



UNIVERSITY OF NEW SOUTH WALES
MEDICAL SOCIETY

CONSTITUTION
2011

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1. SECTION ONE INTRODUCTION

- 1.1. Within the University of New South Wales, there shall be a "UNIVERSITY OF NEW SOUTH WALES MEDICAL SOCIETY", hereafter referred to as "UNSW MEDSOC."
- 1.2. UNSW Medsoc shall be affiliated to Arc @ UNSW Limited.
- 1.3. The aims and objectives of UNSW Medsoc are:
 - 1.3.1. to foster a sense of community between UNSW medicine students;
 - 1.3.2. to provide a meeting ground for UNSW medicine students;
 - 1.3.3. to further the interests of members, represent their views, and enhance their educational opportunities;
 - 1.3.4. to encourage the University and specifically the Faculty to provide good quality education to members;
 - 1.3.5. to supplement the education provided by the faculty;
 - 1.3.6. to promote communication between UNSW Medsoc members;
 - 1.3.7. to provide cheap books and equipment to members;
 - 1.3.8. to address discrimination against members;
 - 1.3.9. to promote co-operation between medical students and societies throughout Australia.
- 1.4. For the purposes of this Constitution:
 - 1.4.1. the University shall mean the University of New South Wales;
 - 1.4.2. *Idioglossia* shall mean the official publication of UNSW Medsoc;
 - 1.4.3. members shall mean members of UNSW Medsoc;
 - 1.4.4. the executive shall mean the executive of UNSW Medsoc;
 - 1.4.5. the Council shall mean the Council of UNSW Medsoc;
 - 1.4.6. the Council officers shall mean the Council officers of UNSW Medsoc;
 - 1.4.7. the office bearers shall mean the executive and the council officers of UNSW Medsoc;
 - 1.4.8. the Faculty shall mean the Faculty of Medicine at the University;
 - 1.4.9. the meetings shall mean the meetings of UNSW Medsoc;
 - 1.4.10. the AGM and EGM shall mean the Annual and Extraordinary General Meetings of UNSW Medsoc;
 - 1.4.11. AMSA shall mean the Australian Medical Students Association;
 - 1.4.12. NSW MSC Shall mean the New South Wales Medical Students Council;
 - 1.4.13. AMA (NSW) shall mean the New South Wales branch of the Australian Medical Association;
 - 1.4.14. DIT shall mean Doctors in Training;
 - 1.4.15. NSW shall mean New South Wales;
 - 1.4.16. POW shall mean Prince of Wales;
 - 1.4.17. The Arc or Arc Clubs shall mean Arc @ UNSW Limited.

2. SECTION TWO MEMBERSHIP

- 2.1. All medical students enrolled in the Faculty, including combined degree students, honours year students, and deferring students.
- 2.2. Members shall not be required to pay an annual club membership fee.
- 2.3. Members who chose to defer a given year shall still be considered members for that year.

- 2.4. UNSW Medsoc shall not discriminate on the basis of sex, marital status, race, age or religion in any of its activities or procedures, including the granting of club membership.

