



## The Islamic Society

- 1) The name of the Society shall be **The Islamic Society** herein after referred to as the Society.
- 2) **Aims and Objectives**  
The key aim of the Society shall be – **to represent and support all Muslim members of the University of Lincoln, hereafter called the University, and to promote a better understand of Islam within the University and the surrounding communities, in Lincolnshire and beyond.**
- 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
    - Communications Officer
    - Welfare & Community Officer
    - International Students Officer
    - Academic Research Officer
    - Head Brother
    - Head Sister
    - Brothers' Event Manager
    - Sister' Event Manager
- 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.
- Up hold the constitution, policies and regulations of the SU Activities Department.

4.3) The duties of the Society Treasurer shall:

- 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 Communications Officer shall be:

- Co-coordinate production of all marketing material. Presenting web site content changes, notices, articles, mass mailing messages, social media information or any publications, before the Executive Committee, for its approval, before distribution.
- Liaise with the wider media to promote the Islamic Society's activities and achievements.

4.5) The duties of the Society Community & Welfare Officer shall be:

- Develop and strengthen relationships between the Society with other clubs, societies and groups at the University through participation and contribution.
- Co-ordinate activities between the Society and other organisations to promote common objectives.

4.6) The duties of the Society International Students' Officer shall be:

- Develop and strengthen relationships between the Society with International staff and students at the University through participation and contribution.
- Co-ordinate activities between the Society and International staff and students to promote common objectives.

4.7) The duties of the Society Academic Research Officer shall be:

- Research material the Society could provide to its members and general population.
- Present material to the Executive Committee for approval before distribution.

4.8) The duties of the Society Brothers' Representative shall be:

- Co-ordinate Brothers' recommendations and concerns to the Committee.
- Endeavour to promote the Islamic Society.

4.9) The duties of the Society Sisters' Representative shall be:

- Co-ordinate Sisters' recommendations and concerns to the Committee.
- Endeavour to promote the Islamic Society.

4.10) The duties of the Society Brothers' Events Manager shall be:

- In charge of events and co-ordinate volunteers towards any contribution or participation required.

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- In charge of events and co-ordinate volunteers towards any contribution or participation required.

## **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 recommend the Society have regular committee meetings.

5.2.1) The Society will have **10** 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) A committee member who either: fails to attend two consecutive committee meetings; is negligent in some other way of their duty; or misconducts themselves or abuses their position, shall give the committee an explanation. If the committee

does not find the explanation satisfactory, it may recommend their dismissal from office. The committee shall decide any further action based on the recommendation and consent of Students' Union Vice-President for Activities.

## **7) The Constitution**

- 7.1) 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.
- 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.