**RUMUN OFFICIAL’S CONSTITUTION**

**Duties of each Official**

President/General Secretary

* Chairs officials meetings
* Ensures that every official is performing their tasks and assigns tasks to officials when need arises.
* Is the team leader during conferences working with the Conference Officer.
* Attends RUSU presidential meetings.
* Is answerable to any issues concerning the club by anyone example the University of Reading Staff or RUSU.
* Can reschedule any club meetings but this is up to discussion on the mode it will take e.g. whether any reschedule should be agreed by a majority of Officials.
* Works with the Vice President to ensure that this constitution is upheld at all times.
* Shall absolve the officials committee and call for new elections.

Vice-President

* Assists the President in performing all his/her duties except being the team leader during conferences which falls with the President and Conference Officer unless both are not present then the Vice President will take up this role. Duties as stated above.
* Other additional duties are: Works with the President to ensure that this constitution is upheld at all times. Note that in this duty the Vice President is not assisting but acting on same capacity on President to ensure that the President is not too powerful.
* Ensures that any official who does not adhere to constitutional agreements is disciplined appropriately details of which will be given in this constitution.

Treasurer/Treasury Secretary

Collects all funds of the club either from members of concerned officials and deposits them in the appropriate accounts.

* Manages the club’s finances and accounts with RUSU.
* Fills all forms concerning setting up of clubs accounts, withdrawal and works with the president in borrowing funds from RUSU.
* On failure by both the President and Vice President to attend RUSU president meetings, the treasurer will act in this capacity.
* Allocates money to different officers if needed and reimburses members for partially subsidised transactions e.g. Transport...

Secretary/Executive Secretary

* Ensures that all members and officials are informed about relevant meetings and the appropriate agendas.
* Books room for the Club and decides the venues for any RUMUN meetings with the approval of all officials when need be.
* Writes minutes during officials meetings when appropriate.
* Is the centre of communication between the officials, members or any other person and keeps the records of every member and officials e.g. email addresses and contacts.
* In charge of managing RUMUN website, the Facebook group and all the relevant groups in coherence with the Publicity and Event Officer.
* Assists the P.E. Officer in booking RUMUN events.
* Receives any notification from any official concerning failure to come to meetings. If the failure to attend can lead to a warning being given a member of the committee, these should be notified to the Vice-President who is in charge of taking action.
* On failure by the President and Vice President and the Treasurer to attend RUSU president meetings, the secretary will act in this capacity.

Conference Officers/International Conference Officer and National Conference Officer

* Researches and comes up with ideas about conferences RUMUN members should go to and presents them during officials meetings for approval.
* Manages everything about conferences both national and international ones which include: being the communication link to the concerned conference organisers, assigns other officials duties concerning conferences when in need of assistance, fills all relevant conference forms especially from RUSU.
* Works with the Treasurer to retain money of members to fund conferences e.g. transport when hiring a van, group train tickets, unsubsidised registration fees...
* Assists the F.S. Officer in getting funds for conferences.
* On failure by the President and Vice President, Treasurer and Secretary to attend RUSU president meetings, he/she will act in this capacity.

Publicity and Event Officer

* Manages, Organises and comes up with ideas about all RUMUN events e.g. socials, movies e.t.c.
* In charge of publicising RUMUN to other people and assigns duties to other officials when in need of assistance.
* Helps both the President and Vice President in being answerable to any issues concerning the club by anyone example the University of Reading Staff or RUSU.
* In charge of managing the publicizing the RUMUN during the fresher’s week including assigning members duties working with the President and Vice President in performing this duty.
* Comes up with event and publicizing ideas and presents them during officials meetings for approval.
* On failure by the President and Vice President, Treasurer, Secretary and Conference Officer to attend RUSU president meetings, he/she will act in this capacity.

Fundraising and Sponsorship Officer

* In charge of any fundraising events and assigns duties to other officials in need of assistance.
* Makes a comprehensive research about sponsorship opportunities and if need be, meets the relevant sponsors with any other relevant official that the F.S. Officer should assign the duty to meet the sponsor working with the President to perform this function.
* Assists the Treasurer in managing finances especially funds from sponsors where he/she should play a more senior role in this area than the Treasurer.
* On failure by the President and Vice President, Treasurer, Secretary, Conference Officer and Publicity and Event Officer to attend RUSU president meetings, he/she will act in this capacity.
* Assists the Secretary in managing RUMUN websites including RUSU ones and advertising RUMUN activities in RUSU magazine.

**Details about RUMUN Committee Meetings**

* The president will be chairing all officials meetings and first members meetings of each term with the Vice President assisting when need be.
* All official will decide whom to chair members meeting during officials meetings and the person could include a member or guest.
* Any member or official can decide to conduct a training session for other members but have to be approved by the entire official committee.
* There will be 1 members meeting and 1 officials meeting once a week details of the members meeting will be decided by the entire officials committee. My proposal: Monday 7.00pm Officials meeting that shouldn’t exceed 1 hour and Wednesday 7.00pm Member meeting (the chair should arrive at 6.30pm to prepare the meeting).

**Details about Disciplinary procedures for Officials and Members**

***Note that all of these are my proposals which are up for discussion and approval by every official.***

* Officials can decide if a certain member is destroying the clubs image to suspend his/her membership.
* Any member wishing not to attend any meeting for any reason should submit a formal letter to the Vice President giving reasons for doing so. Note that SMSs or any other forms of messages can only be used in emergencies and even when used a formal letter/email should later be sent to the Vice President which will be put in record one which will be held by the secretary. This is just my proposal.
* An official who fails to do the above shall be given 3 warnings and upon the expiry of the 3 warnings the Vice President shall forward a proposal to the entire committee and the entire committee less the affected member will have to agree unanimously to suspend the member and order new elections. Note that if the affected member is the Vice President then the President shall assume this function if it is both of them then it is up to any other committee member.
* If an official attends a meeting more than 10 minutes late for 3 times consecutively without a good reason, then that official shall be given a warning and on the second warning the concerned official shall have to present a case to the entire committee and the entire committee have to agree unanimously on the appropriate discipline based on the facts presented.

**This has been the work of Swaleh Ouma......RUMUN President – Secretary General**