3. SECTION THREE UNSW MEDSOC EXECUTIVE

- 3.1. The executive are elected positions with the exception of the Bookshop Student Director.
- 3.2. The executive is required to meet at least once between each Council meeting with the purpose of discussing general business and to act on any urgent business that cannot wait until the next Council meeting.
- 3.2.1. Quorum shall be five (5) of the executive.
- 3.2.2. A report of any resolutions passed must be submitted at the next Council Meeting.
- 3.3. The executive is at all times answerable to the Council and any executive resolutions may be overturned by the will of the Council
- 3.4. Executive Officers and their duties include:
- 3.4.1. President
- 3.4.1.1. to represent UNSW Medsoc;
- 3.4.1.2. to oversee and co-ordinate the work of office bearers, not including the year, hospital and block representatives;
- 3.4.1.3. to encourage functional and productive Council;
- 3.4.1.4. to write reports for *Idioglossia*;
- 3.4.1.5. to ensure the UNSW Medsoc Constitution is upheld;
- 3.4.1.6. to report to Council at least twice in the calendar year in addition to the report at the AGM.
- 3.4.2. Vice President
- 3.4.2.1. to stand in for the President if the President is not available;
- 3.4.2.2. to be responsible for the election of year, phase and rural representatives;
- 3.4.2.3. to be responsible for the election of Assistant Secretary
- 3.4.2.4. to oversee and co-ordinate the work of year, phase and rural representatives;
- 3.4.2.5. to be responsible for the election of UNSW representatives for the NSW Medical Students Council;
- 3.4.2.6. to fulfil the position of UNSW representative for the NSW MSC as outlined in the NSW MSC Constitution;
- 3.4.2.7. To oversee addition and continuous management of SIGs;
- 3.4.2.8. to report to Council at least once in the calendar year in addition to the report at the AGM.
- 3.4.2.9. To oversee internal management of UNSW Medsoc
- 3.4.2.10. To coordinate the appointment of the representatives to the relevant Faculty Committees at the direction of the President and the Executive
- 3.4.2.11. To consult with Counselling and Psychological Services (CAPS) at UNSW or other relevant UNSW services to organise Peer Mentoring.
- 3.4.3. Treasurer
- 3.4.3.1. to direct and supervise the finances and property of UNSW Medsoc;
- 3.4.3.2. to supervise all monies paid to UNSW Medsoc and issuing of receipts;
- 3.4.3.3. to prepare and present to the Council a budget for the year;
- 3.4.3.4. to advise in the organisation of UNSW Medsoc functions, especially on financial matters;

- 3.4.3.5. to report to Council at least twice in the calendar year, including provision of a financial statement, in addition to the report at the AGM;
 - 3.4.3.6. to liaise with and assist the Sponsorship Officer in their coordination of sponsorship activities of the Society
 - 3.4.3.7. to organise independent auditing of all UNSW Medsoc affiliated bank accounts, including the UNSW Medsoc general and savings accounts, the UNSW Medsoc bookshop account and the Graduation Committee account.
- 3.4.4. Sponsorship Officer
- 3.4.4.1. To be responsible for sponsorship from outside organisations. The sponsorship gained is to assist with the operating costs of the Society, provided such sponsorship does not contravene the Constitution of the Society, these Regulations and By-Laws, or the resolutions of the Society;
 - 3.4.4.2. To actively seek new sponsorship opportunities for the Society;
 - 3.4.4.3. To liaise with Sponsors and Public Relations Officer to plan events, activities and marketing strategies;
 - 3.4.4.4. To be responsible for the coordinated promotion of the Sponsors to the membership body including, but not limited to, advertisements in publications of the Society, links from the UNSW Medsoc Website and invitations to Society events;
 - 3.4.4.1.1. This includes the coordination of sponsorship activities of committees and groups affiliated with UNSW Medsoc, including but not limited to: MedBall, GradBall, GradBook, MedShow, Charities Committee and Special Interest Groups.
 - 3.4.4.5. To assist the Graduation Committee in organising the 'Life in the Real World' seminar
- 3.4.5. Secretary
- 3.4.5.1. to handle correspondence of UNSW Medsoc;
 - 3.4.5.2. to be responsible for the distribution of Council and Executive meeting agendas and meeting minutes;
 - 3.4.5.3. is responsible for providing an updated constitution;
 - 3.4.5.4. to report to Council jointly with the Assistant Secretary at least twice in the calendar year in addition to giving a joint report with the Assistant Secretary at the AGM.
- 3.4.6. Academic coordinator
- 3.4.6.1. to co-ordinate UNSW Medsoc educational events;
 - 3.4.6.2. to organise, oversee, and be responsible for Council-appointed committees for each educational event;
 - 3.4.6.3. To assist SIGs in the running of UNSW Medical Society Grand Round events;
 - 3.4.6.4. To organise Exam preparation Nights for Observed Structured Clinical Examination (OSCE), Integrated Clinical Examination (ICE) and where appropriate
 - 3.4.6.5. To organise Exam preparation Nights for Observed Structured Clinical Examination (OSCE), Integrated Clinical Examination (ICE) and where appropriate
- 3.4.7. Social Coordinator
- 3.4.7.1. to co-ordinate UNSW Medsoc social events;

