

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 grounds.

4. *The Committee and Officers*

- 4.1. The Executive Committee of Keele Creative Writing Society (hereafter referred to as “The Committee”) shall consist of the following positions (hereafter referred to as “Officers”):
 - 4.1.1. The President
 - 4.1.2. The Treasurer
 - 4.1.3. The Secretary
 - 4.1.4. The Social Secretary
- 4.2. Other Committee positions may be created by amendment to this Constitution, following the prescribed amendment procedure.
- 4.3. During term time, the Committee shall hold weekly Meetings to discuss how to take The Society forward and put on activities for its members.
 - 4.3.1. If the Officers agree that a Meeting is not necessary, the Meeting may be postponed to the following week.
 - 4.3.2. The Committee may not (barring exceptional circumstances) be postponed for more than two consecutive weeks.
- 4.4. The quorum for a Committee Meeting is exactly or more half of all Officers.

5. *Officer Roles*

- 5.1. The President

- 5.1.1. The President is the principle spokesperson and representative of The Society.
- 5.1.2. The President shall chair Committee Meetings, except where another Officer 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, or shall deputise this responsibility to another Officer or Officers.
- 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.
 - 5.1.5.1. These duties may be deputised to any other Officer, at the discretion of the Committee.
- 5.2. The Secretary
 - 5.2.1. The Secretary shall be responsible for taking the minutes in all Meetings.
 - 5.2.1.1. This role may be delegated to another at the discretion of the Committee.
 - 5.2.2. The Secretary shall be responsible for monitoring any external communications to The Society and responding after consultation with the Committee.
 - 5.2.3. The Secretary shall be responsible for weekly communications to the membership list.
 - 5.2.4. The Secretary shall assume responsibility for Constitutional Affairs.
 - 5.2.4.1. This role shall be defined as including, but not being limited to:
 - 5.2.4.1.1. Ensuring the Constitution is an accurate representation of the Aims and Objectives of the Society.
 - 5.2.4.1.2. Ensuring Constitutional provisions are followed.
 - 5.2.4.1.3. Reviewing proposals for amendments for the Constitution.
 - 5.2.4.2. In the event of the creation of a separate "Constitutional Affairs" Officer, the Secretary shall lose all responsibilities outlined in this subsection but shall assume them if the aforementioned position is vacant or removed.
- 5.3. The Treasurer
 - 5.3.1. The Treasurer shall be 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. 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.
 - 5.4.1.1. In no way shall any section of this Constitution be construed as implying the position of Social Secretary is inferior to any other Officer.
 - 5.4.2. The Social Secretary shall act as host for Workshop and Social Events on behalf of the Committee.
 - 5.4.3. The Social Secretary shall be reasonably available to offer a critique of members writing.
- 6. *Online Media*
 - 6.1. The Society shall maintain an Online Presence in order to communicate with members of the Society and in order to further the Aims and Objectives of the Society.
 - 6.2. The Committee shall be jointly responsible for maintaining of the Online Presence of the Society, except where this Constitution expressly provides otherwise.

- 6.2.1. To this end, the Committee shall all become Administrators (or other equivalent positions) of Social Media Groups, the Society Website and other areas of Online Presence.
- 6.2.2. All Officers shall hold positions as Moderators of the Online Presence and they shall have equal authority in this area.
- 6.2.3. In the event that the Online Presence does not allow for multiple Administrators, the Society Email shall be used to establish a neutral Administrator profile, which shall be available to be accessed by all Officers.

7. *General Requirements of all Society Officers*

- 7.1. All Officers are required to attend Committee Meetings and must send apologies if unable to attend.
- 7.2. An Officer is deemed to have resigned immediately following a motion of 'No Confidence' being carried by a two thirds majority at AGM or EGM.
- 7.3. All Officers shall provide a written handover to their successors.
 - 7.3.1. This provision may be waived at the discretion of the individual successor.
- 7.4. All Officers will be responsible for the upkeep, good reputation and perpetuation of The Society.
- 7.5. All Officers are responsible for continuously striving to provide the best provisions for society members possible.

8. *Meetings*

8.1. Annual General Meetings:

- 8.1.1. An Annual General Meeting (AGM) shall be held once every Academic Year.
 - 8.1.1.1. The AGM shall be held no earlier than the second Wednesday of March and no later than the Wednesday of the Academic Calendar's Week 12.
- 8.1.2. An AGM shall consist of the following essential elements:
 - 8.1.2.1. Presentation of reports by all Officers.
 - 8.1.2.2. Election for succession of all officers, according the Constitution's Election Procedure.
 - 8.1.2.3. Any other items the outgoing Committee wish to include.
 - 8.1.2.4. Any valid motions which have been submitted to the Committee prior to the AGM .
 - 8.1.2.4.1. In order for a motion to be valid, it must have been proposed by one member, seconded by another member and submitted to the Committee at least 48 hours before the start of the AGM.

