**Friends of MSF Society Constitution**

**Contents**

1                  Name

2                  Aims and Objectives

3                  Membership

4                  Subscriptions and Finance

5                  Society Officials

6                  Duties of /Society Officials

7                  Meetings

8                  Voting

9                  Constitutional Changes

10                Complaints Procedure

11                SGSU Commitments

12                Discipline

13                Declaration

1.0              **Name**

1.01          The Society's name shall be **Friends of MSF**

2.0       **Aims and Objectives**

1.01          The aim of the Society shall be **to spread awareness about Doctors without Borders and their projects. Forge a link between SGUL and MSF to enable students from all courses to get involved and learn how to prepare for voluntary work in the future.**

1.02          The aim shall be achieved by **regular fundraisers, awareness-raising, campaigns, documentary/photo exhibitions, debates to facilitate discussion about controversial humanitarian topics, talks about how to apply for MSF successfully in the future**

2.0              **Membership**

2.01          Membership of the /Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.

2.02          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.

1.2              The Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

5.0        **/Society Officials**

5.01                      An elected committee will conduct the running of the /Society.

5.02          The committee shall ensure that the /Society abides by this Constitution.

5.03                      The committee will consist of the following officers who shall

be members of SGSU:

* Presidents
* Treasurer
* Vice President
* Social Secretary
* Publicity and Events Manager

5.04                      The committee will serve for one academic year.

6.0  **Duties of /Society Officials**

6.01          The Society President is responsible for:

* **Coordination and overall running of the society**
* **Maintaining correspondence with FoMSF and attending any external events/training days**
* **Planning and organizing events to be held each semester**

6.02          The Society Vice-President is responsible for:

* **Supporting the presidents to coordinate the overall running of the group**
* **Maintain correspondence with FoMSF contacts**
* **Help arrange committee meetings and ensure adequate communication between committee members**

1.3              The Society Treasurer is responsible for:

* **Keeping a record of all donations and money raised**
* **Collect Subscription fees from members**
* **Liase with the VP Finance regarding any financial activity**
* **This preparing any budget forms for the Students Union**
* **This organizing cash floats for stalls**

1.4              The Society Social Secretary is responsible for:

* **Managing the FoMSF email account**
* **Booking rooms through the Students Union**
* **Organizing recruitment of MSF speakers**
* **Supporting the presidents with administrative tasks**

1.5              The Society Publicity and Events Officer is responsible for:

·     **Organising and Advertising of Events**

**.     Attending and ensuring smooth running of events**

**.     Organize the inter-London FoMSF events**

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.

1.2              Only Society members will be entitled to vote.

1.3              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**

1.1              Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Society.

1.2              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.

10.0  **Societies Complaints Procedure**

10.01      Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.

11.0  **SGSU Commitments**

11.01      The Society shall adhere to SGSU Constitution and Policy

.

12.0  **Discipline**

12.01      Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.

13.0  **Declaration**

**I declare that the Friends of MSF shall abide by this**

**Constitution, drawn up on this 3rd day of the 10th month, 2017.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /Society Co-President**

Sign, Print and Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /Society Co-President**

Sign, Print and Date

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

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

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

Sign, Print and Date

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

**SOCIETY REGISTRATION AND**

**HANDOVER PACK 2017/2018**

**SOCIETY NAME:**

**Committee 2017/18 Declaration**

We, the committee 2015/16, 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.

**Co-Presidents 17/18:**

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

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

**Treasurer 17/18:**

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

**Main Contact Details- Please write clearly**

**NAME: Reem Ibrahim**

**TELEPHONE No: 07714271957**

**EMAIL: reem94@aol.com**

**MAIN SOCIETY EMAIL: FOMSF-SGUL@gmail.com**

**FINANCE**

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

Membership fee charged: £ **2.00**

**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 s 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

**Co-President 17/18:**

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

**Co-President 17/18:**

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

**Treasurer 17/18:**

**Print Name    Jana Bawazir                                   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.

**/Society Treasurer 2017/18**

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

**Committee Members Details 2017-2018**

**Co-President**

Name: **Reem Ibrahim**

Course & Year of Study: **Final Year Medicine**

D.O.B: **21/08/1994**

Mobile: **07714271957**

Email Address: **reem94@aol.com**

**Co-President**

Name: **Shahmeen Rasul**

Course & Year of Study: **MBBS5 Year 2**

D.O.B: **06/06/1998**

Mobile: **07446704884**

Email Address: **shahmeen.rasul@gmail.com**

**Treasurer**

Name: **Jana Bawazir**

Course & Year of Study: **Final Year Medicine**

D.O.B: **06/05/1994**

Mobile: **07598007862**

Email Address:  **m1200992@sgul.ac.uk**

**Vice President**

Name: **Gannat Abdelhalim**

Course & Year of Study: **Second year medicine**

D.O.B: **26/06/1998**

Mobile: **07543984711**

Email Address: **m1606377@sgul.ac.uk**

**Social Secretary:**

Name: **Saad Zangie**

Course & Year of Study: **Final Year Medicine**

D.O.B: **20/06/1993**

Mobile: **07780792681**

Email Address: **m1101738@sgul.ac.uk**

**Publicity and Events Organizer:**

Name: **Najibullah Ghasemi**

Course & Year of Study**: MBBS5 Year 2**

D.O.B: **10/02/1997**

Mobile: **07398165896**

Email Address: **m1600442@sgul.ac.uk**