- 3.4.7.2. to organise, oversee, and be responsible for Council-appointed committees for each social event;
 - 3.4.7.3. to report to Council at least twice in the calendar year in addition to the report at the AGM;
- 3.4.8. Bookshop Student Director
- 3.4.8.1. to be responsible for the supervision of and carrying out the day to day running of the bookshop;
 - 3.4.8.1.1.a bookshop manager may be employed by UNSW Medsoc to carry out the day-to-day running of the bookshop;
 - 3.4.8.2. to report to council at least twice in the calendar year. These shall be made at the May Council Meeting and at the AGM;
 - 3.4.8.2.1.The compulsory reports at the May Council Meeting and the AGM shall include financial reports;
 - 3.4.8.3. the Bookshop Student Director and the Bookshop Manager shall be sole holders, and be accountable for, keys to the Bookshop;
 - 3.4.8.4. the outgoing Bookshop Student Director will be responsible for providing a thorough handover document at the end of the year to the incoming Bookshop Student Director, detailing administrative and legal logistics involved in the running of the bookshop;
 - 3.4.8.5. the Bookshop Student Director will ensure that all recommended textbooks and new editions are reviewed and published on the UNSW Medsoc website and/or in UNSW Medsoc publications;
 - 3.4.8.6. to communicate special offers from the bookshop to the student body;
 - 3.4.8.7. to be responsible for the renegotiation of the Bookshop Manager's contract annually by March of each year;
 - 3.4.8.8. to be responsible for approving leave requests made by the Bookshop Manager and ensuring that the Manager takes his 20 days of annual leave yearly (with a suggestion of 2 weeks to be taken at Christmas, 1 week in the middle of the year and 5 days at other times in the year to be made to the Manager);
 - 3.4.8.9. to approve the Bookshop Manager's pay weekly and be signatory to the cheque account; reporting to UNSW Medsoc quarterly on the account balances, sales trends and turnover/profit. It will be the responsibility of the Bookshop Manager to calculate this data;
 - 3.4.8.10.to be responsible for updates to the Bookshop Website and for technological upgrades;
 - 3.4.8.11.to endeavour to run promotions for the bookshop and expand its business.
- 3.4.9. AMSA Representative
- 3.4.9.1. to attend AMSA Council meetings and represent the interests of UNSW Medsoc at these meetings;
 - 3.4.9.2. to fulfil the duties of this position as set out in the AMSA Constitution;
 - 3.4.9.3. to report to Council at least twice in the calendar year in addition to the report at the AGM.
- 3.4.10. Faculty Liaison Officer
- 3.4.10.1.to act as liaison officer between the Faculty and UNSW Medsoc;
 - 3.4.10.1.1. to ensure that the Faculty and its officers have access to accurate information to the structure of UNSW Medsoc, including the names and contact details of the representatives;
 - 3.4.10.1.2. to assist the UNSW Medsoc executive in ensuring that medical students are well represented within the Faculty;

