**St George’s Anaesthetics and Critical Care Society Constitution**

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14. **Name**
    1. The Club/Society's name shall be St George’s Anaesthetics and Critical Care Society

2.0 **Aims and Objectives**

* 1. The aim of the Society shall be to
* Raise awareness of anaesthetics and critical care as a career
* Provide students who have an interest in anaesthetics and critical care with career advice and information
* Improve students’ knowledge of anaesthetics and critical care, helping to prepare them for life as a healthcare practitioner and for exams
  1. The aim shall be achieved by
* Revision / academic lectures
* Introduction to anaesthetics and critical care lectures
* Lectures on a career in anaesthetics and critical care, with advice on how to enter training
* Airway management workshop

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:

* 2 Co-Presidents
* Treasurer
* Secretary
* Vice President
  1. The committee will serve for one academic year.

1. **Duties of Club/Society Officials**
   1. The Co-Presidents are responsible for:

* Chairing meetings
* Setting society agendas
* Organising society events
* Identifying tasks and setting targets and deadlines
* Being the main contacts with SGSU
* Making sure that tasks are carried out
* Communicating with members of the committee to ensure that deadlines are met
  1. The Society Vice-President is responsible for:
* Supporting and helping the Co-Presidents to organise society events
* Publicising society events
* Liaising with The Royal College of Anaesthetists
* Ensuring that SU regulations are adhered to
  1. The Society Treasurer is responsible for:
* Drawing up and agreeing an annual budget
* Recording incoming and outgoing cash-flow
* Working out the cost of events and activities
* Taking in and securing membership fees and ticket sales
* Paying for venue hire if necessary
  1. The Society Secretary is responsible for:
* Arranging meetings, including room bookings
* Keeping the minutes of society meetings and making them available to the SU
* Updating members records and external contact details
* Sending out emails and updating websites and social media pages to keep members up to date

7.0 **Meetings**

7.1 The Society Committee shall meet regularly 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 Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.

9.0 **Changes to the Club/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. **Clubs/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…………Club/Society shall abide by this**

**Constitution, drawn up on this …th day of the …th month, 20..**

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

Sign, Print and Date