**Constitution Template:**

# Dentistry & Maxillofacial Society Constitution

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14. **Name**
    1. The Society's name shall be Dentistry & Maxillofacial Society.
15. **Aims and Objectives**
    1. The aim of the Society shall be to promote the many areas of dentistry

and maxillofacial Surgery and develop member’s overall understanding of

the professions around this area, whilst providing academic guidance and

support where possible. In addition, we will aim to promote further

information, regarding the medical and anatomical science, which those

interested may find fascinating. Furthermore, the society will aim to

provide career information surrounding the fields, from introducing individuals into those specialities to CV building.

* 1. The aim shall be achieved through meetings and discussions given by

students and professionals in the specialty field, promoting conferences,

providing online sources and information through any possible means of

communication, and any other methods the society finds to be effective.

1. **Membership**
   1. Membership of the Society will be open to all members of SGSU in

accordance with SGSU Constitution and Policy.

* 1. Members of the Society shall act in accordance with SGSU Constitution

and Policy.

4.0 **Subscriptions and Finance**

4.01 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. **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.

5.03 The committee will consist of the following officers who shall

be members of SGSU:

* President or Co-Presidents
* Vice-President or Co-Vice-Presidents
* Treasurer
* Secretary
* Media & Promotion Officer

5.04 The committee will serve for one academic year.

1. **Duties of Society Officials**
   1. The Society President/Co-President is responsible for:

* Co-ordinating the management of all activities of the Society with the Society Vice-President/Co-Vice-Presidents
* Organising committee meetings.
* Passing on issues/queries to SGSU.
* Booking rooms to use for events.
* Upgrading and maintaining media groups owned by the society, along with the Society Vice-President/Co-Vice-Presidents and Media & Promotion Officer.
* Liaising with other universities particularly those with medical schools and health care related activities to share ideas and develop the Society.
* Contacting external professionals/bodies, with regards to organising meetings and talks.
  1. The Society Vice-President/Co-Vice-Presidents is responsible for:
* Co-ordinating the management of all activities of the Society with the Society President/Co-Presidents
* Organising committee meetings.
* Booking rooms to use for events.
* Upgrading and maintaining media groups owned by the society, along with the Society President and Society Media & Promotion Officer.
* Liaising with other universities particularly those with medical schools and health care related activities to share ideas and develop the Society.
  1. The Society Treasurer is responsible for:
* The organisation and distribution of funds, with agreement from the President/Co-Presidents and Vice-President/Co-Vice-Presidents, for use on events and material used by the society.
* Overseeing the financial aspects of all events run by the society.
  1. The Society Secretary is responsible for:
* The organisation of the committee meetings, and for the recording, publishing and distribution of the minutes of these meetings to SGSU for ratification.
* Managing emails sent to and received from members of the society.
  1. The Society Media & Promotion Officer is responsible for:
* Promoting events held by the society through any means possible.
* Distributing information to members and non-members with regards to the society.
* Upgrading and maintaining media groups owned by the society, along with the Society President and Society Vice-President/Co-Vice-Presidents
* Managing any media ran by the society; including but not limited to postings and design of the media pages owned by the society.

7.0 **Meetings**

7.01 The Society Committee shall meet regularly during term time.

7.02 Regular Committee meetings are required to discuss all Society matters. Minutes shall be made available to SGSU for ratification.

8.0 **Voting**

8.01 This will take place for the election of Officials and any other issue that the Society deems of importance.

8.02 Each position applied for will require a written application through a formal application process, organised by the current Secretary.

* 1. For the role of President/Co-President, only applications from current committee members, with a minimum of one years experience within the society, will be allowed. The committee will then vote to elect the President.
  2. For the roles of Vice-President/Co-Vice-Presidents and Secretary, only applications from current committee members, will be allowed. The committee will then vote to elect these members.
  3. For the roles of Treasurer and Media & Promotion Officer, applications will be open to any member of the society. The current committee will then vote in the roles.
  4. The results of any election shall be passed to the Societies Officer

and the General Secretary of SGSU at the earliest opportunity.

1. **Changes to the Society Constitution**

9.01 Changes can be implemented if a two-thirds majority is obtained at an

annual or extraordinary general meeting of the Society.

* 1. 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.

1. **SGSU Commitments**

11.01 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.

1. **Declaration**

**I declare that the Oral & Maxillofacial Surgery Society shall abide by this**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Society Co-President***

Sign, Print and Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Society Co-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

**Committee Template:**

**SOCIETY REGISTRATION AND**

**HANDOVER PACK 2017/2018**

**SOCIETY NAME: Dentistry and Maxillofacial Society**

**REQUIRED COMMITTEE MEMBERS**

**CO-PRESIDENT Ramneek Chana**

**CO-PRESIDENT Johnathan Hirniak**

**TREASURER Zunaira Shah**

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:** Ramneek Chana and Johnathan Hirniak

**TELEPHONE No:** 07895824738 and 07854359680

**EMAIL:** m1506318@sgul.ac.uk and m1500787@sgul.ac.uk

**MAIN SOCIETY EMAIL:**

**FINANCE**

Number of members: 20

Membership fee charged: £2

**Committee 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: Signed Date\_\_\_/\_\_\_/\_\_\_**

**President: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer 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.

**Society Treasurer**

**Treasurer: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Committee Members Details 2017-2018**

**Please provide all details requested**

**If more than one person is elected to position put everyone’s details down**

*Essential positions*

**Co-President**

Name: Ramneek Chana

Course & Year of Study: Biomedical Science – 3rd Year

D.O.B: 06/04/1997

Mobile: 07895824738

Email Address: m1506318@sgul.ac.uk

**Co-President**

Name: Johnathan Hirniak

Course & Year of Study: iBSc – 3rd Year

D.O.B: 30/04/1997

Mobile: 07854359680

Email Address: m1500787@sgul.ac.uk

**Treasurer**

Name: Zunaira Shah

Course & Year of Study: Biomedical Science – 3rd Year

D.O.B: 28/04/1996

Mobile: 07851059712

Email Address: m1503227@sgul.ac.uk

*Other Positions*

**Position: Co-Vice-President**

Name: Dania Eltalib

Course & Year of Study: Biomedical Science – 3rd Year

D.O.B: 02/01/1997

Mobile: 07534951261

Email Address: m1503792@sgul.ac.uk

**Position: Co-Vice-President**

Name: Harry Spiers

Course & Year of Study: Medicine – F year

D.O.B: 31/07/1993

Mobile: 07920013324

Email Address: m1106039@sgul.ac.uk

**Position: Secretary**

Name: Anahita Aria

Course & Year of Study: Biomedical Science – 2nd Year

D.O.B: 25/08/1997

Mobile:

Email Address: m1604537@sgul.ac.uk

**Position: Media & Promotion Officer**

Name: Samina Alim

Course & Year of Study: Biomedical Science – 3rd Year

D.O.B: 24/11/1996

Mobile: 07929957641

Email Address: m1506298@sgul.ac.uk

**Document of Interest Template:**

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