- 3.4.10.2. to oversee the students who are on Faculty committees and ensure that important matters from these committees are reported to Council and the wider student population;
 - 3.4.10.3. to implement methods to improve the communication between students, UNSW Medsoc and the Faculty;
 - 3.4.10.4. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;
 - 3.4.10.5. to organise Phase/Year Introduction Nights and Exam Preparation Nights, by liaising with relevant faculty members and student bodies;
 - 3.4.10.6. to report to council at least once in the calendar year in addition to the report at the AGM;
 - 3.4.10.7. To Coordinate a focus group every teaching period, consisting of Phase Representatives and the Executive to solidify and develop ideas to be put to the Faculty
- 3.4.11. *Student Development Officer*
- 3.4.11.1. to promote the professional development and wellbeing of members;
 - 3.4.11.2. to organise the SB Downton Medical Leadership Seminar with the help of convening committee of interested members and other institutions;
 - 3.4.11.3. to assist Graduation Committee in organising the Life in the Real World Seminar for the second half of the year following 6th year exam but prior to their graduation
 - 3.4.11.4. to assist the Vice President with the organisation of a Peer Mentoring Program
 - 3.4.11.5. to receive and present to Executive and oversee conference funding applications by members
 - 3.4.11.6. to hold at least two Wellbeing-themed events including a focus on Women in Medicine
 - 3.4.11.7. to report to the Council at least twice in the calendar year in addition to the AGM
 - 3.4.11.8. to liaise with the AMSA Student Wellbeing Network
- 3.4.12. *Information Technology Officer*
- 3.4.12.1. to be responsible for the maintenance and updating of the UNSW Medsoc website;
 - 3.4.12.2. to be responsible for the maintenance and updating of the UNSW Medsoc Bookshop website;
 - 3.4.12.3. to report to Council at least once in the calendar year in addition to the report at the AGM.
 - 3.4.12.4. to help out with MSAP if he/she has time.
- 3.4.13. *Public Relations Officer*
- 3.4.13.1. To supervise and liaise with other UNSW Medsoc officers in developing advertisement of all events to medical students, medical societies and other external means
 - 3.4.13.2. To standardise and supervise registration and collection of feedback for events where appropriate
 - 3.4.13.3. To use UNSW Medsoc's new media platform and webpage to promote UNSW Medsoc's activity, including coordinating an academic event page on the website.
 - 3.4.13.4. To direct fellow officers as appropriate to develop and strengthening UNSW Medsoc's and UNSW Medsoc's Grand Round brand
 - 3.4.13.5. to fulfil the position of UNSW representative for the NSW MSC as outlined in the NSW MSC Constitution;

- 3.4.13.6. to correspond with other student medical societies promoting UNSW Medsoc where appropriate;
 - 3.4.13.7. to co-ordinate and encourage member attendance at inter-campus events;
 - 3.4.13.8. to report to Council at least once in the calendar year in addition to the report at the AGM
- The functionality of this role will be reviewed in 2012

3.4.14. Arc Clubs Representative

- 3.4.14.1. to attend Arc Clubs meetings and represent the interests of UNSW Medsoc at these meetings;
- 3.4.14.2. to re-affiliate UNSW Medsoc in accordance with Arc Clubs requirements;
- 3.4.14.3. to organise and advise on Arc Clubs subsidies and services to UNSW Medsoc;
- 3.4.14.4. to report to Council at least once in the calendar year in addition to the report at the AGM.

4. SECTION FOUR UNSW MEDSOC COUNCIL OFFICERS

4.1 Elected Council Officers and their duties include:

4.1.1 Assistant Bookshop Student Director

- 4.1.1.1 to assist the Bookshop Student Director in the supervision of the day to day running of the bookshop;
- 4.1.1.2 to assume the position of Bookshop Student Director in the year following the year he or she was Assistant Bookshop Student Director;
- 4.1.1.3 to be aware that Council reserves the right to dismiss the Assistant Bookshop Student Director and elect someone in his/her place;
- 4.1.1.4 to give a joint report with the Bookshop Student Director at the AGM.

4.1.2 Publications Officer

- 4.1.2.1 to produce *Idioglossia*;
- 4.1.2.2 To assist other positions with the production of promotional material and publications
- 4.1.2.3 to report to Council at least once in the calendar year in addition to the report at the AGM.

4.1.3 International Student Representative

- 4.1.3.1 to represent the views of overseas student members at Council meetings, to the Faculty and to the University;
- 4.1.3.2 to organise at least at least one international students' event in the calendar year;
- 4.1.3.3 to co-ordinate and be responsible for, the International Students Mentoring Program.
- 4.1.3.4 to ensure, where possible, that no activity, resolution or regulation of UNSW Medsoc shall adversely affect international medical students;
- 4.1.3.5 to be responsible for advocating issues relating to international students and implement initiatives for UNSW Medsoc to better meet their needs;
- 4.1.3.6 to be responsible for informing international students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications

