

Article I - Name

St George's Oncology Society (can also be referred to as SGUL Oncology Society).

Article II- Purpose

To educate students in the field of oncology (medical and surgical), related topics and research. This society also aims to provide guidance in how to become an oncologist or surgeon (i.e. Oncoplastic).

Article III- Membership/Eligibility

Students of St George's are eligible for membership; in accordance to the rules laid down by the committee.

To be accepted as a member, a student must:

- 1) pay the membership fee
- 2) supply their student email/ 'm number'

Members have the right to attend executive meetings and vote in all membership meetings. Members are also entitled to free or discounted events (which non-members are not eligible unless the event is universally free of charge) due to their status, provided the society is in receipt of their membership fee.

Members who have attended 3 consecutive events will receive a certificate of attendance/ commitment to Oncology for their portfolios.

Article IV- Meetings

The executive board/ committee meetings are to be held **at least once a semester**. However, aside from these meetings committee members must remain in contactable via the 'WhatsApp Group' in order to sort out logistics and discuss anything not requiring a meeting. Any member committee is able to request and arrange a meeting provided at least 3 committee members agree or President.

Article V- Executive Board

The Executive Board shall comprise of the President, Treasurer, Vice President(s), Secretary, Chairman and Events Manger.

The **President's** duties will be the following:

Coordinating meetings within the society and the committee, ensuring the committee meet during term time.

Organising and running events.

Producing and distributing advertisement for events held by the society.

Uses minutes to write a summary of aims/ changes that will be implemented which will be documented and emailed to all committee members.

Setting the society's agendas.

Being a main contact for the society, in addition to the secretary.

Assisting other committee members with their roles if necessary.

Ensuring that each member of the committee is executing their roles effectively.

The **Vice-President(s)** are responsible for:

Organising and running events.

Producing and distributing advertisement for events held by the society.

Contacting medical professionals relevant in order to coordinate events such as talks.

Ensuring the smooth running of the society.

Attending events and meetings.

Assisting other committee members with their roles if necessary.

The **Treasurer** is responsible for:

Collecting membership fees from members.

Ensuring members have paid.

Devises a budget (with committee members input, which may be revised on a monthly/ annual basis/ when necessary and decides any amendments required).

Is responsible for collecting the money from fundraising events and ensuring that it is received by the cause/charity.

The treasurer has a moral obligation to ensure money collected for events or fundraising is allocated appropriately.

Keeping a register of members and informing the treasurer of those needing to renew/pay their membership.

The **Secretary** is responsible for:

Communicating with SU and university when holding events/booking rooms.

Communicating with/organising speakers/guests to speak at events.

Be a main contact for enquiries etc.

Take minutes at committee meetings.

Deal with email communications

Uses minutes to write a summary of aims/ changes that will be implemented which will be documented and emailed to all committee members.

The **Chairman** is responsible for:

Chairman holds elections (but this role is taken over by the reelected president when the role of the chairman is put forward in the election).

Uses minutes from plan and discussions to write a summary of aims/ changes that will be implemented which will be documented and emailed to all committee members.

Deals with disagreements in the society.

Remaining impartial.

Uses minutes to write a summary of aims/ changes that will be implemented which will be documented and emailed to all committee members.

The **Events Officer** is responsible for:

Contacting eligible speakers on behalf of the society requesting their time to hold a talk.

Advertise events.

Coordinate events/talks.

Purchasing snacks and refreshments for events (using money from budget).

Purchasing gifts for speakers at events

ARTICLE VI – Elections

The executive positions of President, Vice President, Treasurer and Events/Social Secretary shall be selected by the club's members for a one year term starting in April upon a vote by those members who attend the meeting.

It is the duty of the President to hold elections. Elections shall be held every April/May for all the executive positions. Nominations are to be forwarded to the President, and shall take place when an announcement for election is given. Nomination shall be allowed until the time of the election. All members are eligible to vote, and must be present at the meeting to vote. All nominees must present a short statement (send a written statement to the current executive board) declaring their intentions and desire for that position but also that would make them appropriate. The written is also taken in to consideration following statements.

If an elected executive resigns, the current executive board will vote on a replacement. If an elected executive will be absent for a semester (due to co-op, exchange program, traveling abroad etc), they can take a leave of absence in which the executive board will vote on a temporary replacement.

ARTICLE VII– Funds

Allocation for funds of the society shall be in the following importance: refreshments for events and gifts for speakers.

Money for fundraising purposes shall be dealt with separately to the cost of membership or entry to event. Before fundraising events take place, the President/Vice Presidents must contact the appropriate charity and register for permission/legal collection. The treasurer is responsible for collecting money and ensuring it is received by the charity. All executive members have a moral obligation to ensure all money collected is received by the cause/charity it is raised for.

ARTICLE VIII – Committees/ Divisions

The committee is the executive board.

ARTICLE IX – Ratification of Constitution

Ratification's of Constitution shall be presented to the President via a written request. Ratification's of Constitution shall be ratified by the membership in a club meeting and approved by a 2/3rds majority. All ratification's must be approved by the St George's Student Union Society Officers.

ARTICLE X – Amendments

Amendments shall be presented to the President.

Amendments shall be ratified by the membership in a club meeting and approved by a 2/3rds majority.

ARTICLE XI – Discipline

Any member(s) of the St George's Oncology Society accused of not following the policies, procedures or have acted in an inappropriate manner at events or towards students/guests they will be notified of such accusations and are then subject to the following discipline proceedings:

The president along with two other members of the executive board will hold a meeting within three (3) business days of the incident(s) with the individual(s) involved to review the situation and present all evidence to the accused member(s) and allow the accused to present their evidence and respond to the allegation(s). The accused member(s) will also be given the opportunity to be heard and cross-examine the evidence against him/her.

If the accused member(s) are found guilty an outline of all sanctions against the individual(s) and/or the SGUL Oncology Society and recommendations to avoid future occurrences will be presented to the accused within (2) business days of the hearing. If a member of the executive is involved in the incident(s), they may not be involved in determining sanctions and or recommendations.