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15. **Name**
	1. St George’s Emergency Medicine Society (SGEMS)
16. **Aims and Objectives**
	1. The aims of SGEMS is to open up the pre-hospital care world of London/Kent Surrey Sussex Air Ambulance and the London Ambulance Service, as well as the emergency medicine in London A&E departments to our students here at St George’s. Through membership the students will meet and hear from professionals at the top of the pre-hospital/emergency field, receive relevant clinical teaching and also have the chance to spend time on shifts in the field.
	2. This is all achieved through monthly forums lead by nationally renowned speakers, annual symposiums (comprising of Pre-Hospital/Emergency Medicine clinical skills sessions), annual conference (a weekend of talks and training sessions that bring people from all over the country) and our extrication day (an action packed day at the training centre of Surrey Fire and Rescue). We also organise free basic life support sessions in preparation for our A&E and Ambulance shifts.
17. **Membership**
	1. Membership of the society will be open to all members of SGUL/SGSU in accordance with the SGSU constitution and policy.
	2. Members of the society will act in accordance with SGSU constitution and policy.
18. **Subscription and Finance**
	1. A membership fee is required (This academic year 2016/2017 was £5) to confirm membership from all society members. The society committee will determine the value at the Annual General Meeting (AGM) each year and are responsible for it’s collection.
	2. The society’s financial matters shall be dealt with in accordance with SGSU constitution and policy.
19. **Society Officials (Committee)**
	1. An elected committee will conduct the running of the society.
	2. The committee will ensure that the society abides by this constitution.
	3. The committee will consist of the following roles who will be members of SGSU:
* President
* Treasurer
* Secretary
* Media Officer/Graphic designer
* A&E shift coordinator
* Heart Start/BLS trainer
* Events Officer X2
* Publicity Officer
	1. It is encouraged but not mandatory for the positions of President to have shown previous commitment to the society (member, committee member, etc).
	2. The elected committee will serve for 1 academic year.
1. **Committee members responsibilities/roles**

*President*:

* Coordinate responsibilities and duties of the committee, ensuring an even work-load between members
* Arrange regular committee meetings to organise and plan events
* Liaise with the Student Union
* Support committee members in organising and publicising events
* Receive input from the whole committee and come to decisions which suit all
* Requirements: good leadership and communication skills, organised, good listener, reliable, good decision-making ability. Must be approachable and respect and be respected by the other committee members.

*Treasurer*:

* Create budget and finance records for events
* Organise reimbursements for any expenses towards refreshments etc.
* Maintain the society’s bank account and general expenses
* Keep a record of paid members of the society
* Liaise with the SU treasurer
* Requirements: responsible, trustworthy, rational, good analytical skills and mathematical ability

*Secretary*:

* Room bookings for events and committee meetings
* Maintaining and updating the society’s mailing list
* Take minutes in committee meetings and create “to-do list” for committee
* Liaise with SU General Secretary
* Requirements: good organisation skills, reliable, good team player

*Events Officer*:

* Organisation of all society events/meetings. To include; room booking, advertising (in conjunction with the committee), catering, travel and liaison with speakers/guests.

*Media Officer/ Graphic Designer*:

* Design and put up posters for events
* Design and email certificates to event attendees
* Design society logos/t-shirts etc.
* Requirements: creative, imaginative, artistic

*A&E shift coordinator:*

* Organise our popular A&E shifts for society members
* Create waiting list for shifts and a record of those who have completed a shift
* Check for members’ evidence of basic life support/first aid/heart start training
* Ensure completion of relevant paperwork prior to the shift
* Liaise with St. George’s Hospital A&E consultant, Dr Anthony Hudson

Requirements: organised, methodical

*Heart Start/Basic Life Support trainer:*

* Organise a monthly Heart Start training session for members who wish to partake in A&E shifts
* Teach sessions alongside different committee members
* Create waiting list for sessions and a record of those who have attended a session
* Liaise with SGUL LINKS for Heart Start training equipment
* Requirements: First aid training/Basic life support training/Heart start training, good communication skills

*Publicity Officer:*

* Excellent publicity crucial for event turnout + society growth
* Maintain the society’s Facebook page and create Facebook events
* Take photographs at events and post on the society’s Instagram page
* Live tweet during forums via the society’s Twitter account
* Respond to messages sent via FB/IG/Twitter and forward to relevant committee members
* Requirements: sociable, familiar with social media

Attendance at all Student Union meetings is to be shared by the members of the committee, the society aims to be present at 100% and not less than 75% of these meetings.

1. **Meetings**
	1. Committee meetings to discuss all society business and will be held as and when required (at least 3 per academic year).
	2. An AGM will be held prior to the start of the next academic year to elect a new committee (at least 3 members) and prepare for Fresher’s week.
	3. Minutes of all committee meetings will be made available to members and the SGSU for ratification.
	4. All Committee members will be expected to attend council meetings, 2 each per year and ensure that SGEMS is represented at every council meeting.
2. **Voting**

8.1 One member = one vote.

8.2 Voting will take place to elect committee members and to determine the consensus of the society members on issues deemed to be of importance.

8.3 Only current society members will be entitled to vote.

8.4 The results of all elections shall be passed to the Societies Officer and General Secretary of SGSU at the earliest opportunity.

1. **Changes to the Society constitution**
	1. Changes to the society constitution require at least 66% agreement at an AGM or Extraordinary general meeting (EGM).
	2. All changes shall be deemed provisional until received by the Society Officer and General Secretary of SGSU and subsequently ratified.
2. **Societies/Clubs Complaints Procedure**
	1. Any complaints should be brought before the committee (including the president) and dealt with at a local level if appropriate. Should local resolution fail SGSU protocols will be followed in line with SGSU constitution and policy.
3. **SGSU Commitments**
	1. The society will adhere to SGSU constitution and policy and will comply with any requests from SGSU within a timely manner.
	2. Any disciplinary matters will be dealt with in accordance with SGSU constitution and policy, reported to the Societies Officer and General Secretary along with any other relevant persons.
4. **Declaration**

***I declare that St George’s Emergency Medicine Society, it’s committee and members shall abide by this constitution, drawn up on 15th of April 2017.***

Sign: Rose Hall, President of St George’s Emergency Medicine Society 2016/17

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

***St George’s Emergency Medicine Society is hereby recognized by SGSU.***

 Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_\_\_\_\_\_ SGSU Societies Officer

 Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ SGSU General Secretary

1. **Contact Details**
	1. Email: emergency@su.sgul.ac.uk
	2. Find us on Facebook, Twitter and Instagram