4.1.4 Assistant Secretary

- 4.1.4.1 to assist the Secretary;
 - 4.1.4.2 to produce a newsletter once a month which will include a summary of the most recent Council meeting and will be available to members in pre-clinical lectures, hospital common rooms, on the UNSW Medsoc website, and sent out to all members as an email;
 - 4.1.4.3 to report to Council jointly with the Secretary at least twice in the calendar year in addition to giving a joint report with the Secretary at the AGM.
 - 4.1.4.4 to organise the provision of refreshments at Council meetings, as the allowed budget permits
 - 4.1.4.5 to assist in the promotional aspects of UNSW Medsoc
 - 4.1.4.6 Upload the Medsoc Mailout onto the UNSW Medsoc website
- 4.1.5 Presiding Member of Council
- 4.1.5.1 to chair all Council Meetings and General Meetings of UNSW Medsoc;
 - 4.1.5.2 to uphold the requirements for attendance at Council meetings by office bearers as stated in the Constitution;
 - 4.1.5.3 to circulate updated versions of standing orders to office bearers.
- 4.1.6 Phase Representatives
- 4.1.6.1 There shall be at several representatives from each phase;
 - 4.1.6.1.1 There shall be one male and one female representative from each of the Phase One years
 - 4.1.6.1.1.1 The first year representatives:
 - 4.1.6.1.1.1.1 to organise Medcamp in the year following their election;
 - 4.1.6.1.1.1.2 to give a Medcamp report at the Council meeting immediately following Medcamp;
 - 4.1.6.1.1.2 The second year representatives:
 - 4.1.6.1.1.2.1 to be responsible for the ordering of medicine jerseys in the year of their election.
 - 4.1.6.1.1.3 The previous year's second year representatives will continue as third year representatives until the end of the following year's End of Phase One exams.
 - 4.1.6.1.2 There shall be twelve Phase Two Representatives at any one time
 - 4.1.6.1.2.1 There shall be one or two Independent Learning Project and Honours Representative(s) from third year or fourth year ILP who hold at least one ILP BBQ event
 - 4.1.6.1.2.2 There shall be one or two third year or fourth year coursework representative(s) from each cycle.
 - 4.1.6.2 to represent the views of members in their cohorts at Council meetings, to the Faculty and to the University;
 - 4.1.6.3 to liaise on behalf of Council with members in their nominated cohorts, carrying out publicity duties as assigned to them by other office bearers;
 - 4.1.6.4 To promote UNSW Medsoc events and to distribute Idioglossia and other general promotional material to their nominated cohort;
 - 4.1.6.5 To hold at least one event per cohort per year

4.1.7 Rural representatives

- 4.1.7.1 There shall be representatives from each of the Clinical Schools from Coffs Harbour, Port Macquarie, Wagga Wagga and Albury;
 - 4.1.7.2 to represent the views of the members at their clinical schools to Council, the Clinical School, the Faculty and the University;
 - 4.1.7.3 to publicise UNSW Medsoc events;
 - 4.1.7.4 they shall not be expected to attend council meetings but are required to review the minutes of the meetings.
- 4.1.8 Charities Committee Coordinator
- 4.1.8.1 to organise, oversee, and be responsible for a Council-appointed committee that will fundraise for charity organisations and research projects throughout the year;
 - 4.1.8.1.1 the initiatives of this committee are subject to Council approval;
 - 4.1.8.2 to report to Council at least once in the calendar year in addition to the report at the AGM.
- 4.1.9 Junior AMSA Representative
- 4.1.9.1 to attend either the second or third AMSA Council meeting of the year, and represent the interests of UNSW Medsoc at this meeting;
 - 4.1.9.2 to liaise with the AMSA Representative on issues concerning UNSW Medsoc and its members;
 - 4.1.9.3 to inform members of the AMSA Subcommittee on AMSA issues;
 - 4.1.9.4 to assist the AMSA Representative in the running of AMSA promotions and activities at UNSW;
 - 4.1.9.5 to report to Council at least once in the calendar year in addition to the report at the AGM.
- 4.1.10 Rural Officer
- 4.1.10.1 To facilitate communication and joint activities between the Rural Allied, Health & Medicine Society (RAHMS) and UNSW Medsoc
 - 4.1.10.2 to attend RAHMS meetings as appropriate
 - 4.1.10.3 to coordinate meetings of the Rural Representative Committee, on at least a quarterly basis, with additional meetings as required
 - 4.1.10.4 to report to Council at least once in the calendar year in addition to the report at the AGM
- 4.1.11 UNSW Medsoc Historian
- 4.1.11.1 to be responsible for administrating the safekeeping of UNSW Medsoc records and memorabilia for interest's sake and to maintain societal tradition;
 - 4.1.11.2 to be responsible for administrating the storage and safekeeping of UNSW Medsoc merchandise for the reference of future cohorts of UNSW medical students;
 - 4.1.11.3 to document significant events of the year as deemed appropriate by the current Executive;
 - 4.1.11.4 to produce an article for each annual edition of Idioglossia, focusing on relevant past events and/or UNSW Medsoc history;
 - 4.1.11.5 to promote the traditions of UNSW Medsoc, liaising with Council members;
 - 4.1.11.6 to provide a point of contact for University alumni organisations;
 - 4.1.11.7 To be in charge of Historian SIG and to organise History of Medicine nights
 - 4.1.11.8 to report to Council at least once in the calendar year in addition to the report at the AGM.

