# **Ophthalmology Club/ Society Constitution**

**Contents**

1. Name
2. Aims and Objectives
3. Membership
4. Subscriptions and Finance
5. Club/Society Officials
6. Duties of Club/Society Officials
7. Meetings
8. Voting
9. Constitutional Changes
10. Complaints Procedure
11. SGSU Commitments
12. Discipline
13. Declaration
14. **Name**
	1. The Club/Society's name shall be Ophthalmology society

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be to;
		1. Raise awareness regarding ophthalmology as a specialty
		2. Attempt to provide opportunities in Ophthalmology
		3. Attend to the needs of students interested in Opthalmology
	2. The aim shall be achieved by:
		1. Communicating with the student body with their needs
		2. Communicating opportunities to the student body
		3. Attempting to organise relevant lectures when needed
		4. Attemping to hold relevant events; ie poster competition
1. **Membership**
	1. Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
	2. Members of the Club/Society shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

4.1 A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.

* 1. The Club’s/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 Club/Society.
	2. The committee shall ensure that the Club/Society abides by this Constitution.
	3. The committee will serve for one academic year.
	4. Additional officials/roles will be added to the society if needed
2. **Duties of Club/Society Officials**
	1. The Society President is responsible for:
* Overlooking the committee and ensuring everyone is felt included
* Being responsible for organising events and opportunities
	1. The Society Vice-President is responsible for:
* Assisting the president with their duties and tasks
* Help organise events
	1. The Society Treasurer is responsible for:
* Ensuring money is managed responsibly
* Ensure reimbursements are carried out efficiently and effectively
	1. The Society Secretary is responsible for:
* Organise meetings and room bookings
* Provide meeting minutes post meetings

7.0 **Meetings**

7.1 The Club/Society Committee shall meet regularly during term time.

7.2 Regular Committee meetings are required to discuss all Club/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 Club/Society deems of importance.

* 1. Only Club/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 Club/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 Club/Society shall adhere to SGSU Constitution and Policy

.

1. **Discipline**
	1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
2. **Declaration**

**I declare that the Ophthalmology Society shall abide by this**

**Constitution, drawn up on the 23rd April 2017**

**Saeed Azizi - Society President**

Azizi

23rd April 2017

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club/Society is hereby recognized by SGSU**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SGSU Sports/Societies Officer**

S

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



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2014/2015**

**CLUB/SOCIETY NAME:**

**Committee 2015/16 Declaration**

We, the committee 2015/16, declare that:

* All new committee members have been voted in democratically according to our constitution.
* All members of the society were given the opportunity to vote.

**President 14/15:**

 **Print Name Saeed Azizi** Signed Azizi Date **23rd April 2017**

**Treasurer 14/15:**

 **Print Name Faisal Siddiqui Signed** Siddiqui **Date 23rd April 2017**

**REQUIRED COMMITTEE MEMBERS**

**PRESIDENT (or Equivalent)**

**TREASURER**

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: Saeed Azizi**

**TELEPHONE No:**

**EMAIL: m1201642@sgul.ac.uk**

**MAIN SOCIETY EMAIL: Ophthalmology@su.sgul.ac.uk**

**FINANCE**

Number of members: x

Membership fee charged: x

**Committee 2015/16 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 15/16:**

**Print Name Saeed Azizi Signed** Azizi **Date 23rd April 2017**

**Treasurer 15/16:**

**Print Name Faisal Siddiqui Signed** Siddiqui **Date 23rd April 2017**

**Treasurer 2015/16 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.

**Club/Society Treasurer 2015/16**

**Print Name Faisal Siddiqui Signed** Siddiqui **Date 23rd April 2017**

**Committee Members Details 2015-2016**

**Please provide all details requested**

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

*Essential positions*

**President**

Name: Saeed Azizi

Course & Year of Study: 5th (iBsc)

D.O.B: 18th April 1994

Mobile:

Email Address: m1201642@sgul.ac.uk

**Treasurer**

Name: Faisal Siddiqui

Course & Year of Study: 5th (iBsc)

D.O.B:

Mobile:

Email Address: m1200460@sgul.ac.uk

*Other Positions*

**Position: Secretary**

Name: Ithsham Iqbal

Course & Year of Study: 5th (iBsc)

D.O.B:

Mobile:

Email Address: m1200132@sgul.ac.uk

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)