# **St George’s Endocrinology Society Constitution**

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14. **Name**
	1. The Society's name shall be St George’s Endocrinology Society

2.0 **Aims and Objectives**

* 1. The aim of the Society shall be
		1. Promote field of endocrinology
		2. Develop understanding of molecular basis and clinical application of Endocrinology
	2. The aim shall be achieved by a series of talks by health care professionals and patients about their experiences of Endocrinology. Witnessing the work of the endocrine multi disciplinary team at St George’s and the range of different diseases they treat. To hold a pub quiz style event to aid revision near exams (better than revision lectures) in conjunction with other medical societies.
1. **Membership**
	1. Membership of the Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
	2. Members of the Society shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

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

* 1. The Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
1. **Society Officials**
	1. An elected committee will conduct the running of the Society.
	2. The committee shall ensure that the Society abides by this Constitution.
	3. The committee will consist of the following officers who shall

be members of SGSU:

* President
* Treasurer
* Secretary
* Events
	1. The committee will serve for one academic year.
1. **Duties of Society Officials**
	1. The Society President is responsible for:
* Aiding the society secretary in the early days of setting up the mini shifts
* Ensure committee members are happy with the running of the club
* Lead committee meetings and summer AGM
	1. The Society Secretary is responsible for:
* The organising of Endocrine ‘mini-shifts’
* Liaise with other London Endocrine societies
* Arrangement of Certificates
	1. The Society Treasurer is responsible for:
* The finances of the society
* Deciding Subs with the rest of the committee
* Collecting money
	1. The Society Events officer is responsible for:
* Arranging events of the society
* Arrange the publicity of the society

7.0 **Meetings**

7.1 The Society Committee shall meet regularly during term time.

7.2 Regular Committee meetings are required to discuss all 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 Society deems of importance.

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

9.0 **Changes to the Society Constitution**

* 1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Society.
	2. Any changes shall be deemed provisional until passed to the Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.
1. **Societies Complaints Procedure**
	1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
2. **SGSU Commitments**
	1. The Society shall adhere to SGSU Constitution and Policy

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

**I declare that the Endocrinology Society shall abide by this**

**Constitution, drawn up on this 23rd day of the 5th month, 2017**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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**



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2017/2018**

**CLUB/SOCIETY NAME:**

**Committee 2017/18 Declaration**

We, the committee 2017/18, declare that:

* All new committee members have been voted in democratically according to our constitution.
* All members of the society were given the opportunity to vote.

**President 17/18:**

 **Print Name Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer 17/18:**

 **Print Name Signed Date\_\_\_/\_\_\_/\_\_\_**

**REQUIRED COMMITTEE MEMBERS**

**PRESIDENT (or Equivalent):**

**TREASURER:**

The personal details contained in this pack are covered by the Data Protection Act and thus will not be given out to anyone who asks. In order for new members to contact you, it is imperative that you provide the contact details of a committee member from your society who will deal with all enquiries.

**Main Contact Details- Please write clearly**

**NAME:**

**TELEPHONE No:**

**EMAIL:**

**MAIN SOCIETY EMAIL:**

**FINANCE**

Number of members: \_\_\_\_\_

Membership fee charged: £\_\_\_\_\_

**Committee 2017/18 Agreement**

We, as in the committee, agree to abide by the conditions set within and ensure that:

* We will communicate with the union on a regular basis about all events and issues affecting us.
* We will abide by our constitution and update it when necessary
* We will not agree to sponsorship deals without permission from SGSU.
* All membership fees and event takings are handed in within 24 hours or as near to as possible to the Vice President: Finance & Student Activities, and no monies are kept in petty cash.
* We will ensure that at least one representative shall attend all SGSU council meetings as required.
* Members, inclusive of the Committee shall adhere to the SGSU Constitution, Regulations and its policies, in particular the Regulation for Clubs and Societies.
* We will abide by all SGUL policies in particular equal opportunities and child protection policies.
* We will not invalidate the Student Union’s or SGUL’s insurance Policies
* We will ensure next years equivalent of this form is completed in a timely manner

**President 17/18:**

**Print Name Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer 17/18:**

**Print Name Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer 2017/18 Agreement**

I, the society treasurer, understand that monies will only be reimbursed for purchases made with prior permission from the Vice-President Finance & Student Activities. I can however authorise purchases using money raised from subscription fees, sponsorship or donations in any way the committee sees fit. I understand all that is required to abide by the financial rules and regulations and that if I am unsure at anytime I will seek advice. I am responsible for all the financial matters for the period (month) (year) **until** (month) (year) (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club/Society Treasurer 2017/18**

**Print Name Signed Date\_\_\_/\_\_\_/\_\_\_**

**Committee Members Details 2017-2018**

**Please provide all details requested**

**If more than one person is elected to position put everyone’s details down**

*Essential positions*

**President**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Treasurer**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

*Other Positions*

**Secretary:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Events:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Document of Interest Template:**

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