**Form for creation of a new**

**Society or Sports Club**

**affiliated with the**

**Lucy Cavendish College SU**

*Constitution to be completed by new club’s proposer and seconder*

1.**The Club:**

1.1. The name of the club is the Lucy Cavendish Creative Writing Society.

1.2. The club shall be referred to as the Writers’ Club and Creative Writing Society throughout this document.

1.3. The Lucy Cavendish Creative Writing Society may also be referred to as Writers’ Club and Creative Writing Society in communications.

1.4. The constitution for this club shall be submitted to the Lucy Cavendish College Students Union Committee via either the Sports and Societies Officer, *or* the President for approval in October 2020 and at intervals of no more than 5 academic years thereafter, starting from October 2020.

1. **Aims and Objectives of Club:**

**2.1.** The Creative Writing Society aims to conduct informal virtual or, when possible, in-person meetings between people who are involved in, or are interested in creative writing, so that they can exchange their work, ideas, and develop the skills necessary for successful writers.

**2.2.** The main aim of the Creative Writing Society is to give young authors among students a chance to show their work, get some feedback internally in the club, as well as make attempts within the University of Cambridge to publish their work in local journals or beyond.

**2.3.** No formal competitions are to be held, but the members (both Listeners and Writers, as well as the President, the Vice President and the Treasurer) may promote works of willing authors from within the society and help them get published, if the said works are considered worthy and consummate by the members.

**2.4.** Aim 2.3. does not guarantee that any work presented during the Creative Writing Society meetings will be promoted, for while being friendly and respectful, we also want to be objective. Any member of the society may express constructive criticism of the presented works if he or she deems this criticism necessary for the author’s growth and improvement of his work.

**2.**5. In case that a work that was submitted before undergoes a significant change after the said feedback and criticism, it may and should be considered again by the society, but no earlier than during the next meeting.

**2.**6. The Creative Writing Society also aims to prevent any sorts of plagiarism in its ranks. Should any work that is shared internally within the club be published by the person who did not present it first, the said person will be forever and ever excluded from the society, and appropriate legal measures shall be taken to prosecute the action. However, since the purpose of the existence of Creative Writing Society is to exchange ideas and to make authors better, it is permitted and even advisable to share your work in such a way that it can be corrected. Corrections of someone else’s texts are permitted if it concerns grammar, word choice or structure of sentences, but does not influence the plot, meaning and the ideas that the author wants to convey. The latter may only be edited by polite suggestions, if the author chooses to listen to them. By correcting someone else’s work in the described way, the corrector does not become entitled to any intellectual right, and the author keeps his intellectual property fully and completely even if the said corrections are presented in the final published work. If an author officially publishes a work that was corrected in the Society or that followed some of the presented ideas, he or she may, and is encouraged to mention that the Lucy Cavendish Creative Writing Society has helped him or her.

**2.**7. The Creative Writing Society strives to ensure friendly, tolerant, and respectful atmosphere in its ranks. But the Society also strives to maintain a balance between this and freedom of speech; thus, while it is compulsory to remain professional in personal or other communication with the society and all living people, the Creative Writing Society never wants to limit Art in its many forms. But we do not expect to cover any particularly controversial literature; this point exists only in case some serious issues arise. See point 6 for further details about freedom of speech.

1. **Regulations for Membership Eligibility:**

**3.1.** Membership (Listener Status) is available to all willing students of the University of Cambridge and any other people to whom an invitation is extended by the club’s President or Vice President, free of charge, upon verbal approval of the club’s President or Vice President.

