

# St George’s Athena SWAN Student’s Network Constitution

**Contents**

1. Name
2. Aims and Objectives
3. Membership
4. Subscriptions and Finance
5. Club/Society Officials
6. Duties of Club/Society Officials
7. Meetings
8. Voting
9. Constitutional Changes
10. Complaints Procedure
11. SGSU Commitments
12. Discipline
13. Declaration
14. **Name**
    1. The Club/Society's name shall be

St George’s Athena SWAN Students Network.

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be….

To empower students at St George’s to achieve their goals and aspire to top careers in Medicine and Healthcare.

To dispel myths surrounding women working in areas in which they are under represented.

To increase the visibility and recognition of women in medicine and healthcare by highlighting their achievements and successes.

* 1. The aim shall be achieved by…………

Organising a series of speaker and discussion events. Successful healthcare professionals (from all fields represented by the student body at SGUL) will be invited to share personal stories, motivational speeches and information with a focus on female empowerment. These personal accounts will concentrate on the speaker’s experience in their field of expertise, and will therefore provide students with the ‘inside story’ and dispel myths surrounding professions in which women are traditionally under represented. Our hope is that this will encourage our peers (male and female alike) to consider a wider range of specialties. We will aim to attract speakers from a wide range of specialities, ensuring black and ethnic minority representation.

Facilitating a platform for peer support and mentoring opportunities.

The talks will be followed by networking sessions that will provide a platform for students at different stages in their training and careers to meet and share personal experiences. Encouraging mentoring relationships will enable students to build social networks in a professional environment, with the aim to progress their personal and professional development. We will encourage inter-year networking by providing refreshments at the end of the seminars.

Launching campaigns to boost the profile of women in medicine.

1. **Membership**
   1. Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
   2. Members of the Club/Society shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

4.1 A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.

* 1. The Club’s/Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

1. **Club/Society Officials**
   1. An elected committee will conduct the running of the Club/Society.
   2. The committee shall ensure that the Club/Society abides by this Constitution.
   3. The committee will consist of the following officers who shall be members of SGSU:

* President
* Treasurer
* Vice President
* Secretary
* Events coordinator
* Publicity officer
  1. The committee will serve for one academic year.

1. **Duties of Society Officials**
   1. The President is responsible for:

* Researching and generating a spreadsheet of potential speakers to participate in the forums.
* Contacting and liaising with potential speakers.
* Generating and maintaining a spreadsheet of members.
* General event organization.
* Overseeing the activities of the Vice President, Treasurer and Secretary.
* Determining the society budget and applying for additional funding.
* Ensuring that a committee member attends each of the exec meetings throughout the year.
* Organizing and facilitating committee meetings.
* Managing publicity for the society.
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members.
  1. The Vice-President is responsible for:
* Representing the society in communication with the SU
* Leading the team, leading the meetings and dealing with any potential problems which arise within the committee.
* Researching and contributing to the spreadsheet of potential speakers.
* Contacting potential speakers with regards to attending events.
* Helping to maintain a spreadsheet of members.
* Organizing room bookings and refreshments for events.
* General event organization.
* Supporting the President, Treasurer and Secretary in their roles.
* Managing the society email account and replying to enquiries.
* Taking minutes at society committee meetings and sending them to SGSU for ratification.
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members.
  1. The Treasurer is responsible for:
* Adhering to the Treasurer Agreement.
* Collecting monies for membership at Fresher’s Fair and events.
* Overseeing the societies spending and expenses.
* Supporting the Vice President, President and Secretary in their roles.
* Researching and contributing to the spreadsheet of potential speakers.
* Contacting potential speakers with regards to attending events.
* Helping to maintain a spreadsheet of members.
* General event organization.
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members.
  1. The Secretary is responsible for:
* Managing the club Twitter, Instagram and Facebook accounts.
* Researching and contributing to the spreadsheet of potential speakers.
* Helping to maintain a spreadsheet of members.
* General event organization.
* Supporting the President, Treasurer and Vice-president in their roles.
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members
  1. The Events coordinator is responsible for:
* Primary contact with speakers
* Organizing room bookings for events
* Organizing food and drink for each event, within the budget outlined by the Treasurer.
* Publicising the event with posters, on Facebook and by emailing around different course organisers.
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members
  1. The Society Publicity Officer is responsible for:
* Publicising all events
* Managing the Facebook page
* Managing the Twitter account
* Making sure that all courses and year groups are communicated with including speaking during lectures and emailing course leads.
* Communicating with other societies and organizations to further publicise the event
* Organising a stall for Freshers' Fayre, attending the fayre and recruiting new members

7.0 **Meetings**

7.1 The Club/Society Committee shall meet regularly during term time.

7.2 Regular Committee meetings are required to discuss all Club/Society matters. Minutes shall be made available to SGSU for ratification.

8.0 **Voting**

8.1 This will take place for the election of Officials and any other issue that the Club/Society deems of importance.

* 1. Only Club/Society members will be entitled to vote.
  2. The results of any election shall be passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.

9.0 **Changes to the Club/Society Constitution**

* 1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Club/Society.
  2. Any changes shall be deemed provisional until passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.

1. **Clubs/Societies Complaints Procedure**
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
2. **SGSU Commitments**
   1. The Club/Society shall adhere to SGSU Constitution and Policy

.

1. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
2. **Declaration**

**I declare that the St George’s Athena SWAN Student’s Network Society shall abide by this**

**Constitution, drawn up on this 6th day of the 9th month, 2016**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Club/Society*  *President***

Sign, Print and Date

**I declare that this Constitution has been ratified by SGSU and the**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club/Society is hereby recognized by SGSU**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***SGSU Sports/Societies Officer***

Sign, Print and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***SGSU General Secretary***

Sign, Print and Date