***British Red Cross on Campus Group 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 British Red Cross on Campus Group

2.0 **Aims and Objectives**

* 1. British Red Cross on Campus groups play a vital role in the work of the British Red Cross. The groups rely on passionate students interested in helping people in crisis. Furthermore, these groups form a national network, which contributes to the voice of young people within the organization. The groups are very active, meet regularly and show a great amount of enthusiasm and commitment to the organization. They offer a huge amount of commitment towards the charity, which is incredibly valuable.
  2. To achieve this aim, there will be regular meetings that will be held where members will participate in calls to action and advocate in support of Red Cross. Additionally, every autumn term, there will be an annual British Red Cross on Campus meeting for groups around the country. This is a great opportunity to meet likeminded volunteers, network, attend training and share ideas.

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.
  2. The Red Cross will be offering the group a small annual budget to help cover costs, such as purchasing British Red Cross on Campus hoodies and event costs. This budget is available for the groups each year, thanks to corporate sponsorship from Canon Europe.

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 consist of the following officers who shall

be members of SGSU:

* President
* Vice President
* Treasurer
* Secretary
* Call to Action Coordinator
* Advocacy Coordinator
* Social Secretary
  1. The committee will serve for one academic year.

1. **Duties of Club/Society Officials**
   1. The Society’s President is responsible for:

* Manage and lead the group members with support from the local Red Cross representative.
* Lead on affiliation with the students Union.
* Represent and promote the group on Facebook, Twitter, student websites, newsletters, SU etc.
* Book and coordinate fresher’s fair activities at the university and generally recruiting new group members
* Chair committee meetings
* Ensure all group members have had an induction to the British Red Cross and the seven fundamental principles
* Work with the secretary to ensure all key roles holders are registers as volunteers with the Red Cross
* Organize an AGM around March and coordinate handover before the next academic year, supporting the new president
* Take responsibility of completing risk assessments for all activates that require them and ensure you have completed British Red Cross training to assist you with this.
* Encourage a unified and sociable atmosphere within the group
* Ensure the group is actively promoting itself around the campus and at recruitment events.
* Ensure good communication between the British Red Cross on campus group and the British Red Cross
* Adhere to and promote Red Cross fundamental principles.
  1. The Society’s Vice-President is responsible for:
* Work with the president to coordinate the fresher’s fair activities at the university to recruit new group members.
* Chair committee meetings, when president is absent
* Work with the president in overseeing events organized during the year
* Work with the president to ensure all events have an appropriate risk assessment. Ensure you have completed the British Red Cross training.
* Work with the president to organize annual AGM around March and coordinate handover before next academic year. Support the new president to book and prepare for the fresher’s fair.
* Encourage a unified and sociable atmosphere within the group
* Ensure good communication between the Red Cross on campus group and the British Red Cross.
* Adhere to and promote Red Cross fundamental principles.
  1. The Society’s Treasurer is responsible for:
* Work under the direction of the British Red Cross and the students union with regard to the use, regulation and appropriation of funds.
* Deal with membership fees.
* Claim expenses from the British Red Cross where appropriate.
* Be responsible for money raised for the Red Cross, counting it up and paying into the bank account, plus sending money raised to the Red Cross.
* Keep records of income and expenditure
* Make sure that other members of the society are aware of financial regulations and their responsibilities.
* Ensure that external agencies used by the society send correct invoices if they need to be paid
* Ensure that any handing of cash is done in a trustworthy manner with full records kept.
* Manage funds from the British Red Cross ad the students union and to notify the committee if it is necessary to apply for more funds from either party.
* Be responsible for filling out grant and/or loan applications
* Adhere to and promote Red Cross fundamental principles
  1. The Society’s Advocacy Coordinator is responsible for:
* Work as part of the committee to coordinate and recruit new group members at fresher’s fair.
* Lead discussions on areas the group want to focus on (e.g. Basic first aid, HIV/AIDS, refugees and asylum, international, humanitarian law, conflict, child soldiers)
* Advocacy starts with knowledge so learn everything you can to be well informed about your cause.
* Arrange meetings and rallies to help your cause
* Write letter to the newspapers, or your local council if appropriate.
* Crete a timetable of activities for the academic year.
* Maintain contact with all group members ensuring everyone is informed of meetings/training and events you are coordinating.
* Adhere to and promote Red Cross fundamental principles.
  1. The Society’s Secretary is responsible for:
* Facilitate good communication between the group committee and group members.
* Facilitate good communication between committee members, encouraging them to work together and include all group members in their activities
* Ensuring all group members contact details are up to date.
* Ensuring all members are bale to access Facebook (or are contacted by email if necessary)
* Create and maintain mailing lists in the group email account (one for committee, members and supported)
* Monitor the group email account
* Circulate committee role/responsibilities and contact details to all group members and the British Red Cross staff
* Keep members list up to date (working with the committee to keep an overview of paperwork, disclosures and training for each member)
* Ensure block booking for meetings at start of term and organize room bookings at request of group members.
* Send out reminders, manage agendas, and take and circulate committee meetings minutes
* Adhere to and promote Red Cross fundamental principles.
* Manage press release on behalf of the group
* Communicate with university media
* Publicise group events within the group and within the university as a whole.
* Work with the communications department to create leaflets, posters etc. to facilitate the publicising of the British Red Cross and your group
* Maintain the group’s social media presence (Facebook, Twitter)
  1. The Society’s Call to Action Coordinator is responsible for:
* Work as part of the committee to coordinate and recruit new group members at fresher’s fair (promoting the opportunity to get involved with calls to action)
* Consult with the group at the beginning of the academic year to decide on which two three calls to action you would like to do and create a timetable for the academic year.
* Motivate and co-ordinate group members to carry out calls to action
* Liaise with youth engagement and diversity manger for support and materials needed to carry out successful activities.
* Share ideas and activity with other university groups.
* Provide updates on calls to action at regular group meetings
* Maintain contact with all group members ensuring everyone is informed of meetings/training and events you are co-ordinating and encouraged to get involved with calls to action
* Adhere to and promote Rec Cross fundamental principles
  1. The Society’s Social secretary is responsible for:
* Plan and coordinate social activities in the group’s calendar, such as night out, day or weekend trips, pub quizzes etc.
* Work together with secretary to make sure the group has a number of social activities each term.
* Work together with coordinators to plan social activates around existing projects, e.g. humanitarian action-themed film night
* Promote a friendly and welcoming atmosphere in the group and promote group coherence
* Set up buddy system for new members of the group
* Adhere to and promote Red Cross fundamental principles.

