to join and participate in activity organised by the society, attend and address any general meeting of the society, attend any Executive Committee meeting and at the discretion of the Committee be granted speaking rights.
- 3.4. Non-members of KUSU may join the society at the discretion of the committee but the percentage of non-members as part of the society may not exceed 1/3.
- 3.5. If the society wishes to restrict membership it must submit the request to the VP Finance & Activities with good ground

4. The Committee and Officers

- 4.1. The committee will consist of the following members:
 - 4.1.1. The President
 - 4.1.2. The Treasurer
 - 4.1.3. The Secretary
 - 4.1.4. The Social Secretary
- 4.2. The committee will hold weekly meetings to discuss how to take the society forward and put on activities for its members.
- 4.3. The quorum for a committee meeting is exactly or more half of all voting members.

5. Officer Roles

- 5.1. The President
 - 5.1.1. The President will be the principle spokesperson and representative of the society.
 - 5.1.2. The President shall chair committee meetings, except where another committee member would be more appropriate to act as chair, at the President's discretion.
 - 5.1.3. The President shall attend all the Students Union general meetings in the interests of the society.
 - 5.1.4. The President shall have overall responsibility in promoting/ improving the society.
 - 5.1.5. The President shall be responsible for performing the duties of any unelected officers.
- 5.2. The Secretary
 - 5.2.1. The Secretary shall be responsible for taking the minutes in all society meetings unless delegated to someone else.
 - 5.2.2. The Secretary shall be responsible for any external communications to the society and responding after consultation with the committee.
 - 5.2.3. The Secretary shall be responsible for any weekly communications to the membership list.
- 5.3. The Treasurer
 - 5.3.1. The Treasurer shall be ultimately responsible for the society account and shall ensure that society funds are spent prudently and within the society's funds.
 - 5.3.2. The Treasurer shall be responsible for paying in any membership fees and claiming back society expenditures.
 - 5.3.3. The Treasurer shall be responsible for keeping financial records and producing a financial report to the society AGM.
 - 5.3.4. The Treasurer shall be responsible for writing and submitting any grant application the society needs to make.
- 5.4. The Social Secretary
 - 5.4.1. The Social Secretary shall act as host for Workshop and Social Events on behalf of the committee.
 - 5.4.1.1. If a Social Secretary is not elected at an AGM, their responsibilities may be delegated to one or several society members at the discretion of the committee.
 - 5.4.2. The Social Secretary shall be reasonably available to offer a critique of members writing.

5.4.3. The Social Secretary and Secretary shall be responsible for maintaining the Social Networking, online and other media presences of the society.

6. General Requirements of all Society Officers

- 6.1. All Officers are required to attend committee meetings and must send apologies if unable to attend.
- 6.2. An Executive Officer is deemed to have resigned immediately following a motion of 'No Confidence' being carried by a two thirds majority at AGM or EGM.
- 6.3. All Officers shall provide a written handover to their successors.
- 6.3.1. This provision may be waived at the discretion of the individual successor.
- 6.4. All Officers will be responsible for the upkeep, good reputation and perpetuation of the society.
- 6.5. All Officers are responsible for continuously striving to provide the best provisions for society members possible.

7. Meetings

- 7.1. An Annual General Meeting shall be held no later than 18 months after the previous one and an AGM must be held at least once per University year.
- 7.2. An Extraordinary General Meeting may be called by three Officers of the Society or 10% of its members. The committee will then announce a date no later than 3 weeks but after 1 week has passed since the EGM has been called. All members of the society and the VP Finance & Activities must be informed.
- 7.3. Quorum for a general meeting is 20% of members.

8. Elections

- 8.1. Elections will be held at a general meeting and will be done by single transferable vote and secret ballot.
- 8.2. Returning officer and deputy returning officer must be chosen by the committee as two impartial members of the society to count the votes and announce the winners. They are not allowed to vote. In the event of no members being found, the committee may appoint the VP Finance & Activities and allow them to appoint an impartial deputy.
- 8.3. Nominations must be opened at least 2 weeks before the general meeting and closed no later than 3 days before.
- 8.4. Members are only allowed to vote if they joined the society prior to the opening of nominations.
- 8.5. Non-KUSU members are not allowed to run for President, Secretary or Treasurer.

9. Finance

- 9.1. All society funds shall be overseen by the Treasurer and the President.
- 9.2. All society funds shall be used exclusively for society activities.
- 9.3. All monies shall be kept at the Student Union's finance department.
- 9.4. The society shall not enter into any contract or other legally binding arrangement without the prior authorisation of Keele University Students Union.
- 9.5. All funds shall be used as to benefit the largest number of members possible at all times.
- 9.6. Charitable donations shall not be made using monies received directly from Keele University Students Union.

10. Policy and Regulations

- 10.1. The society will operate on the basis of operation for inclusion of all students.
- 10.2. Constructive criticism is an important part of the society and society members should expect that any work which is submitted for peer review or shared with the membership at workshops or socials will be treated in this manner.
- 10.2.1. At all times members are expected to treat the work of other members with respect and no member of the society shall subject the written work of another to excessive, offensive or unfair criticism.
- 10.3. The society shall in every respect operate in accordance with Keele University Students Union constitution
- 10.4. All elected shall provide written agreement to the Student's Union upon request.
- 10.5. On any point this constitution may be overridden by Keele University Students Union and its byelaws.

11. Disciplinary Procedure

- 11.1. If a member is found, by the committee, to be acting in contravention of the Policies and Regulations of the society then the President will issue a verbal warning.
- 11.2. If a member is found to have infringed on the policies and regulations again the incident shall be referred to the VP Finance and Activities or student activities department in the Student's Union.

12. Affiliation

- 12.1. The society shall be affiliated with Keele University Students Union

13. Constitution and Dissolution

- 13.1. The constitution may be amended by two thirds of society members present at a General Meeting.
- 13.2. The society may be dissolved if 75% of members agree at a General Meeting.