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1.0 Name

- 1.01 The Club/Society's name shall be Academic Foundation Programme (AFP) Society

2.0 Aims and Objectives

- 1.01 The aim of the Club/Society shall be:

Currently only 12.37% of St George's students that apply for the Academic Foundation Program (AFP) are offered a place. This is compared to an average of 29.35%, with some universities achieving up to 61.36% success (Foundation Program Interim Stats and Facts Report 2016). Our proposed society would aim to support students applying to AFP and to improve the success rates of our applications. Our broad aims would be:

- To support students in their application for AFP.
- To inspire students to pursue careers in academic medicine.

- To provide advice and academic contacts to students who wish to undertake research projects and audit at undergraduate level and beyond.
- Work closely with SGUL CARS to improve engagement with academic medicine at SGUL.

The aim shall be achieved by:

Academic foundation program (AFP) application workshops and mock interviews: These will be run by doctors currently on the AFP program as well as interviewers/academics from St George's. The aim will be to give an overview of the application process, how it differs across different foundation schools and CV/interview advice.

Speakers and discussion events: These will include general interest events about what a career in academic medicine entails and the different routes in to research, as well as networking events with academics and AFP doctors.

Teaching events about how to produce and analyse research papers: These will be run by St Georges graduate students with prior masters and PhD level research experience, academic staff from St Georges, and undergraduate St George's peer tutors who have undertaken iBSc.

Connecting members with academics, senior doctors and AFP doctors who have research projects/audits/service evaluations to offer: This will be done through the society by the request of the students using a list of contacts known to the society. The society will encourage mentoring relationships between AFP doctors and members.

Dr Hasan Naveed will act as the society's chairman, whose key role will be liaising with academic staff and doctors around Thames deanery and nationally to ensure we all get a representative and best view of the academic landscape for our students at SGUL.

Membership

- 2.01 Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
- 2.02 Members of the Club/Society shall act in accordance with SGSU Constitution and Policy.

4.0 Subscriptions and Finance

- 4.1 A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.
- 1.2 The Club's/Society's financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

5.0 Club/Society Officials

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
- Vice President
- Treasurer

5.04 The committee will serve for one academic year.

6.0 Duties of Club/Society Officials

6.01 The Society President is responsible for:

- Researching and generating a spreadsheet of potential speakers to participate in the forums.
- Contacting and liaising with potential speakers.
- Generating and maintaining a spreadsheet of members.
- General event organization.
- Managing the club Email, Twitter and Facebook accounts.
- Overseeing the activities of the Treasurer.
- Determining the society budget and applying for additional funding as required.
- Ensuring that a committee member attends each of the exec meetings throughout the year.
- Organizing and facilitating committee meetings.

- Managing publicity for the society.
- Attending the societies stall at Fresher's fair.

1.3 The Society Treasurer is responsible for:

- Adhering to the Treasurer Agreement.
- Collecting monies for membership at Fresher's Fair and events.
- Overseeing the societies spending and expenses.
- Supporting the President in their role.
- Researching and contributing to the spreadsheet of potential speakers.
- Contacting potential speakers with regards to attending events.
- Helping to maintain a spreadsheet of members.
- General event organization.
- Helping the President with managing the email, Twitter and Facebook accounts.
- Organizing a stall for Fresher's fair.

7.0 Meetings

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

7.2 Regular Committee meetings are required to discuss all Club/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 Club/Society deems of importance.

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

1.3 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 Club/Society Constitution

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

1.2 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.

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.....AFP Club/Society shall abide by this Constitution, drawn up on this 18th day of the 10th month, 2016

NATALIE YEO 18/10/16 Club/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



CLUB/SOCIETY REGISTRATION AND HANDOVER PACK 2014/2015

CLUB/SOCIETY NAME:

Committee 2016/17 Declaration

We, the committee 2016/17, declare that:

- All new committee members have been voted in democratically according to our constitution.
- All members of the society were given the opportunity to vote.

President 16/17:

Print Name NATALIE YEO Signed [Signature] Date 18/10/16

Treasurer 16/17:

Print Name HANNAH DOOLEY Signed [Signature] Date 18/10/16

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: Natalie Yeo

TELEPHONE No: 07950890395

EMAIL: m1202491@sgul.ac.uk

MAIN SOCIETY EMAIL:

FINANCE

Number of members: _____
Membership fee charged: £1:00

Committee 2015/16 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 16/17:

Print Name NATALIE YEO Signed  Date 18/10/16

Treasurer 16/17:

Print Name HANNAH DOOLEY Signed  Date 18/10/16

Treasurer 2016/17 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 (month) (year) until (month) (year) (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

Club/Society Treasurer 2016/17

Print Name Hannah Dooley Signed  Date 18/10/16

Committee Members Details 2016-2017

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: Natalie Yeo

Course & Year of Study: MBBS 5 – P year

D.O.B: 27/07/1989

Mobile: 07950890395

Email Address: (Please write clearly) m1202491@sgul.ac.uk

Treasurer

Name: Hannah Dooley

Course & Year of Study: MBBS 4 – P year

D.O.B: 04/04/1988

Mobile: 07821042357

Email Address: (Please write clearly) m1400943@sgul.ac.uk