- 4.1.12 *Sports Representative*
 - 4.1.12.1 To coordinate all sporting programs that UNSW Medsoc takes part in, including the interuniversity sports, interfaculty sports and intercollege sports
 - 4.1.12.2 To report to Council at least twice a year
- 4.2 All council members will need to submit an article to the publications officer detailing their portfolio for the year, at the discretion of the publications officer

5 SECTION FIVE UNSW MEDSOC COUNCIL

- 5.1 The Council consists of the office bearers, and the members present at meetings.
- 5.2 The duties of Council shall include:
 - 5.2.1 to oversee the conduct and management of UNSW Medsoc,
 - 5.2.2 to provide direction and focus for UNSW Medsoc.
- 5.3 The Council is at all times answerable to the general membership of UNSW Medsoc and any Council resolutions may be overturned by the will of a general meeting.
- 5.4 The Council shall be ultimately responsible for the Bookshop and its activities.
- 5.5 The Council shall have the power to appoint subcommittees, and give them duties and powers as it sees fit.
- 5.6 Council meetings shall be held at least once a month, with the exception of January and December at a time and place decided upon by the Council.
 - 5.6.1 The time, date and place of a meeting will be publicised at the preceding meeting, and circulated in the form of an email at least fourteen (14) days before the meeting.
 - 5.6.2 Quorum shall be twelve (12) members.
 - 5.6.3 All office bearers are required to attend and to report as scheduled on the calendar for the year, as well as when they deem appropriate, to Council.
 - 5.6.3.1 Any office bearer, excluding the Rural Representatives, not attending two (2) consecutive meetings of Council must present an apology and explanation in writing or via email.
 - 5.6.3.2 Should an apology not be received, the office bearer will forfeit his/her position. The provision will apply automatically unless the Council otherwise directs.
 - 5.6.3.3 Rural Representatives are exempt from attendance at council meetings, but may send reports to be read by proxy.
- 5.7 A Medball committee, headed by the Social Coordinator(s) composed of no less than five members, should be formed by the AGM preceding the event.
 - 5.7.1 The duties of the committee will be:
 - 5.7.1.1 to organise Medball in the year following their appointment by Council;
 - 5.7.1.2 to report to Council at least twice in the calendar year
- 5.8 The Council will appoint a Graduation committee composed of no less than three fifth year members, at the June Council meeting in the year preceding the Graduation Ball and Graduation Book.
 - 5.8.1 The duties of the Graduation committee will be to organise Graduation Ball and Graduation Book in the year following their appointment by Council

