

Mentis Constitution  
Academic Year 2017/18

1. Name

1.1 Club/Society Name: Mentis

2. Aim and Objectives

2.1 The Aim of the Society shall be to

- Inform career progression in psychiatry
  - Promote psychiatry as a career option
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- Help students with psychiatric OSCE

2.2 The aim shall be achieved by

- Host psychiatric OSCE
- Host events with speakers in the field
- Collaboration with other society to inform students on psychiatric aspect of medicine

3. Membership

3.1 Membership of the Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.

3.2 Members of the Society shall act in accordance with SGSU Constitution and Policy.

4. 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.

4.2 The Society's financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

5. Club/Society Officials

5.1 An elected committee will conduct the running of the Society.

5.2 The committee shall ensure that the Society abides by this Constitution.

5.3 The committee will consist of the following officers who shall be members of SGSU:

- President or Co-Presidents
- Vice-President
- Treasurer
- Secretary
- Communications Officers
- Events/Conference Leads

The committee will serve for one academic year.

## 6.0 Duties of Club/Society Officials

6.1 The President or Co-President is/are responsible for:

- Chairing of meetings
- Organising Society Events
- Main Contact to Student Union
- Setting Society Agendas and Identifying Targets
- Following up committee's roles
- Communicating with committee members to ensure deadlines are met

6.2 The vice-president is responsible for:

- Chair of meetings
- Supporting role of President – Including organisation of events
- Ensuring SU Regulations adhered to

6.3 The Treasurer is responsible for:

- Securing membership fees and cost of events
- Recording Ingoing and outgoing cash flow
- Determining cost of activities and events
- Paying for venue hire if necessary
- Communicating with Finance Officer for NSPC

6.4 The Secretary is responsible for:

- Room Bookings
- Arranging Meetings, including booking of room
- Collecting agenda points from other committee members before meeting
- Recording Minutes

6.5 The Communications Officers are responsible for:

- Advertisement of events online
- Sending out emails of events
- Updating SU Website page and social media pages

6.6 The Conference/Events Lead

- Act as a decision maker for organising conference or events
- Appointing a team for running events and conferences

- Act as a bridge between the conference committee and the SGUL Psychiatry Society Committee

## 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.

8.2 Only Society members will be entitled to vote.

8.3 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

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

9.2 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.

## 10.0 Clubs/Societies Complaints Procedure

10.1 Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.

## 11.0 SGSU Commitments

11.1 The Society shall adhere to SGSU Constitution and Policy


## 12.0 Discipline

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.

### 13.0 Declaration

I declare that the Mentis Society shall abide by this

Constitution, drawn up on this 26<sup>th</sup> April 2017

 JOSEPH TOMS 4/5/17 *Mentis President*  
Sign, Print and Date

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

**SGUL Psychiatry Society is hereby recognized by SGSU**

\_\_\_\_\_  
Sign, Print and Date *Societies Officer*

\_\_\_\_\_  
Sign, Print and Date *SGSU General Secretary*