

# SGSU Genetics Society 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 Society’s name shall be the St George’s Students’ Union Genetics Society.

2.0 **Aims and Objectives**

* 1. The aim of the Society shall be to bring attention to genetics-themed or related activities happening in St George’s, in London, nationally, and internationally that would be of interest to Society members. The Society will also hold talks, seminars, or other speaker-based events to inform the student body about the field of genetics.
	2. The aim shall be achieved by hosting a number of talks, seminars, or debates within university, and to regularly update members on events and activities of interest outside the university.
	3. To fully outline the nature of the key determinant of genetic advancement (evolution), the Society is mandated to purchase a chess set every two years, so Society members can fully appreciate the technical difficulties faced by all species.
		1. A chess set is defined as a regulation chess board with full complement of pieces in good working order.
		2. The first year of purchase will be the academic year 2016/2017.
		3. The price of the chess set will not be less than £20.00, with no mandatory maximum cost.
		4. This provision will be budgeted for in the yearly budget request, organised by the Society Treasurer.
		5. Storage will be at the discretion of the committee, but tradition dictates that it is stored somewhere on campus that is secure, proper, legal, and dry.
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 of £3.00 will be charged to join the Society for the academic year. This will be collected by the Treasurer, or be paid directly to SGSU.

* 1. Event entrance fees or any additional monies will be collected by the Treasurer and deposited in the Society account in a timely manner.
	2. The Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
1. **Society Committee Members**
	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
	1. The committee will serve for one academic year.
1. **Duties of Society Committee Members**
	1. The Society President is responsible for:
* Coordination with the rest of the committee at the start of each academic term to lay out activities for the year.
* Delegating tasks to other committee members to achieve the goals of the committee for the year.
* Undertaking any and all executive duties required for the effective and efficient running of the SGSU Genetics Society.
* Arrangement for at least one member of the Committee to attend SGSU Council Meetings.
* Accepting accountability for Society equipment maintenance and storage.
* Ensuring heritage is maintained within the society with regards to traditional purchases and activities, and keeping morale at an acceptable level.
* Ensuring transparency and accountability of all votes and decisions made by the Committee.
* Organising elections at the end of each year and ensuring an effective and efficient transition to the new Committee.
	1. The Society Treasurer is responsible for:
* Requesting and filing the appropriate fiscal and financial forms, including any and all pertaining to university funding.
* Collecting event monies and depositing them in the Society account in a timely manner.
* Ensuring the tradition of the biannual chess set acquisition.
* Keeping a record of payments and overseeing the members list.
* Recording and reporting matters of financial importance that affect the Society to the Committee.

7.0 **Meetings**

7.1 The Society Committee shall meet a minimum of once per term 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 Committee Members 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 Sports/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 Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.
1. **Society 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

.

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

**I declare that the SGSU Genetics Society shall abide by this Constitution, drawn up on this 29th day of November, 2013**

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

**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2011/2012**

**CLUB/SOCIETY NAME: St George’s Students’ Union Genetics Society**

**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: Na’im Merchant**

**TELEPHONE No: 07793065888**

**EMAIL: m0802962@sgul.ac.uk**

**MAIN SOCIETY EMAIL:**

**FINANCE**

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

Membership fee charged: £3

**Committee 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: Na’im Merchant Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer: Ruth Varney Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer 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 January 2014 until July 2014. All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club Treasurer**

**Treasurer: Ruth Varney Signed Date\_\_\_/\_\_\_/\_\_\_**

**Committee Members Details 2011-2012**

**Please provide all details requested**

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

*Essential positions*

**President (or Equivalent)**

Name: Na’im Merchant

Course & Year of Study: MBBS4 P Year

D.O.B: 06/10/1989

Mobile: 07793065888

Email Address: m0802962@sgul.ac.uk

**Treasurer**

Name: Ruth Varney

Course & Year of Study:

D.O.B:

Mobile:

Email Address:

*Other Positions*

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Document of interest for:**

**SGSU Genetics Society**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Course:** | **Email Address:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name:** | **Course:** | **Email Address:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |