**SKIP SGUL (Students for Kids International Project at St George's University of London) Society Constitution**

2.0 **Aims and Objectives**

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1.0 **Name**

1.1 The Society's name shall be SKIP SGUL (Students for Kids International

Project at St George's University of London)

SKIP is an established student led registered charity (1099804), with branches in 14 medical schools across the UK. St George's is one of the medical schools that have been awarded a licence for a SKIP branch.

SKIP SGUL functions independently from other branches to research, to fundraise and setup its own children's international project. SKIP SGUL is part of an umbrella charity and must abide by SKIP National's constitution to maintain our branch charity status. We also aim to work within the SGSU constitution to maintain our St George's society status. Wherever differences may arise between the SKIP National and the SGSU constitution, SKIP SGUL will endeavour to notify both parties and develop a reasonable working solution.

2.1 The aim of the Club/Society shall be:

1a.To improve the personal and professional development (PPD) of all members actively involved in SKIP SGUL.

2a.To improve the health, welfare and education of vulnerable children in a specific international community.

3a.To partner with a local NGO working with the selected community.

1. For the intervention(s) to be carried out on a community-integrated grass roots level.

5a. For the intervention(s) to be sustainable.

6a. For the successful and timely withdrawal of SKIP SGUL from the community. 7a. Ensuring the community will be able to effectively support its children in the long-term after withdrawal.

2.2 The aim shall be achieved by:

1b.By increasing exposure of healthcare students to different communities, increasing their cultural awareness.

2b. Fundraising money to allow sufficient funding for the project to take place

3b. Research and development of the project that a appropriate country, children and tasks are chosen correctly

1. Planning and teamwork of all committee members to ensure that the project is successful

5b.Co-operation and communication with SGSU and SKIP National to allow

successful project to be taken up upon with the agreement of both parties
6b.Teaching volunteers the essentials for the project and health and safety

required to perform the project

7b.Providing the volunteers and the children with appropriate and safe equipment that will be required to do the project

3.0 **Membership**

3.1 Membership of the Club/Society will be open to all members of SGSU

in accordance with SGSU Constitution and Policy.

3.2 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.

SKIP SGUL mailing list - Free [Information on SKIP socials, events, information evenings and fundraising ventures]

SKIP SGUL membership - £3 [Includes all volunteers - for fundraising, research & development, needs assessment trip and the final project]

4.2 The Club's/Society's financial matters shall be dealt with in

accordance with SGSU Constitution and Policy.

5.0 Club/Society **Officials**

**5.1** An elected committee will conduct the running of the Club/Society.

5.2 The committee shall ensure that the Club/Society abides by this

Constitution.

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

members of SGSU:

CORE TEAM

1. Project Co-ordinator (x2)
2. Vice Project Co-ordinator
3. Treasurer

FUNDRAISING TEAM

1. Fundraising Co-ordinator
2. Fundraising Members (x3) RESEARCH & DEVELOPMENT
3. Research & Development Co-ordinator
4. Research & Development members (x3)

5.4 The committee will serve for one academic year and elections will

then be held for the following academic year.

6.0 **Duties of Club/Society Officials**

CORE TEAM:

6.1 Project Co-ordinator:

* To oversee the running of SKIP SGUL.
* To ensure all SKIP SGUL targets are met in a timely fashion.
* To be responsible for the behaviour of members during society activities.
* To liaise regularly with the Fundraising Co-ordinators and the Research & Development Co-ordinators.
* To set the agenda for all meetings of the core group, and all meetings of the whole committee.
* To attend all student activities councils (one per semester)
* Maintain regular contact with both the SKIP National Committee and the SKIP National Branch Co-ordinator.
* To send branch update forms to SKIP National.

 6.2 Vice Project Co-ordinator:

* To produce minutes for meetings of the core group and meetings of the whole committee.
* To communicate monthly with SKIP National
* To carry out all routine administration matters not covered by another committee post..
* To attend all Student Activities Councils (one per semester)
* To regularly look at the SKIP St George's e-mail and to label and forward them to the appropriate person.
* To assist Project Co-ordinator with the points above.
* To assist other members of the committee with their tasks as appropriate

 6.3 Treasurer:

* To administer SKIP SGUL finances so they are in accordance to SKIP National regulations and as closely as practically possible to SGSU regulations.
* Maintain regular contact with the SKIP National Treasurer.
* To produce an annual budget to support activities agreed by the committee,
* To produce the draft budget (including any necessary grant applications and forecasted costs) for approval by the committee.
* To liaise with the Project Co-ordinator and the Fundraising Co-ordinator on financial matters and ensure all money dealt with is reported.
* To attend all Student Activities Councils (one per semester)
* To follow the guidance and advice by SKIP National.

FUNDRAISING TEAM:

 6.4 Fundraising Coordinator:

* To raise the money needed for the Needs Assessment and Final Project [Project Fundraising]
* To assist with raising money for the Volunteers going on the Needs Assessment and Final Project [Personal Fundraising]
* To set the agendas for all the meetings for the Fundraising team.
* To organise fundraising events both at St. George's and in the community.
* Contact local businesses for support and funding.
* Applying for corporate sponsorship
* To send Gift Aid forms to all companies who donate to the society.
* Be in regular contact with SKIP National Fundraising Co-ordinator.
* Be working with the SKIP SGUL Treasurer
* Liaise regularly with the Project Coordinator and the R&D Coordinator
* Set up goals and budgets, with the Project coordinator, that SKIP SGUL can reach.
* To attend Student Activities Councils (one per semester)
* To liaise with other societies around St Georges.

 6.5 Fundraising Member:

* To assist the Fundraising Coordinator with their activities

RESEARCH AND DEVELOPMENT

 6.6 Research and Development Coordinator

* To liaise with the Project Coordinator (e.g. with regards to timelines and targets) and the Fundraising Coordinator (e.g. with regards to projects costs and volunteer costs).
* To work within SKIP National guidelines.
* To maintain regular contact with the SKIP National R&D Coordinator and SGUL EB Member.
* To setup targets and timelines for research, community selection and intervention.
* To research possible destinations for the Needs Assessment and Final Project. (This should include factors such as safety, health indicators, logistics and the needs of the children in that community.)
* To set up a criteria for community and project selection.
* To produce an itemised budget for the Needs Assessment Trip, Final Project (Project costs) and Volunteer costs (Personal costs).
* To plan the Needs Assessment and Final Project trips (visa's; vaccinations; accommodation; transport in the country; NGO's or other organisations working in the country)
* To maintain records of all of the above. To maintain records of any communication made with external organisations.
* To organise any necessary volunteer training (e.g. child welfare training etc.)
* To attend all Student Activities Councils (one per semester)

6.7 R&D Team Members

* To provide any necessary support with:

- Research on the possible destination for the Needs Assessment and Final project.

- Research on the safety, health indicators, logistics and the needs of the children in that community

- To produce an itemised budget for the Needs Assessment Trip, Final

Project (Project costs) and Volunteer costs (Personal costs

- To plan the Needs Assessment and Final Project trips (visa's; vaccinations; accommodation; transport in the country; NGO's or other organisations working in the country)

7.0 **Meetings**

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

Committee Meetings: Fortnightly

Fundraising Meetings: As required

**R&D** Meetings: As required

All minutes are e-mailed around to all committee members. The Coordinators and Secretaries of all three teams keep records of agendas and minutes.

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.

8.2 Only Club/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 Club/Society.

9.2 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.

**10.0 Clubs/Societies Complaints Procedure**

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

All complaints must also adhere to the SKIP National constitution and policy

11.0 **SGSU Commitments**

11.1 The Club/Society shall adhere to SGSU Const

12.0 **Discipline**

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

All disciplinary matters must also adhere to the SKIP National Constitution and policy.

13.0 **Declaration**

**I declare that the Club/Society shall abide by this**

**Constit on, drawn up on this ...th day of the ...th month, 20..**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  \_\_\_\_ |  | ***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**