**Constitution 2017-18**

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14. **Name**
    1. The society's name shall be GP and Healthcare Management Society (‘SGUL GP Society’)

2.0 **Aims and Objectives**

* 1. The aim of the society shall be to improve awareness and understanding of General Practice as a profession.
  2. The aim shall be achieved by organising events which offer opportunities to learn new information about General Practice and to network both with peers, colleagues and professional role models.

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 optional from society members. The society’s committee shall determine this fee and is 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 serve for one academic year.
   4. The committee will consist of the following officers who shall

be members of SGSU:

* President
* Vice President
* Secretary
* Treasurer
* Events Officer

1. **Duties of Society Officials**
   1. The society President is responsible for:

* General management of the Committee including chairing committee events
* General running of the society
* Ensuring a fair and transparent method of electing the next committee
* Ensuring a complete handover to the next committee including providing an annual Year Report
* Aiding other members of the committee in completing their roles
  1. The society Vice-President is responsible for:
* Keeping up to date with organisations and contacts outside of St. George’s, University of London with regards to relevant events and opportunities
* Maintaining communication and connection between St.George’s, University of London and other universities, particularly those part of the University of London
* Aiding other members of the committee in completing their roles
  1. The Secretary is responsible for:
* Keeping up to date with contacts within St. George’s, University of London with regards to relevant events and opportunities
* Keeping up to date with all SGSU communications and requirements
* Preparing an agenda in advance of each committee meeting
* Providing Minutes for each committee meeting
* Aiding other members of the committee in completing their roles
  1. The Treasurer is responsible for:
* Maintaining a clear, correct and updated record of the society’s finances
* Monitoring, limiting and approving the society’s out-goings
* Organising re-imbursement from SGSU when required
* Providing an annual Treasurer’s report
  1. The Events Officer is responsible for:
* Booking rooms for committee meetings when required
* Maintaining updated membership records including an electronic mailing list
* Expanding the society’s membership
* Ensuring a membership list is available at all events
* Keeping members updated with relevant society activities, including by advertising and promoting society events
* Aiding other members of the committee in completing their roles

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 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 majority is obtained at a 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. **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.
3. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
4. **Declaration**

**I declare that the St George’s Innovation, Management and Entrepreneurship Society shall abide by this Constitution, drawn up on the 23rd October 2017**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Society* *President***

Sign, Print and Date

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

**St George’s Innovation, Management and Entrepreneurship Society is hereby recognised by SGSU**

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

Sign, Print and Date

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

Sign, Print and Date