* 1. The Parliament of the Creative Writing Society may admit Staff, Fellows or Post-Doctoral Members of the University of Cambridge, and all other universities in the world, following majority approval of the Committee, or upon the approval of the club’s President or Vice President, and grant them the Listener Status.
  2. Any member of the Society is also a Listener. Every Listener is entitled to visit any Society meetings free of charge, to openly discuss someone else’s work, to make corrections to their work in accordance with point 2.6., and to make suggestions about the plot in a polite and orderly manner, or abstain from any comments and just listen. Listeners’ voices count when deciding whether someone’s work was a success.
  3. Any member of the Society younger than 30 years may become a Writer by arranging to present their work by or on a particular meeting, either verbally or in writing, free of charge. There may be limited slots for Writers, so becoming one may be a question of time, but the President, the Vice President and the Parliament should do all they can to satisfy all requests. The work presented should be original fiction, either poetry or prose of appropriate size (no longer than 20 A4 pages at once, so if it is a novel, it should be split into several sessions so that the society members can follow), supplemented by whatever the author likes. It might be supplemented by drawings, 3D models, dance, music, or acting, but everything should be original except quotes and epigraphs (in which case their author should be mentioned). The work should be presented at least 2 days before the meeting unless it can be read aloud in less than 7 minutes. It may be presented in writing in advance so that the members only discuss it on the meeting, or it may be read during the meeting itself, with no more than 5 readings and 10 discussions per one meeting, but the time and number limitation rules are simply removed if a simple majority of attendees agrees to remove it.
  4. **Parliament Members** are concerned with voting and organization. Every Writer who is also a student of the University of Cambridge (undergraduate or postgraduate) is eligible to become a Parliament Member free of charge without anyone’s approval, they just need to express their desire to become a Parliament Member. The Parliament may suggest Speakers to invite to the Creative Writing Society meetings, financial expenses, it also elects the President of the Society once a year, and has some further election functions as outlined in sections 4 and 5.
  5. **Speaker** is an external collaborator of the Society, usually a respectful writer who has agreed to give a short talk. They are considered members of the Creative Writing Society unless they specifically ask to be excluded from this offer. They cannot request Parliament membership. Praise of some work by Speakers automatically grants the title of an Honorary Writer, if it was received during the collaboration with the Creative Writing Society, and unless it is opposed by a simple majority of disapproval from within the Society.
  6. **Treasurer** is appointed by the President of the Creative Writing Society, and deals with all financial matters of the Society. The Treasurer may make decisions about the financial expenses of the Society after discussing them with the Parliament, upon the approval of either the Parliament, the President or the Vice President. The Treasurer is always a member of the Committee. Only a member of Lucy Cavendish College, University of Cambridge may become a Treasurer.
  7. **Vice President** is the organizer, and automatically a member of the Parliament. He or she along with the President is responsible for the Creative Writing Society connections, for organizing meetings and promoting the author’s work, as well as finding collaborations that might suit the writers’ community of the Creative Writing Society. The Vice President is appointed by the President. The Vice President also may invite any person to the Creative Writing Society, as well as book presentation slots for Writers when the President is unavailable. The Vice President is also the head of the Committee, and is responsible for organizing votes.
  8. **President** is responsible for the same points as the Vice President, except that the President is not the head of the Parliament, and also appoints the Treasurer and the Vice President, and he or she may appoint him- or herself. The President may invite any people to the club by extending a formal written invitation, even if they are not affiliated with the University of Cambridge, and invite any people from the University without any formalities. The President may exclude a person from the Society if at least 30% of the Parliament agree with this decision, and the Lucy Cavendish Students Union approves.

1. **Election of President:**
   1. The current President, if he or she stays in Cambridge for the following year, may cancel the elections for the upcoming year, by notifying the Parliament and the Lucy Cavendish Students Union Parliament before the 4th week of Lent Term. However, this decision may be outvoted by a simple majority of the Parliament. If the President either fails to notify the aforementioned parties, stops being a Cambridge student in the next year, seriously violates the Constitution of the Creative Writing Society or approves the new election, the election takes place annually.
   2. The election shall be organised by the current President or, upon approval of the current President, current Vice President of the Creative Writing Society unless the Creative Writing Society Parliament decides otherwise, in which case another member of the Creative Writing Society shall be appointed, or a member of the Lucy Cavendish College Students Union requested to oversee the election.
   3. Elections shall take place annually at an **Annual General Meeting [AGM]** of the club, which will be held within Lucy Cavendish College during the < 6th week of Lent Term >. Voting should take place in a manner which assures confidence of the members voting.
   4. All members of the Parliament are entitled to a single vote for each position being contested within the election.
   5. Voting shall be decided by a simple majority.
   6. In the event of a tied vote, the current Creative Writing Society President shall have the casting vote.
   7. Results of the election shall be recorded for any member of the Creative Writing Society or Lucy Cavendish College Students Union Committee to see, and shall be published to the Creative Writing Society not more than 1 week after the election.
   8. The Creative Writing Society Parliament shall, at minimum, consist of a President, a Vice President, and a Treasurer.
   9. There shall be no election of the Treasurer and the Vice President, as they are appointed by the President.
2. **Election of Committee and Officers:**
   1. The Creative Writing Society Committee, also called the Parliament, shall consist of the following positions, whose roles and role descriptions follow below.
      1. **President \***
3. Shall report to the Vice President and the Treasurer of the Creative Writing Society, as well as to the Parliament upon request.
4. Shall be responsible for liaison between the Club and the College.
5. Shall be responsible for liaison between the Club and the Sports & Society Officer of the Lucy Cavendish College Students Union.
6. Shall oversee the daily running of the club, including arranging meetings and choosing young authors who present their work at that meeting, choosing the format of the meeting, and calling for votes and discussions, as well as negotiating with the Speakers and other collaborators of the Pandemonium Society.
7. Shall promote the aims and objectives of the club.
8. Shall organise and oversee the election of a new President annually.
9. Shall be empowered to act without general consultation of the Parliament, on behalf of the Club at meetings with the College or Lucy Cavendish College Students Union Committee, on matters of minor, non-contentious, or urgent nature, in line with the aims and objectives of the Club. Such actions should be communicated with the Parliament of the Creative Writing Society at the next opportunity.
10. Shall have responsibility for training and induction of their successor.
    * 1. **Treasurer**

**1.**Shall report to the President.

**2.**Shall be responsible for all aspects of the Creative Writing Society finance, and implementation of spending directives given by the Lucy Cavendish College Students Union and/or the College.