- 5.8.2 The Graduation committee will organise, with the assistance of Student Development Officers, the Life in the Real World Seminar for the second half of the year following 6th year exam but prior to their graduation
- 5.8.3 The Committees will report to Council at the AGM and to the executive at the conclusion of their term
- 5.9 The Council will appoint a Sponsorship committee chaired by the Sponsorship Officer
 - 5.9.1 The duties of the Sponsorship committee will be to seek new sponsors, develop relationship with existing sponsors and assist Sponsorship Officer in matters in relation to their portfolio.
 - 5.9.2 The Sponsorship committee composed of members chosen at the discretion of the Sponsorship Officer and approved by Council
 - 5.9.3 The Sponsorship committee will report to council at the AGM
- 5.10 UNSW Medsoc and MSAP (Medical Student's Aid Project): UNSW Medsoc and MSAP will function as separate entities, but, in a spirit of cooperation and for mutual benefit.
 - 5.10.1 UNSW Medsoc will allow MSAP to collect donations at any suitable UNSW Medsoc social or educational event
 - 5.10.2 UNSW Medsoc will allow MSAP to use storage space available to UNSW Medsoc as a temporary storage area for donated goods
 - 5.10.3 UNSW Medsoc's IT officer will help out with MSAP if he/she has time
 - 5.10.4 UNSW Medsoc will promote MSAP activities/events in umbilical, idioglossia and at any suitable UNSW Medsoc events (with approval from event coordinator)
 - 5.10.5 MSAP will maintain its IHN representative, who will act separately, but in cooperation with, the AMSA rep.
- 5.11 The UNSW Medsoc Long Term Planning Committee shall function in a supportive role to UNSW Medsoc, offering advice to the Executive and Council in regard to the long term planning of the society, and relevant ongoing projects. This may include such initiatives as a charitable trust, lobbying for a UNSW Medsoc working space and auditing of UNSW Medsoc and UNSW Medsoc Bookshop accounts.
 - 5.11.1 The committee shall be comprised of three members, at least two of whom must have previously held a UNSW Medsoc Executive position, and at least one of whom must have previously held a UNSW Medsoc Council position.
 - 5.11.2 Nominations and voting shall take place at the AGM of the preceding year.
 - 5.11.3 Holding a current position does not exclude candidates from nominating for this position, however their ability to provide suitable time to the position should be taken into account by voters.
 - 5.11.4 The Committee shall be directly assigned tasks to work on by the Executive, but also have some scope to propose new initiatives to the Executive and Council.
 - 5.11.5 Any initiatives of the committee must be developed in consultation with, and approved by, the Executive or Council prior to their implementation.
 - 5.11.6 The Committee will report their progress to Council at least twice per year, including at the AGM.

6 SECTION SIX GENERAL MEETINGS

- 6.1 There shall be one Annual General Meeting per calendar year.
 - 6.1.1 The AGM is to be held during University Session following the annual elections of UNSW Medsoc, the particular time and place being decided upon by the Council.
 - 6.1.2 Notice in the form of the agenda for the AGM specifying the time, date and place will be no less than two weeks and is to be in the form of:
 - 6.1.2.1 an email sent to all members;

- 6.1.2.2 prominent display on appropriate noticeboards at the clinical schools and on the UNSW Medsoc noticeboard in the Wallace Wurth building at UNSW,
 - 6.1.2.3 an announcement at the commencement of Pre-clinical lectures.
 - 6.1.3 Quorum for the AGM shall be twenty (20) members and the meeting shall lapse unless a quorum is assembled within 30 minutes of the time set down for the meeting.
 - 6.1.4 Following a lapsed AGM, a second AGM may be called, not more than two (2) weeks after the first. Quorum shall be twelve (12) members for this meeting.
 - 6.1.5 Unless the meeting otherwise resolves, the agenda of the Annual General Meeting shall be:
 - 6.1.5.1 Opening and general remarks
 - 6.1.5.2 Apologies
 - 6.1.5.3 Confirmation of minutes of previous AGM or EGM
 - 6.1.5.4 Annual reports by the retiring office bearers and the Medball committee
 - 6.1.5.4.1 the report of the retiring Treasurer shall be in the form of a financial report
 - 6.1.5.5 Election Results
 - 6.1.5.6 Motion to change signatories on the UNSW Medsoc and UNSW Medsoc Bookshop accounts.
 - 6.1.5.7 Special business
 - 6.1.5.8 Motions on notice
 - 6.1.5.9 General business
 - 6.1.5.10 Closure
 - 6.1.6 At the Annual General Meeting, procedure shall follow the standing orders as set out in sections 10.3 - 10.16 with the exception that constitutional changes require two-thirds (2/3) majority to be passed.
 - 6.1.7 Constitutional amendments can only be made at a general meeting in the form of a motion on notice. Due notice (17 days) of the motion must be given to the Secretary. Proposed amendments must be published in the agenda of the meeting.
 - 6.1.8 Each office bearer's report and the Medball committee's report will be passed on to the respective office bearers and Medball committee for the next year, with the intention of reports from successive years accumulating to form a 'dossier' of past experiences and recommendations.
- 6.2 There shall be Extraordinary General Meetings as the Council sees fit.
- 6.2.1 EGMs shall be held during University Session.
 - 6.2.2 The format, procedures and quorum for an EGM shall be the same as for an AGM, with the exception of 6.1.5.4-6.
 - 6.2.3 To petition an EGM fifteen (15) members must petition the executive or Council in writing.
 - 6.2.4 Such a petitioned meeting must be held within twenty-one (21) days so long as circumstances permit.