8.2. Extraordinary General Meetings:

- 8.2.1. An Extraordinary General Meeting (EGM) may be called by 3 Officers of the society.
- 8.2.2. Subject to Section 8.3. an EGM may be called by 20% of Society Members.
- 8.2.3. In order to call an EGM one person (the proposer) must submit a motion to the Committee, detailing the reason the EGM has been called, along with evidence of the required level of support.
- 8.2.4. The Proposer is expected to attend the EGM in order to present his motion.

8.3. Quorum:

- 8.3.1. Quorum for all General Meetings is 20% of the total membership of the Society.
- 8.3.2. In the event that the level of Society Membership is fewer than 50 members, Quorum shall be fixed at 10 members.
- 8.3.3. In the event that the level of Society Membership is greater than 125 members, Quorum shall be fixed at 25 members.

8.3.4. Quorum shall be determined by a count of attendance at a General Meeting.

8.3.4.1. If there are fewer than 20% of members present, a 10 minute recess shall be granted in order to allow more members time to join the meeting.

8.3.4.2. If, after 10 minutes, the Quorum level has not been met, but more than 10% of members are present (or at least 6 if the total membership is fewer than 50) a unanimous vote of all present will set the Quorum level to be the number of present members.

9. *Vacancies*

9.1. In the event a Committee position becomes vacant, the committee will follow the procedure outlined in this section.

9.2. If the position of President is vacant, the committee shall appoint a President Pro tempore who will hold the position as an Interim Officer. The Committee shall open nominations for a Special Election to the position, which will be held as soon as reasonably practicable.

9.3. If the position of Secretary is vacant, the committee shall appoint a Secretary Pro tempore who will hold the position as an Interim Officer. The Committee shall open nominations for a Special Election to the position, which will be held as soon as reasonably practicable.

9.4. If the position of Treasurer is vacant, the committee shall appoint a Treasurer Pro tempore who will hold the position as an Interim Officer. The Committee shall open nominations for a Special Election to the position, which will be held as soon as reasonably practicable.

9.5. If the position of Social Secretary is vacant, the committee shall have discretion to follow one of these procedures:

9.5.1. The Committee may appoint a President Pro tempore who will hold the position as an Interim Officer. The Committee shall then open nominations for a Special Election to the position, which will be held as soon as reasonably practicable.

9.5.2. The Committee may allow the position to remain vacant until the following AGM and in the interim period assume the duties of the Social Secretary collectively or deputise these duties to another Officer.

9.6. For the purposes of Article 10, a Special Election shall be defined as an Election and shall follow the procedures outlined in that Article.

10. *Elections*

10.1. All Officers elected at an AGM shall assume their position immediately and the term of which they shall hold that position is until the following AGM.

10.1.1. Section 10.1. shall in no way be construed to affect the rights of Officers to resign from the position they hold.

10.1.2. Section 10.1. shall in no way be construed to affect the ability to remove the Officer from their position according to the procedures outlined in this Constitution.

10.2. An Officer elected in a Special Election is elected to complete an on-going term, which will expire at the following AGM.

10.3. There shall be no limits on the number of times an individual may be elected to serve as an Officer.

10.4. Subject to other provisions of this Constitution, an individual who is not a member of the Society is permitted to stand for election to a committee position. However if the individual is subsequently elected, he is expected to immediately join the Society and pay any applicable membership fee.

10.5. Elections will be held at a general Meeting and will be done by Single Transferable Vote and Secret Ballot and shall include a "Re-Open Nomination ("RON")" Candidate option.

- 10.6. A 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.
- 10.7. Nominations must be opened at least 2 weeks before the General Meeting and closed no later than 3 days before.
 - 10.7.1. In the event the positions of President, Secretary or Treasurer have received no nominations by this deadline, the deadline shall be extended until a nomination is received.
 - 10.7.2. In the event the positions of President, Secretary or Treasurer have received no nominations by the time the AGM commences, nominations may be accepted at the AGM.
- 10.8. Members are only allowed to vote if they joined The Society prior to the opening of nominations.
- 10.9. Non-KeeleSU members are not allowed to run for President, Secretary or Treasurer.

11. *Finance*

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

12. *Policy and Regulations*

- 12.1. The Society will operate on the basis of operation for inclusion of all students.
- 12.2. 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.
 - 12.2.1. 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.
 - 12.2.2. The Society shall in every respect operate in accordance with Keele University Students Union Constitution
- 12.3. On any point this Constitution may be overridden by Keele University Students Union and its byelaws.

13. *Disciplinary Procedure*

- 13.1. 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.
- 13.2. 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.

14. *Affiliation*

- 14.1. The Society shall be affiliated with Keele University Students Union

15. *Constitution and* Dissolution

- 15.1. The Constitution may be amended by two thirds of society members present at a General Meeting.
- 15.2. The Society may be dissolved if 75% of members agree at a General Meeting.