**3.**Shall be responsible for presenting of annual accounts to the Treasurer of the Lucy Cavendish College Students Union, and make them available upon request throughout the year.

**4.**Shall be responsible for presenting budget proposals to the Lucy Cavendish College Students Union.

**5.**Shall attend all relevant meetings held between the Creative Writing Society and the Lucy Cavendish College Students Union or College.

**6.**Shall have responsibility for training and induction of their successor.

**7.**Shall present necessary documentation to Lucy Cavendish College or Lucy Cavendish College Students Union.

**8.**Shall promote the aims of the Creative Writing Society.

* + 1. **Vice President**

1. Shall report to the President.
2. Shall take the role of the President in the event that something happens to the current President that will make him or her unable to properly care for the Society. If that happens, the President may reclaim the position until the start of the next year; however, if the President does not reclaim the position until then, the Vice President may act as a President in all aspects, including holding the position for the next year as outlined in 4.1.
3. Shall be responsible for minor organization, promotional aspects, communication within the Creative Writing Society, tracking of ranks, carrying out all votes except the presidential or the constitutional vote, which should be conducted by the President.
4. Has the full power to negotiate with prospective Speakers and other collaborators, as well as promoters, on the behalf of the Society along with the President, but not necessarily with prior discussion of said negotiations with the President.
5. Shall attend all organizational meetings held between the Pandemonium and the Lucy Cavendish Students Union.
6. Shall promote the aims of the Creative Writing Society.

**5.1.4. Committee (Parliament) Members**

1. Are eligible to vote in all matters that concern the Creative Writing Society, including making Amendments to the Constitution and electing a President.

**Everyone in the Pandemonium, including those not in the Parliament,** is entitled to the ability to freely express constructive criticism or praise when it comes to presented literary works, to make corrections to works as outlined in point 2.6., and discuss everything that concerns literature, art, philosophy and other topics in a polite and orderly manner. Heated conversation is considered polite as long as it does not explicitly insult the person. Nobody in the Society may ban or limit topics presented in the Creative Writing Society literature, however controversial, or limit the freedom of speech, unless it directly and explicitly insults them as a person, or discloses their personal information, or it promotes discrimination, intolerance or encourages violence.

1. **Provision for Making Amendments to the Constitution:**
   1. Amendments to the Creative Writing constitution may be made at any quorate [attended by at least 65% of club members excluding Listeners] General Meeting of the Club, in which at least 80% of votes are in favour of the amendment proposed.
   2. Proposed amendments should be circulated to the club not less than 5 full days before the meeting in a manner that is fair and open.
   3. Any amendments to the constitution should be shared in a timely manner with the Lucy Cavendish College Students Union Committee.

**Useful Information for Clubs and Societies in SU Constitution**

**“Section 5: ROLE OF THE UNION COMMITTEE**

5.3 Clubs and Societies

g. The Union Committee shall be responsible for the fair allocation of resources to the constituent Clubs and Societies.

h. Each constituent Club and Society shall elect annually by ballot (which shall mean either a postal or email vote of all club members or a show of hands at a general meeting) from among its members an Officer who shall be responsible to the Union Committee for the finances of the Club or Society.

**Section 10: Finance**

10.1 The Finance Officer shall be responsible to the Union for the keeping of accounts and shall exercise supervision over all Union Finances, subject to decisions of the Committee and Open Meeting.

…

10.6 Any executive officer shall have the power to authorise expenditure up to £100.00

10.7 The Union Committee shall have the power to authorise expenditure up to and including £500.00 in quorate Committee Meeting by simple majority. With reference to section 5.3 g.

…

10.10 Any expenditure agreed during an Open SU meeting in any given academic year must be spent within the said academic year and will not be carried over the following academic year (unless it is passed in relation to Fresher events the following year).

**Section 11: Clubs and Societies**

11.1 Any Lucy Cavendish college students’ club or society shall be recognised by the Union Committee, provided the president of said club or society provides a constitution that includes the following:

i. the name of the club or society

ii. the aims and objectives of the club

iii. regulation relating to membership eligibility

iv. provision for the election of a Committee or Officers

v. provision for the presentation of accounts.

11.2 Any club or society that is recognised will be eligible to receive money from the Union Funds.

11.3 The recognition of a club or society shall be withdrawn by the Union Committee if evidence is received of its contravening its constitution.

11.4 The Union Committee shall be responsible for the allocation of the Union Funds to college clubs and societies in accordance with section 10 of this constitution.

11.5 Funds shall be allocated according to budget proposals presented by a club or society and approved by the Union Committee, or by a resolution of the Union Committee.

**S.2.2.4 SPORTS & SOCIEITES OFFICER**

1. Shall report to the President and Union Committee.

2. Shall aid and assist societies with advertising and general society management.

3. Shall promote sports amongst membership.

4. Shall assist the Entertainment Officers in co-ordinating and aiding the social events of societies. … ”

**The above information is quoted from Students Union Constitution rev 2017.**

* Copies of the constitution will be available for consultation in the Porters Lodge and in the Library [in accordance with Section 12].