

The St George's Guinea Pig Reunion Constitution – September 2021

1. Name

The name of the group shall be **The St George's Guinea Pig Reunion**. This will be an unincorporated association.

2. Aims

The aims of **The St George's Guinea Pig Reunion** will be:

-To organise reunions for doctors trained at St George's Hospital Medical School, London who commenced medical training in 1976, 1977 & 1978 at St George's. All medical graduates qualifying from St George's in 1981/82/83 who may have started at different dates also invited. Partners are also invited to these reunions.

-To continue to organise reunions at 5 yearly intervals for as long as there is sufficient interest. The last reunion was in November 2017, the next is planned for autumn 2022. **The St George's Guinea Pig Reunion** replaces the informal association of individuals who privately organised previous reunions.

-The St Georges Guinea Pig Reunion will be non-profit making and aim to break even. The price of the event will be set to reflect this, ensuring that the price is sufficient to cover all likely costs with a small reserve. Any reserve will be used towards the next reunion. If there is no longer sufficient interest to continue this association any remaining reserve (or a surplus to the reserve after the Reunion) will be donated to The St George's Hospital Medical School Hardship Fund.

3. Membership

Membership is open to doctors who trained at St George's Hospital Medical School who started training in 1976, 1977 & 1978 at St George's, and including all medical graduates qualifying from St George's in 1981/82/83 who may have started at different dates.

All such graduates may become active members. An active member is one for whom the committee hold a valid email address. A list of all active members will be kept electronically by the management committee.

3.1 Ceasing to be a member

Members may request removal from the electronic list at any time by emailing the membership secretary or chairman.

3.2 Fee - There is no membership fee.

4. Equal Opportunities

Doctors and their partners from the specified year groups are welcome regardless of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, marital status or age.

5. Management Committee

The business of the group will be carried out by a Management Committee. The Management Committee will be nominated at the Inaugural meeting and thereafter nominated and elected at a Special General Meeting. This will be held at the St George's Guinea Pig Reunion. This will normally take place every 5 years. The Management Committee will meet (normally by video link) as necessary, but a minimum of once a year. This will be more frequent in the 2 years prior to a Reunion.

The Management Committee will consist of up to 6 members, all of whom fulfil the membership criteria in Item 3. The Management Committee will share the duties below between them. Up to 2 additional Management Committee members may be co-opted onto the Management Committee at the discretion of the Management Committee. The term of office will be 5 years. Management Committee members who resign mid-term may be replaced with a co-opted member agreed by the Management Committee between AGMs. Any such changes to the management committee between AGMs will be voted at the next AGM.

The Management Committee will cover the following roles:

- Chair, who shall chair committee meetings & shall be responsible for the taking of minutes and the distribution of all papers.
- Membership secretary, who shall be responsible for keeping records of members.
- Treasurer who shall be responsible for maintaining accounts.

These roles will be shared between the Management Committee. There shall at all times be a designated Treasurer who will be responsible for keeping financial records.

6. Meetings

6.1 Management Committee Meetings

Management Committee meetings may be called by any member of the Management Committee. Committee members must receive notice of meetings at least 3 days before the meeting. Meetings will normally be video link.

The quorum for Committee meetings is three Management Committee members.

6.2 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. This will be held by video link. In years where a Reunion Special General Meeting is held this will replace the AGM.

All members on the electronic mailing list will be notified of the AGM electronically at least 2 weeks before the date of the meeting, giving the date and time.

The quorum for the AGM is 8 people.

At the AGM:-

- The Management Committee will update on the next planned Reunion.
- The Management Committee will present the accounts for the previous year.
- Any vacancies on the Management Committee will be discussed.
- Any proposals given to a member of the Management Committee at least 7 days in advance of the meeting will be discussed.

6.3 Reunion Special General Meeting (RSGM)

All members on the electronic mailing list will be notified of the RSGM electronically at least 2 weeks before the date of the meeting, giving the date and time.

At the RSGM:-

- The Management Committee will update on the next planned Reunion.
- The Management Committee will present the accounts for the previous year.

- The Management Committee for the next Reunion will be discussed. Nominations may be made on the day verbally at that meeting. All such nominations must be seconded.
- Any proposals given to a member of the Management Committee at least 7 days in advance of the meeting will be discussed.

6.4 Special General Meeting

The Management Committee will call a Special General Meeting at the request of the majority of the Management Committee or at least eight other members giving a written request to the Management Committee stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting. Meetings will normally be by video link.

The quorum for the Special General Meeting will be 10 members.

7. Rules of Procedure for all meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the designated chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of *The St George's Guinea Pig Reunion* at a bank agreed by the Management Committee.

Three bank account signatories will be nominated by the Management Committee (one shall be the Treasurer). The signatories must not be related nor members of the same household.

All payments may be made by any one of the three signatories subject to the following conditions:

All payments must be agreed by at least 2 of the 3 signatories, one of whom will be the Treasurer.

The process for any payment will be:

1. Agreement by email or video conference of the payment by 2 signatories. This shall be documented in writing.
2. The signatory will then raise a requisition note.
3. The requisition note will be returned by the signatory, to the Treasurer.
4. All the above conditions must be fulfilled before any payment is made.

- For cheque payments, one of the signatories will sign the cheque.

- All other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments) will normally be made by the Treasurer. Where the Treasurer is unable to organise payment will one of the signatories organise payment, subject to the conditions above.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Management Committee meeting.

An annual statement of accounts will be presented to the Annual General Meeting, and a current statement made to the Reunion Special General Meeting.

This is a non-profit making group with the sole event of organising **The St George’s Guinea Pig Reunion** every 5 years. All money raised will only be used to further the aims of the group, as specified in item 2 of this constitution, unless the group is dissolved when the conditions in Item 10 will apply.

9. Amendments to the Constitution

Amendments to the constitution may only be made at an Annual General Meeting, the Reunion Special General Meeting, or a Special General Meeting.

Any proposal to amend the constitution must be made to a member of the Management Committee by email. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to The St George’s Hospital Medical School Hardship Fund.

This constitution was agreed at the Inaugural General Meeting of the St George’s Guinea Pig Reunion Group :-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

Signed