**St George’s Paediatrics Society Constitution**

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1.0 **Name**

1.1 The Club/Society’s name shall be St. George’s Paediatric Society.

2.0 **Aims and Objectives**

2.1 The aims of the Club/Society shall be to:

* Increase student exposure to the speciality of paediatrics.
* Provide opportunities for training and learning within the speciality of paediatrics.
* Create a forum for discussing paediatric related issues.
* Encourage paediatrics as a career and provide information and support on career pathways.
* Establish and maintain close links with Teddy Bear Hospital.

2.2 The aims shall be achieved by:

* Arranging for eminent professionals to give talks on issues of relevance and new developments within the field of paediatrics.
* Setting up a series of clinically based lectures, covering key topics in the paediatric curriculum.
* Offering and promoting training in paediatric life support and stimulator sessions.
* Promoting and supporting events run by Teddy Bear Hospital.

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.

4.2 The Club/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 will 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:

* President/Co-Presidents
* Vice-President
* Treasurer
* Secretary
* Publicity Officer(s)
* St George’s Dragon Representative(s)
* General Committee Member(s)

5.4 The committee will serve for one academic year.

6.0 **Duties of Club/Society Officials**

6.1 The Club/Society President/Co-Presidents is responsible for:

* Co-ordinating the committee and ensuring team participation to address the needs of the society.
* Chairing committee meetings.
* Liaising with the Student’s Union.
* Upholding the constitution.

6.2 The Club/Society Vice-President is responsible for:

* Assisting the President/Co-Presidents in the above roles.
* Chairing the committee meetings in the absence of the President.
* Organisation of the paediatric shadowing opportunities.

6.3 The Club/Society Treasurer is responsible for:

* Producing budgets and accounts.
* Processing bills and receipts.
* Auditing the society’s accounts.
* Acting as a signatory for the society’s bank account.

6.4 The Club/Society Secretary is responsible for:

* Keeping records of society members subject to the Data Protection Act 1998
* Composing the agenda for committee and general meetings.
* Recording and circulating minutes from committee and general meetings.
* Organising venues for meetings.

6.5 The Club/Society’s Publicity Officer(s) is responsible for:

* Raising awareness of the society at the annual Fresher’s Fair.
* Advertising upcoming events through posters and emails.
* Liaising with other committee members to organise events and socials.

6.6 The Club/Society’s St George’s Dragon Representative(s) is responsible for:

* The organisation of the St. George’s Dragon Play Team scheme.
* Liaising with the St George’s Hospital Play Team.
* The co-ordination of DBS checks and child protection training for St George’s Dragon Play Team members.

6.7 The Club/Society’s General Committee Member(s) is responsible for:

* Providing support for all members of the committee.
* Participating in the organisation and running of society events.

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.

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 the 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 the SGSU at the earliest opportunity and subsequently ratified.

10.0 **Club/Society Complaints Procedure**

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

11.0 **SGSU Commitments**

11.1 The Club/Society shall adhere to the 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 St. George’s Paediatric Society shall abide y this Constitution, drawn up on this 23rd day of the 11th month, 2015.**

1. Elizabeth Evans (23/11/2015)
2. Vanessa Naguleswaren (23/11/2015)

**Club/Society Co-Presidents.**

**I declare that this Constitution has been ratified by SGSU and the St George’s Paediatric Society is hereby recognised by SGSU.**

………………………………………………………… **SGSU Sports/Societies Officer.**

…………………………………………………………. **SGSU General Secretary.**