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

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

**I declare that the** British Red Cross on Campus Group **Club/Society shall abide by this**

**Constitution, drawn up on this 16th day of the 8th month, 2016**

**\_\_\_\_Arshi K. Baig\_\_\_ Club/Society President**

Sign, Print and Date

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

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

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

Sign, Print and Date

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



**CLUB/SOCIETY REGISTRATION AND**

**HANDOVER PACK 2015/2016**

**CLUB/SOCIETY NAME:**

**Committee 2016/17 Declaration**

We, the committee 2016/17, 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 15/16:**

**Print Name : Arshi K. Baig Signed A.K.B Date: 16/08/16**

**Treasurer 15/16:**

**Print Name Christina Thomas Signed C.T. Date: 16/08/16**

**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: Arshi K. Baig**

**TELEPHONE No: 07472733241**

**EMAIL: m1502241@sgul.ac.uk**

**MAIN SOCIETY EMAIL:**

**FINANCE**

Number of members: \_\_\_\_\_

Membership fee charged: £\_\_\_\_\_

**Committee 2016/17 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 16/17:**

**Print Name : Arshi K. Baig Signed A.K.B Date: 16/08/16**

**Treasurer 16/17:**

**Print Name Christina Thomas Signed C.T. Date: 16/08/16**

**Treasurer 2016/17 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 09/2016 **until** 07/2017 (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club/Society Treasurer 2016/17**

**Print Name Christina Thomas Signed C.T. Date: 16/08/16**

**Committee Members Details 2016-2017**

**Please provide all details requested**

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

**President:**

Name: Arshi Kabir Baig

Course & Year of Study: Biomedical Science (Year 2)

D.O.B: 03/03/1997

Mobile: 07472733241

Email Address: m1502241@sgul.ac.uk

**Treasurer**

Name: Christina Thomas

Course & Year of Study: MBBS5 (Year 2)

D.O.B: 25/12/1996

Mobile: 07810397221

Email Address: m1501298@sgul.ac.uk

**Secretary:**

Name: Ada Kwan

Course & Year of Study: MBBS6 (Year 2)

D.O.B: 10/25/1997

Mobile: 07491044020

Email Address: m1504890@sgul.ac.uk

**Vice President:**

Name: Karishma Vijay

Course & Year of Study: Biomedical science (Year 2)

D.O.B: 18/04/1997

Mobile: 07415000449

Email Address: m1506074@sgul.ac.uk

**Advocacy Coordinator:**

Name: Manasvi Dwaraknath

Course & Year of Study: MBBS5 (Year 2)

D.O.B: 08/10/1997

Mobile: 07577886641

Email Address: [m1500902@sgul.ac.uk](mailto:m1500902@sgul.ac.uk)

**Call-to-Action Coordinator:**

Name: Kinga Forenc

Course & Year of Study: MBBS5 (Year 2)

D.O.B: 09/08/1997

Mobile: 07885629834

Email Address: m1500160@sgul.ac.uk

**Social Secretary:**

Name: Bihu Malhotra

Course & Year of Study: MBBS6 (Year 2)

D.O.B: 01/10/1997

Mobile: 07493080027

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**Document of Interest Template:**

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