

**Galenicals Affiliation for Societies**

**Part A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New societies**

To start up a society you need to have a membership list of **at least** **10** students with Galenicals membership interested in participating. This needs to include their name, student number, email address and their signature.

You will also need to fill in part B of this form.

The important thing here is to make sure you have your aims clearly laid out and that the officer roles are also clearly defined. Your society will need a minimum of a President, Treasurer and Secretary.

Once you have the document completed please inform the Galenicals committee, who will consider the application. You may wish to include a letter outlining what activities your society will engage in and why you feel students need this society. This will help you to get approval. You will also be invited to attend this meeting to answer questions about your proposed society.

**Existing societies**

Please submit a yearly report and Part B.

**Part B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. NAME

The name of the Society shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Society shall be affiliated to Galenicals (University of Bristol medical school society)

2. AIMS

3. MEMBERSHIP

Membership is open to all full members of Galenicals by application to the society. The secretary shall keep a list of all members.

4. COMMITTEE

All committee meetings must be minuted by the secretary (or other committee member if they are unavailable) and the minutes circulated to the committee before the next committee meeting.

The committee is comprised of (please outline the roles of additional committee members):

* President
* Treasurer
* Secretary

5. FINANCIAL

With affiliation to Galenicals, the society will be able to apply for Galenicals funding which will be considered on a case by case basis.

6. GENERAL MEETINGS

There shall be an Annual General Meeting once per annum.

7. ELECTIONS

Elections shall be held at the Annual General Meeting to elect officers of the committee for the following annual session.

8. ANNUAL REPORT

Activities of the membership of the Society each year shall be reported to the Galenicals committee in a report written by the secretary.

9. EVENTS

Planned events are to be communicated to the Galenicals committee to be put onto an online calendar.

10. PUBLICITY

If affiliated you are able to advertise your society in the Fresher’s booklet and on the Galenicals website, for which you will be required to supply a short spiel, logo and contact details.

**Signed (Galenicals Committee Member)**

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Signed (society president): Signed (society treasurer)

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