St George’s Obstetrics & Gynaecology Society (GOGS) Constitution

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**1. Name**

* 1. The Society’s name shall be St George’s Obstetrics & Gynaecology Society (GOGS)
1. **Aims and Objectives**
	1. The aim of the Society shall be to enhance and explore members of the SGSU’s interests in obstetrics and gynaecology. A particular focus will be placed upon the following areas: Clinical Skills/ Surgical Skills; Ethics and legal issues; Surgical Procedures/Post-operative Care; Antenatal Care; Maternal medicine; Management of Labour; Management of Delivery; Postpartum problems (the puerperium); Gynaecological Problems; Urogynaecology and Pelvic Floor Problems (taken from RCOG Curriculum, found here: https://www.rcog.org.uk/en/careers-training/specialty-training-curriculum/core-curriculum/)
	2. The aim shall be achieved by:
* Revision: OSCE & Lecture series
* Workshops/Events
* Anatomy (dissecting room)
	+ - Suturing
		- Laparoscopic Techniques
		- Clinical skills/Examinations (antenatal, speculum, swabs, histories etc.)
		- Themed Days (emergencies/ day to day scenarios, ‘What you need to know as a F1’)
* Careers Fair
* Connecting students to projects (Audit/Research)
* Clinic visits/ Labour Shifts
* Socials
* Museums, dinner, films, other events
1. **Membership**
	1. Membership of the Society will be open to all members of SGSU in accordance with SGSU Constitution Policy
	2. Members of the Society shall act in accordance with SGSU Constitution and Policy
2. **Subscriptions and Finance**
	1. A membership fee is required from all Society members. The Society Officials shall

determine this fee and are responsible for its collection. The Society Officials have determined that the membership fee is £3.

* 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 the SGSU:
		* President
		* Vice President
		* Treasurer
		* Secretary
		* Events Officer
		* General Committee Members
	4. The committee will serve for one academic year.
2. **Duties of Club/Society Officials**
	1. The Society President is responsible for:
* Responsible for the overall running of the society
* Representing the society in the SU, the University, St George’s Hospital Trust and other organisations etc.
* Ensuring that all committee members abide by the regulations and fulfil their duties outlined by the society’s constitution
* Managing any disputes arising amongst the committee or society members, as well as any complaints directed at the society and/or its members.
* Attending AGM and EGMs
* Liaising with other societies as well as external organisations
* Updating the Society Instagram page
* Contacting potential speakers
	1. The Society Vice-President is responsible for:
* Liaising with the president and helping out with the day-to-day running of the society
* It’s up to the President and VP to discuss and allocate tasks accordingly
* Helping other committee members carry out their duties
* Contacting potential speakers
* Attending AGM and any EGMs
* Representing the society at SU council meetings
* Updating the Society Instagram page
	1. The Society Secretary is responsible for:
* Room bookings for meetings and events via the SU
* Preparing agenda for meetings
* Keeping minutes at meetings and sending them out to the rest of the committee afterwards
* Keeping and updating any other documents and records
* Compiling a new mailing list following Fresher’s Fayre and adding in new members throughout the year
* Correspondence with members (Welcome emails, updates on upcoming events, sending posters and updates to SU Media Officers for publication in the SGSU Newsletter
* Contacting potential speakers
* Representing the society at SU council meetings
* Sending apologies to the SU Secretary in case no members can attend SU council meeting
* Attending AGM and any EGMs
* Completing a Society Handover Form when a new committee is elected
* Updating the Society Instagram page
	1. The Society Treasurer is responsible for:
* Responsible for all aspects of society’s finances
* Attending annual Treasurer Training organised by the SU
* Setting a budget with committee
* Applying for additional funding if needed
* Collecting receipts and claiming money back for any expenses
* Booking (at least 48hours in advance) and collecting a money float for collecting subscription fees at events from the SGSU VP Finance and Student Activities.
* Depositing any collected monies in the SU account (at least) at the end of the year
* Keeping track of cash and online membership payments and a list of active members
* Attending AGM and any EGMs
* Representing the society at SU council meetings
* Contacting potential speakers
* Updating the Society Instagram page
	1. The Society Events Officer is responsible for:
* Organising a stall for the society during Fresher’s Fayre and advertising the society
* Liaise with Secretary regarding room bookings for events and meetings (done via the SU)
* Liaising with other committee members to organise events and socials
* Advertising any events agreed upon by the committee on social media and at university (making posters, creating Facebook events)
* Updating society members with information about any relevant events happening outside SGUL
* Contacting potential speakers
* Attending AGM and any EGMs
* Representing the society at SU Council meetings
* Updating the Society Instagram page
* Keep in contact with the BUSOG ambassador
	1. The Society General Committee Member is responsible for:
* Attending at least 1 committee meeting per term
* Expected to contribute ideas to and assistance for events hosted by GOGS
* Contacting potential speakers
* Attending AGM and any EGMs
* Representing the society at SU Council meetings
* Updating the Society Instagram page
1. **Meetings**
	1. The Club/Society Committee shall meet regularly during term time. Regular committee meetings are required to discuss all Society matters.
	2. Any member of the committee may request a meeting to be held.
	3. Committee Meetings:
		* 1. At a minimum, meetings should be held in the following instances:
				1. Before Freshers Fayre
				2. Before AGM
				3. Before each planned event
			2. The society Secretary shall book and organise a venue for the meeting.
			3. If the Secretary is unable to attend a meeting, the President is responsible for taking minutes and ensuring that the minimum quorum is met.
			4. All members of the committee shall aim to attend all scheduled committee meetings.
			5. All committee members should attend at least one meeting per term. If a committee member cannot attend they must send apologies 24 hours before the meeting is due to take place.
			6. During the meetings there will be a quorum of 5 committee members per meeting.
			7. Committee meeting Minutes shall be made available to SGSU for ratification.
	4. Annual General Meeting (AGM)
		* 1. The AGM shall be held in the second half of the academic year.
			2. The date for the AGM is to be announced at least 1 week in advance.
			3. Any member of the society and the SU Exec is invited to attend.
			4. Every member of the committee is obliged to attend the AGM, unless extenuating circumstances prevent them from doing so. These must be communicated to the society Secretary as soon as possible.
			5. If a committee member is unable to attend the AGM, they must send their year report to the society’s e-mail in advance.
			6. At least the president, vice president or treasurer need to be present to at EGM and at least 2 other members of the committee members must be present in order for the AGM to proceed.
			7. At least 2 society members who are not on the committee must be present at the meeting.
			8. The Secretary shall ensure that the time, date, location and purpose of the AGM are advertised to all society members at least one week in advance.
			9. During the AGM, the committee must discuss the following business (at the minimum):

