# **St.George’s Teddy Bear Hospital Society Constitution**

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14. **Name**
	1. The Society's name shall be St.George’s Teddy Bear Hospital

2.0 **Aims and Objectives**

* 1. The aim of the Society shall be to teach children about healthcare whilst promoting the communication skills of students at St.George’s University of London.
	2. The aim shall be achieved by using regular teddy clinics, and seminars that students can choose to attend.
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 is required from all Society members. The Society Officials shall determine this fee and are responsible for its collection.

* 1. The Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
1. **Club/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 SGSU:

* President
* Vice President
* Treasurer
* Secretary
* Head of Fundraising
* Head of Events and Publicity
* Clinics Booker
* Clinics Organiser
* Liaison Officer
	1. The committee will serve for one academic year.
1. **Duties of Society Officials**
	1. The Society President is responsible for:
* Solving problems and answering questions that committee members/teddy doctors/students may have.
* Ensuring events run smoothly
* Organizing monthly committee meetings
* Organise at least one training session
* Update the constitution annually and when necessary and ensure the changes are ratified at the next AGM and council meeting (See Sections 9.0).
* Ensure an end of year report is submitted to the student’s union.

6.2 The Society Treasurer is responsible for:

* Ordering hoodies/t-shirts
* Finances and all money matters
* Securing sponsorship
* Work with clinics booker to ensure supplies are stocked
	1. The Society Secretary is responsible for:
* Taking minutes
* Replenishing our supplies (clinic equipment)
* Ensuring certificate and references if asked for, which must be signed and confirmed by the president.
	1. The Society Head of Events and publicity is responsible for:
* Advertisement
* Organisation of social events
* Organisation of any other events above and beyond the day to day activities.
* Work with the clinics organiser to potentially hold teddy clinics in alternative spaces.
* Maintain and improve the TBH website and Facebook page

* 1. The Society Funding and Fundraising officer is responsible for:
* Fundraising
* Applying for Funding
* Working with the Head of Events to organise fundraising events
* Responsible for deciding potential charities
	1. Liaison officer
* Responsible for liaising with the Teddy Bear Hospital national committee.
* Assisting head of events and publicity in advertising to the student body.
* Maintaining communication between the student’s union and the society.
* Attend council meetings in the absence of presidents or vice presidents.
	1. Vice president
* Ensure DBS checks are implemented and liaise with the SU on DBS issues.
* Assist the presidents of the society with the general activities.
* Oversee the head of fundraising and events.
	1. Clinics Booker
* Responsible for liaising with schools and clubs in order to book our clinics in advanced.
* To work with clinics organiser to ensure the smooth running of our clinics.
* Liaising with presidents to ensure they are aware of any problems involving clinics.
* Aim to increase the number of clinics each year.
* Responsible for maintaining the clinic sign-up sheet
	1. Clinics organiser
* Work with the clinics booker to ensure smoothing running of clinics.
* Responsible for checking the sign-up sheet and advertising any free spaces.
* Responsible for keeping track on how many clinics society members attend.
* Responsible to send out reminder emails to volunteers in advance of a clinic.
* Along with the clinics organiser help maintain the clinics sign-up sheet.

7.0 **Meetings**

7.1 The Club/Society Committee shall meet monthly 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. Only Society members will be entitled to vote.
	2. 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. 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 Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.
1. **Societies 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

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

**I declare that the Teddy Bear Hospital Society shall abide by this**

**Constitution, drawn up on this 28th day of the 11th month, 2009. Edited: 31st May 2016 Ratified: 21st June 2016**

**Corey Briffa -
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***Society*  *President***

Sign, Print and Date

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Society is hereby recognized by SGSU**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***SGSU Societies Officer***

Sign, Print and Date

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

Sign, Print and Date