

THE CONSTITUTION

1 Name

- 1.1 The Society's name shall be the King's College London Biomedical Society. Referred to as "Biomedical Soc"

2 Aims and Objectives of the Society

- 2.1 The aims and objectives of the KCL Biomedical Society are to promote inter-year relations both socially and academically between all students within the School of Biomedical and Health Sciences (i.e. students of Pharmacology, Anatomy, Biochemistry etc.), an interdisciplinary KCL Biomedical Society that reflects the interdisciplinary nature of the courses within the school.
- 2.2 To promote socialisation amongst the KCL Biomedical Society members and the University lecturers in a more informal environment than the lecture theatre;
- 2.3 To present opportunities to further and broaden both the interests and knowledge of members, with topics related to each student's respective courses and possible career pathways (working with the academic staff of the school)
- 2.4 To provide a lifeline of advice for students both within and outside of the context of Biomedical Sciences

3 Membership of the Society

- 3.1 Membership of the KCL Biomedical Society will be open to members of the Union in accordance with the Union constitution.
- 3.2 Individuals who are not members of the Union may only participate in activities in a coaching capacity or through associate membership.
- 3.3 KCL Biomedical Society members (including coaching members) must act according to the Union's Equal Opportunities Policy.

4 Subscriptions and Finance

- 4.1 A membership fee is required from all KCL Biomedical Society members. The KCL Biomedical Society committee will determine this fee (in line with the set minimum) and are responsible for its collection.
- 4.2 Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with KCL Biomedical Society business.
- 4.3 Members shall not pay individual drivers of minibuses, as we cannot provide transport for Hire or Reward. Approved drivers (on the Union driver's list) shall drive voluntarily and not receive payment.

5 Society Officials

- 5.1 An elected committee will conduct administration in following years. Previous committee members will become trustees of the KCL Biomedical Society to give advice for any ensuing problems or queries.
- 5.2 The committee will consist of the following officers who shall be full members of the Union:
- President
 - Vice President (Guy's Officer)
 - Vice President (Waterloo Officer)
 - Treasurer
 - Secretary
 - Events Officer
 - Communication Officer
 - Academic/Career Officer
 - Safety Officer
- 5.3 The committee shall serve for one complete academic year.

6 Duties of Society Officials

- 6.1 The KCL Biomedical Society President is responsible for:
- Ensuring that all Aims and Objectives are followed through.
 - Attending all Student Activities Councils (one per semester).
 - Providing adequate provision for all members in the program of events.
 - Providing a high standard of instruction and leadership for the members.
 - Keeping in regular contact with the VP Student Activities and Student Activities Staff Members.
 - Appointing suitable Activity and Trip leaders in conjunction with the Club Safety and Training Officers.
 - The behaviour of members during KCL Biomedical Society related activities.
 - Other duties as agreed by the Committee.
- 6.2 The KCL Biomedical Society Treasurer is responsible for:
- Administering the finances in accordance with Union procedures.
 - Attending all Student Activities Councils (one per semester).
 - Keeping in regular contact with the VP Student Activities and Student Activities Staff Members to ensure that the account remains in the black.
 - Producing a financial plan for the academic year.
 - Producing an annual budget proposal.
 - Other duties as agreed with the committee
- 6.3 KCL Biomedical Society Secretary is responsible for:
- Administering the membership of the Society.
 - Providing secretarial support to the committee and issuing the minutes of meetings to members.



- Ensuring affiliation to the relevant National Governing Body (with the help of the Membership Services Administrator).
- Compiling introductory material for new members in conjunction with the committee.
- Maintaining a log book that contains details of members experience and relevant qualifications, and reports from activities and trips (to be made available to the students union).
- Other duties as agreed with the committee.



6.4 The Safety and Training Officer is responsible for:

- The welfare of all members
- The completion of the annual Risk Assessment form.
- The completion of the Trip and Activity form when a trip is organised.
- Facilitating the integration of the novice within the Society, and their access to relevant information and advice.
- Ensuring that participating novices understand all aspects of an activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- Advising the novice on their suitability for certain trips. Promoting safe practice at all times
- Promoting the benefits of further training for all members; and providing the KCL Biomedical Society with the relevant information.
- Liaison with the relevant bodies over all matters concerning safety.

7 Meetings

- 7.1 An annual general meeting is required towards the end of the second term.
- 7.2 The KCL Biomedical Society President must call regular ordinary general meetings.
- 7.3 Regular committee meetings are required to discuss all KCL Biomedical Society matters.

8 Voting

- 8.1 This will take place for the election of Officials and any other issue that the KCL Biomedical Society deem of importance.
- 8.2 Only members will be entitled to vote.

9 Changes to Society Constitutions

- 9.1 Changes can be implemented if approved by a two-thirds majority obtained at an annual or ordinary general meeting of the KCL Biomedical Society and consent from the VP Student Activities.

10 Societies Complaints Procedure

- 10.1 This procedure has been created to allow members to raise

complaints about issues which might include the following:

- The safety of activities
- Poor standards of instruction or leadership.
- Non-attendance of committee members at meetings.
- Non-adherence to the KCL Biomedical Society Aims and Objectives.
- The standards of equipment used for all activities
- Poor administration
- Disregard to the Union's Equal Opportunities policy.

- 10.2 Complaints concerning safety or operational matters should initially be addressed to the KCL Biomedical Society's President. If this does not prove satisfactory, a written complaint should be made to the VP Student Activities.

11 Union Commitments

- 11.1 The President and Treasurer from each KCL Biomedical Society are required to attend every Student Activities Council meetings. All incoming Presidents and Treasurers are required to attend the Student Activities Council AGM along with their outgoing officer.
- 11.2 Further commitments are outlined in Regulation F, which all Societies must abide by.

12 Discipline

- 12.1 The KCL Biomedical Society shall have disciplinary regulations that are in line with the Union's Constitution.
- 12.2 The VP Student Activities shall be notified of all disciplinary action and, where appropriate will convene an Appeal Committee.