**Constitution Template:**

# **………… Club/ Society Constitution**

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14. **Name**
    1. The Club/Society's name shall be

**Widening Access to Medicine Society (WAMSoc)**

2.0 **Aims and Objectives**

* 1. The aim of the Club/Society shall be

To equalize the platform for underrepresented medical school applicants by providing a free medical student led mentorship and partnership aimed to inspire and encourage underrepresented applicants to pursue a career in medicine

* 1. The aim shall be achieved by:

1. Introducing the **“Med school partner”:** One-to-one reliable mentorship and partnership with applicants for help in all aspects of the medical school application process (advice on applications, arranging work experience and reviewing personal statements) THROUGHOUT their application process for medical school.

2) **Interview Workshops** providing lessons in interview/communication skills and a variety of questions and mock scenarios that students may face in real life Medical school interviews. These can be held at SGUL.

1. **Monthly seminars/discussions led by practicing clinicians and medical students of all stages:** Light hearted talks by doctors/medical students at all stages of training to be held either at the secondary school or SGUL to provide encouragement and inspiration to medical school/university applicants.

**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 consist of the following officers who shall

be members of SGSU:

* President/Captain
* Vice President
* Treasurer
* Secretary
* Liason Officer
* Training and Recruitment Officer
* Safeguarding Officer
  1. The committee will serve for one academic year.

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

* Overseeing and managing the direction and operation of all activities conducted by the society
* Organising regular team meetings to discuss concerns/ideas/progress of the society so far
* Ensuring that all that are involved in the society are safe and abiding by SGUL SU regulations
  1. The Club/Society Vice President is responsible for:
* Aiding the President in managing the society
  1. The Club/Society Treasurer is responsible for:
* Handling all expenses where necessary from the society funds
* Ensuring Subs from all society members are paid
* Handling donations to the society where necessary in accordance to SGUL SU regulations
  1. The Club/Society Secretary is responsible for:
* Ensuring all liason between team members is recorded
* Keeping minutes of discussion at team meetings
  1. The Club/Society Liason Officer is responsible for:
* Creating relationships with participating schools
* Being the first port of call, for schools to communicate with the society
* Creating relationships between the society and practicing clinicians
  1. The Club/Society Teaching and Recruitment Officer is responsible for:
* Developing and updating teaching material for both mentors and mentees

Overseeing the recruitment process of both mentors and mentees

* 1. The Club/Society Safeguarding Officer is responsible for:
* Developing and updating safeguarding guidelines for both mentors and mentees
* Overseeing the safety of both the society members and the mentees

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 Widening Access to Medicine (WAMSoc) Society shall abide by this**

**Constitution, drawn up on this 16h day of the 4th month, 2017**

**Sida Mao\_\_\_\_ 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**