

CONSTITUTION

Royal Veterinary College Global Health Society

ARTICLE I – NAME AND PURPOSE

Section A: Name of group:

Royal Veterinary College Global Health Society

Section B: Aims:

To promote global health at the Royal Veterinary College, fostering student interest by organising educational talks and discussions.

To promote collaboration between students and professionals from all disciplines, including medical, biomedical, veterinary and social science backgrounds.

To improve student access to global health related research projects and overseas placements.

Section C: Objectives:

- To run talks and discussions on topics of global health and development in collaboration with students from other universities and disciplines.
- To be a branch member of 'Medsin', collaborate with other Medsin branches and encourage our members to take part in the opportunities they provide.
- To foster student interest in global health, providing support and encouragement and responding to ideas for events and activities to be run by the group.
- To improve student access to both UK and overseas work experience (including EMS) placements at the Royal Veterinary College and promote the setting up of exchanges between students from UK and overseas veterinary schools, in association with the International Veterinary Students Association (IVSA).
- To promote improved student access to global health related research projects at the Royal Veterinary College.

- To represent students interested in global health and help feedback their ideas to the College on topics and activities they would like to see added to the curriculum.

ARTICLE II - MEMBERSHIP

Section A: Eligibility: Membership shall be for a period of one year and open to all students of the Royal Veterinary College and other colleges of the University of London, with a view to extending this wider in the future.

Section B: Member positions and responsibilities:

Every member shall have one vote at meetings

Co-Presidents: preside at meetings; coordinate the group's overall activities and liaise with the RVC SU, Medsin and IVSA as required; Submit a triennial branch report to the Medsin national committee.

Vice-President: help the President to carry out his/her duties, fill in for the President if the President cannot be present.

Secretary: record the minutes of all meetings; organise and maintain the society google drive; issue notices of meetings and conduct the general correspondence of the group; respond to emails from the Medsin Director of Branch Affairs or Regional Coordinator within 5 days of the date given in the email.

Treasurer: receive all funds and process payments; keep an itemised account of all receipts and expenditures and make reports as directed; pay Medsin affiliation fees within 2 weeks of being invoiced (normally in October/November)

Sponsorship: coordinate fundraising and apply for sponsorship opportunities, in liaison with the treasurer and secretary.

Sourcing speakers: contact speakers for events; keep Treasurer informed of expenses incurred by speakers to reimburse them; welcome and introduce speakers at events

Logistics: organise event bookings with college; organise delegate bookings; liaise with Estates, Events and Security; organise catering and liaise with the Treasurer on catering costs; ensure events comply with necessary health and safety

Marketing: design a group logo; design posters and programmes for events; advertise events and activities to members; keep Treasurer informed of expenses incurred by promotional materials; organise photographer for events in order to promote future events; report on events to Medsin via the Branch Event Report Form (www.medsin.org/eventreport)

Website and social media: design and maintain society website to keep members engaged and facilitate non-members joining the society; coordinate social media and keep the medsin.org branch page up-to-date.

Reps: help rest of committee with their activities and help communicate to members upcoming events.

All committee members to work together in the preparation, organisation and running of events.

ARTICLE III – FINANCE AND FUNDRAISING

Section A: Finance:

- (a) Any money obtained by the group shall be used only for the group
- (b) The group will ensure that the group stays within the budget
- (c) A statement showing the financial position of the group shall be tabled at each meeting by the Treasurer
- (d) A statement of Income and Expenditure shall be submitted to the Annual General Meeting
- (e) All property and income of the group will apply solely to the promotion of the objects of the group and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

Section B: Fundraising: Funds will be raised via member subscription fees, grant applications and sponsorship, events and functions, and charitable donations. Annual subscription fee will be £5 per year for RVC and external college students alike. Entry to evening events will be free to paid members and range between £1 - £3 for non-paid members. Whole-day events will incur variable ticket charges.

ARTICLE IV - MEETINGS

Section A: Meetings:

- (a) Regular meetings shall be held during the academic year

- (b) All meetings will be minuted and available to any interested party
- (c) The quorum for meetings is two-thirds (2/3) of the membership of the group
- (d) All members shall be given at least seven (7) days notice of a meeting unless it is deemed an emergency meeting.

Section B: Staff Meetings:

- (a) The team shall call at least one staff meeting each year, these meetings will be between the Committee and staff of the Royal Veterinary College. The purpose of these meetings is for the group to consider the development of the group according to the group's objectives
- (b) The President shall normally chair these meetings
- (d) The quorum for a Staff Meeting is four (4), of which no less than three (3) are team members.

Section C: Annual General Meeting:

- (a) The team shall hold an Annual General Meeting (AGM) at not more than 12 month intervals
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least three (3) public places or messaging systems within the College giving at least 14 days' notice of the AGM
- (c) Notice of the AGM will include a request for interested persons to nominate themselves for Committee positions, including a description of role responsibilities. Interested persons will be requested to submit a manifesto
- (c) The business of the AGM shall include:
 - Receiving a report and presentation from the President of the group's activities
 - Receiving a report and presentation from the Treasurer on the finances of the group
 - Electing new Committee members

- Considering any other matter as may be appropriate at such a meeting
- The quorum for Annual General Meeting shall be at least ten (10) persons of which no less than four (4) shall be committee members.

ARTICLE V – ALTERATION OF THE CONSTITUTION

Section A: Selection: This constitution may be amended by a two-thirds (2/3) majority vote of the membership

Section B: Notice: All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.