Year Report – each member shall share their perspective and reflect on their involvement in the society. Successes, failures and plans for the future shall be discussed.

Financial report and summary (Treasurer)

Voting in of a new (incoming) committee.

Submitted nominations

1-minute Speeches

Voting

Announcement of results

Any other business

* 1. Extraordinary General Meeing (EGM)
		+ 1. An EGM may be called by the committee to discuss constitutional changes, or other important matters requiring the society members to vote.
			2. Minutes of the meeting shall be taken by the secretary.
1. **Voting**
	1. This will take place for the election of Officials and any other issue that the Society deems of importance.
	2. Only Society members will be entitled to vote.
	3. The results of any election shall be passed to the Societies Officer and the General Secretary of SGSU at the earliest opportunity.
	4. When voting for the Society President, only committee members from the outgoing committee can run for the position of the new Society President. Any members of the SGSU can apply for all other committee official roles.
	5. In the instance that a position cannot be filled at AGM, the vote will re-open.
2. **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 Society.
	2. All society members are eligible to vote for constitutional changes.
	3. If changes are proposed outside of the AGM, the committee must call and EGM and advertise the proposed changes at least one week prior to voting.
	4. A minimum of 5 committee members must be present at the EGM.
	5. Any changes shall be deemed provisional until passed to the Sports/Societies Officer and the General Secretary of the SGSU at the earliest opportunity and subsequently ratified.
3. **Clubs/Societies Complaints Procedure**
	1. Any complaints should be passed onto the society President in the first instance.
	2. Complaints regarding the President should be made to the society Treasurer.
	3. Complaints should be addressed and dealt with in written form through the official society e-mail account
	4. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
4. **SGSU Commitments**
	1. The Club/Society shall adhere to SGSU Constitution and Policy.
5. **Discipline**
	1. Failure to perform duties adequately, as determined by the Committee, should be discussed at an Extraordinary General Meeting.
	2. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
6. **Declaration**
	1. This Constitution was voted through by simple majority at an Extraordinary General Meeting on 09/01/17 **.**

**I declare that the St George’s Obstetrics & Gynaecology Society shall abide by this Constitution, drawn upon on this 9th Day of the January month 2017 .**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Society President

Sign, print and date

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

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Sign, print and date

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

Sign, print and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SGSU General Secretary

Sign, print and date