**The Constitution of the Arts Society of St Hugh’s College**

1. The Society
2. Membership
3. Officers
4. Money

Section A: The Society

1. This society shall be named ‘St. Hugh’s Arts Society’ and shall exist to promote the performance and engagement with the arts in St. Hugh’s college.
2. Any changes to the constitution must be unanimously decided upon by all society officers.
3. The club aims to:
	1. Promote the engagement with the arts within St Hugh’s college, including but not limited to music, dance, theatre, film, plastic arts.
	2. Sustain a sense of community between artists at St Hugh’s college.
	3. Organise at least two music recitals every term, and other events organised on an ad hoc basis as and when interest arises from members of the society. These might include, and are not limited to, open mic nights, student exhibitions and trips to external exhibitions, theatrical performances, concerts, and similar.
	4. Offer financial and to artistic projects run by college members through termly grants,

Section B: Membership

1. All students at St. Hugh’s college, regardless of area of study, are eligible for membership. One does not need to be a member to attend Arts Society events.
2. There will be no fee for membership.

Section C: Officers

1. There shall be four officers: President, Vice-President, Secretary, and Treasurer. Those wishing to hold one of these positions must stand for election.
2. There shall be a senior member who is also a member of the St Hugh’s Governing Body.
3. Elections for the committee will be held in the third week of Michaelmas Term of every academic year unless representation on the committee is uncontested. Candidates must be members of St. Hugh’s Arts Society. Written nominations must be submitted to the President or Vice-President not later than one week before the elections. A candidate must be nominated by two members of St. Hugh’s Arts Society. Elections will be made on the basis of a simple majority and the ballot must be secret.
4. Committee meetings must be called at the request of any committee member. The committee must collectively make any decisions required and votes may be taken at the request of any representative on the basis of a simple majority.
5. The President is responsible for organising all events and organising and chairing all meetings. In conjunction with the Vice-President and Secretary, the President is also responsible for organising all elections. The President must also act as spokesperson answerable to college authorities.
6. The Vice-President must take over all presidential functions in the event of the President being incapacitated.
7. The Secretary must draw up and distribute the term card which must include details of all committee members, office holders, and details of all events. The Secretary is also responsible for all correspondence with members except that concerning finance.
8. The Treasurer is responsible for all financial affairs, in particular for the application for money from the Amalgamated Clubs Fund. Details of all income and expenditure must be provided at the request of any committee member. The Treasurer must ensure that bank signatories are changed when appropriate and they are responsible for the collection of all fees.
9. In the event of a vote of no-confidence being passed on an office holder, the office holder concerned must resign their post and new elections must be held within a fortnight.

Section D: Money

1. St. Hugh’s Arts Society is a non-profit-making organisation.
2. Society money may be spent by society officers with the approval of the Treasurer in aid of any of the clubs aims as outlined in clause 3. Any amount over the sum of £50 will require the approval of all society officers.
3. The society officers are responsible for ensuring proper storage and maintenance of any tangible assets owned by the society.
4. Arts Society is responsible for funding any shows that St Hugh’s College wishes to enter into Drama Cuppers in Michaelmas Term within the guidelines set by OUDS and TAFF for the event.
5. An Arts Society grant will be awarded to a member of the club once a term in support of any form of student artistic venture. Grants will be awarded to the project(s) which will best make use of the money to contribute to the creative development of the individual(s) and the college community.
6. Applications for the grant will be organised and judged by the Treasurer. Forms must be signed by the proposer to confirm that the stated information is accurate, otherwise the application will be denied. Forms must be accompanied by a project budget.