**Contents**

 **Page**

1. Society name 1
2. Aims and Objectives 1
3. Membership 1
4. Subscriptions and Finance 2
5. Society Committee Officials 2
6. Committee members roles/responsibilities/duties 3
7. Meetings 4
8. Elections and Voting 4
9. Constitutional Changes 4
10. Complaints Procedure 4
11. SGSU Commitments 4
12. Discipline 4
13. Declaration 5
14. Contact Details 5
15. **Name**
	1. St George’s University of London Cardiology Society

SGUL Cardiology Society

Cardiosoc

1. **Aims and Objectives**
	1. The aims of the Cardiology Society include but are not limited to: Assisting SGUL students expand their knowledge in the field of Cardiology, provide communication and promote the relationship between St George’s Hospital (SGH) Cardiology department and the student body, arrange presentations on relevant topics including potential careers in Cardiology, clinical revision sessions, volunteering opportunities and research involvement.
	2. The above aims will be achieved by the organisation of presentations by professionals with support from students in the field of cardiology and by the encouragement of academic discussion via the establishment of a peer-to-peer Cardiology network within St George’s University of London (SGUL) and SGH.
2. **Membership**
	1. Membership of the society will be open to all members of SGUL/SGSU in accordance with the SGSU constitution and policy.
	2. Members of the society will act in accordance with SGSU constitution and policy.
3. **Subscription and Finance**
	1. A membership fee is required to confirm membership from all society members. The society committee will determine the value at the Annual General Meeting (AGM) each year and are responsible for it’s collection.
	2. The society’s financial matters shall be dealt with in accordance with SGSU constitution and policy.
	3. Credit held at the start of the academic year will be donated to Cardiology related charity(ies) at the discretion of the outgoing committee.
4. **Society Officials (Committee)**
	1. An elected committee will conduct the running of the society.
	2. The committee will ensure that the society abides by this constitution.
	3. The committee will consist of the following roles who will be members of SGSU:
* President
* Vice President
* Vice President
* Treasurer
* Secretary
* Social Media Officer
* Events Officer
	1. It is encouraged but not mandatory for the positions of President and Vice president to have shown previous commitment to the society (member, committee member, etc).
	2. The elected committee will serve for 1 academic year.
1. **Committee members responsibilities/roles**

*President*:

* + - * + Manage committee.
				+ Promote and represent SGUL Cardiology society both within SGUL and externally.
				+ To review and be the final mediator in local complaint and disciplinary resolution.
				+ To refer all non-resolved complaints/disciplinary issues to SGSU.
				+ Chair meetings when available.
				+ Host events whenever possible.
				+ Plan for the future and set realistic goals for the society.

*Vice President*:

* + - * + Organisation of education and training sessions
				+ Chair meetings/Host events when president unavailable.
				+ Fresher”s Fayre organisation.
				+ Society promotion.
				+ Communication and relations within the society and externally

*Treasurer*:

* + - * + Secure, record and maintain society relationships and funding with current/potential sponsors.
				+ Collect, secure and record membership fees and financial/other sponsorship.
				+ Manage and record expenses.

*Secretary*:

* + - * + Recording and distributing minutes at all meetings.
				+ Responsibility for all society correspondence. To include committee, membership, the student body at SGUL and external individuals/groups.
				+ Management of society email account.
				+ Distribution of Agenda before all meetings.

*Events Officer*:

* + - * + Organisation of all society events/meetings. To include; room booking, advertising (in conjunction with the committee), catering, travel and liaison with speakers/guests.

*Media Officer*:

* + - * + Management, promotion and maintenance of the society Facebook page.
				+ Initiate, promote, maintain and lead the SGUL Cardiology Society twitter community.

Attendance at all Student Union meetings is to be shared by the members of the committee, the society aims to be present at 100% and not less than 75% of these meetings.

1. **Meetings**
	1. During term time the society will meet regularly (potentially monthly).
	2. Committee meetings to discuss all society business and will be held as and when required (at least 3 per academic year).
	3. An AGM will be held prior to the start of the next academic year to elect a new committee (at least 3 members) and prepare for Fresher’s week.
	4. Minutes of all committee meetings will be made available to members and the SGSU for ratification.
	5. All Committee members will be expected to attend council meetings, 2 each per year and ensure that the Cardiology Society is represented at every council meeting.
2. **Voting**

8.1 One member = one vote.

8.2 Voting will take place to elect committee members and to determine the consensus of the society members on issues deemed to be of importance.

8.3 Only current society members will be entitled to vote.

8.4 The results of all elections shall be passed to the Societies Officer and General Secretary of SGSU at the earliest opportunity.

1. **Changes to the Society constitution**
	1. Changes to the society constitution require at least 66% agreement at an AGM or Extraordinary general meeting (EGM).
	2. All changes shall be deemed provisional until received by the Society Officer and General Secretary of SGSU and subsequently ratified.
2. **Societies/Clubs Complaints Procedure**
	1. Any complaints should be brought before the committee (including the president) and dealt with at a local level if appropriate. Should local resolution fail SGSU protocols will be followed inline with SGSU constitution and policy.
3. **SGSU Commitments**
	1. The society will adhere to SGSU constitution and policy and will comply with any requests from SGSU within a timely manner.
	2. Any disciplinary matters will be dealt with in accordance with SGSU constitution and policy, reported to the Societies Officer and General Secretary along with any other relevant persons.
4. **Declaration**

***I declare that the SGUL Cardiology Society, it’s committee and members shall abide by this constitution, drawn up on 22nd May 2013, revised 29th September 2016.***

Sign: Nikhil Sahdev

Print: \_Nikhil Sahdev\_\_& Huma Hosamuddin\_\_\_ Date: \_21/12/\_2016\_ SGUL Cardiology Society President

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

***SGUL CARDIOLOGY SOCIETY is hereby recognized by SGSU.***

 Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_\_\_\_\_\_ SGSU Societies Officer

 Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ SGSU General Secretary

1. **Contact Details**
	1. Email: cardiology.sgul@gmail.com
	2. Facebook: https://www.facebook.com/groups/585031314875164/
	3. Twitter: coming soon, watch this space