**Constitution Template**

**SGUL Marrow Club Society Constitution**

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14. **Name**
    1. The Club/Society’s name shall be SGUL Marrow
15. **Aims and Objectives**

2.1 The aim of the Club/Society shall be to work alongside Anthony Nolan

* 1. To give every student the opportunity to join the Anthony Nolan register
  2. To raise funds to help support Anthony Nolan vital work.
  3. To raise awareness with Universities around the UK.

2.2 The aim shall be achieved by organizing regular monthly Marrow events:

* 1. Recruitment drives, known as clinics, to bring healthy young students onto the bone marrow register
  2. Fundraising events such as bake sales, raffles, running marathons etc. to raise funds for Anthony Nolan
  3. Social Events for committee members and volunteers to maintain society sustainability, sharing of ideas
  4. Collaborating with the other Marrow groups around London and the rest of the UK, to achieve all of the above.

1. **Membership**

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

3.02 Members of the Club/Society shall act in accordance with SGSU Constitution and Policy

1. **Subscriptions and Finance**

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

4.02 The Club’s/Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy

1. **Club/Society Official**

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

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

5.03 The committee will consist of the following officers who shall be members of SGSU:

* President
* Treasurer
* Secretary
* Vice President
* Clinic Co-ordinator/s (Max 2)
* Fundraising lead
* Events lead
* Social Media Publicity Rep
* Cultural Diversity Officer
* Political Campaigns Rep

5.04 The committee will serve the academic year

1. **Duties of Club/Society Officials**

6.01 The Club/Society President is responsible for:

* Chairs Committee Meetings
* Oversees the running of the group
* Meet with external bodies i.e. Anthony Nolan, medical schools
* Motivate committee members and make sure they are doing their job
* Build and maintain sustainability of the society
* Train and support committee members on their roles
* Work directly with the treasurer to secure funding for each academic year and account for all money raised through fundraising events
* Be a good role model for future presidents

6.02 The Club/Society Vice-President is responsible for:

* Support the president with their role
* Organize and run training evenings for new members on counselling
* Between You and the President decide who will overlook

1. Fundraising – contacting other societies to organize intersociety events, supporting fundraising team etc.
2. Recruitment – contacting other societies to organize recruitment events especially in regards to the 6% campaign, organize RandBE project with clinic coordinator/s etc.

6.03 The Club/Society Treasurer is responsible for:

* Overlook accounts and spending, and maintain appropriate paper work for both
* Deposit money raised at fundraising events
* With the president apply for funding to maintain the society

6.04 The Club/Society Secretary is responsible for:

* Take minutes at meetings
* Looks after email account
* Keep the volunteers and committee members up to date with upcoming events and socials
* Book rooms necessary for events, committee meetings etc.
* Maintain and review volunteer mailing list

6.05 The Club/Society Clinic Co-coordinator is responsible for:

* Organize recruitment events
* Book the venue, liaised with Anthony Nolan to make sure equipment is delivered and saliva samples and forms are returned safely
* Ensure the clinic runs smoothly on the day
* Help train new volunteers in recruitment counseling

6.06 The Club/Society Fundraising Lead is responsible for:

* Think up ways of fundraising and organize events
* Manage the fundraising team
* Ensure fundraising events run smoothly on the day

6.07 The Club/Society Fundraisers are responsible for:

* Help out at fundraising events
* Contribute to the idea of how to fundraise

6.08 The Club/Society Publicity Lead is responsible for:

* Manage the publicity team (publicity lead & social media rep)
* Raise awareness of Marrow, Anthony Nolan and the Anthony Nolan Register
* Make sure recruitment events are well publicized and help to publicize fundraising events

6.09 The Club/Society Social Media Rep is responsible for:

* Raise awareness of marrow, Anthony Nolan and Anthony Nolan register on the social media platform i.e. Facebook, Twitter etc.
* Make sure recruitment events are well publicized and help to publicize fundraising events on the social media platform

6.10 The Club/Society Cultural Diversity officer is responsible for:

* Specifically targets people from ethnic minorities and works to boost their representation on the register
* Help establish a connection with cultural societies at the university such as Isoc, Hindu Soc etc.

**7.0 Meetings**

7.01 The Club/Society Committee shall meet regularly during term time.

7.02 Regular Committee meetings are required to discuss all Club/Society matters. Minutes shall be made available to SGSU for ratification.

**8.0 Voting**

8.01 This will take place for the election of officials and any other issue that the Club/Society deems of important

8.02 Only Club/Society members will be entitled to vote.

8.03 The results of any election shall be passed on to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.

**9.0 Changes to the Club/Society Constitution**

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

9.02 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.

**10.0 Clubs/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 Club/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 SGUL Marrow Club/Society shall abide by this**

**Constitution, drawn up on this 5th day of the 1st month, 2017**

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