7 SECTION SEVEN FINANCES

- 7.1 All outgoing financial transactions require two signatures.
- 7.2 At the AGM the Council shall nominate the newly elected Treasurer, President, Vice President, and Secretary as signatories for the UNSW Medsoc account in the following calendar year
- 7.3 The signatories on the UNSW Medsoc Bookshop account will be the Bookshop Student Director, Assistant Bookshop Student Director and the President.

- 7.4 The UNSW Medsoc Bookshop, running as a separate business entity, but governed by the UNSW Medsoc, will provide a financial grant to the UNSW Medsoc bi-annually: on the last day of April and the last day of August of each calendar year. Each UNSW Medsoc Grant shall be set at 2% of bookshop turnover from the preceding financial year. Any changes to this, requires a council vote and the unanimous approval of the Student Bookshop Director and Assistant Student Bookshop Director.

8 SECTION EIGHT PHARMACEUTICAL SPONSORSHIP

- 8.1 UNSW Medsoc supports pharmaceutical sponsorship in principle.
- 8.2 This sponsorship will be limited by the following conditions:
- 8.2.1 Any publicity of pharmaceutical sponsors must be limited to company name and logo only.
 - 8.2.1.1 Product and drug names must not be mentioned.
 - 8.2.1.2 Publicity may appear in UNSW Medsoc publications and on any website under the UNSW Medsoc.org.au domain only.
 - 8.2.1.3 Any revenue raised from such sponsorship shall under no circumstances be spent on social events.

9 SECTION NINE ELECTIONS

- 9.1 Conduct
- 9.1.1 The elections of UNSW Medsoc office bearers shall be conducted as prescribed in the Regulations.
 - 9.1.2 Voting in the elections shall be optional.
 - 9.1.3 All elections shall be conducted by Blackboard voting, unless otherwise stated in Regulations.
 - 9.1.4 UNSW Medsoc general elections must be held in Second Session, prior to fifth year members leaving on their elective term, when no-one is on a week off, with the following exception:
 - 9.1.4.1 the elections of Phase representatives, Rural Representatives, and Assistant Secretary are to be finalised by the close of the March Council Meeting;
 - 9.1.4.2 The newly elected office bearers will take the role of observers following elections and will take office on January 1 in the year following that in which they were elected, except for the Phase Representatives, Rural Representatives and Assistant Secretary who will take office as soon as they are elected.
 - 9.1.4.3 The returning Executive office bearers will take the role of observers following the end of their term on December 31 until at least April Council in the following year
- 9.2 Returning Officer
- 9.2.1 The Council shall appoint a Returning Officer and Assistant Returning Officer at the June Council Meeting.
 - 9.2.2 Any member may be appointed as Returning Officer and Assistant Returning Officer.
 - 9.2.3 The Returning Officer and Assistant Returning Officer may not be candidates for UNSW Medsoc elected positions in the elections over which they preside
 - 9.2.4 The Returning Officer is responsible for coordinating the election process (excluding those positions elected by the Vice President), according to processes stipulated by this Constitution and its Regulations.

9.2.5 The Returning Officer will be the final arbiter of the elections for which they are responsible.

9.3 Eligibility to Participate in Elections

- 9.3.1 Members may stand for, and vote in elections of UNSW Medsoc subject to other provisions of the Constitution and the Regulations.
- 9.3.2 Members eligible to stand for the position of President shall be members expecting to be in 4th, 5th or 6th year by their year of office.
- 9.3.3 Members eligible to stand for the position of Academic Coordinator shall be members expecting to be in 3rd, 4th, 5th or 6th year by their year of office
- 9.3.4 Members eligible to stand for the position of Junior AMSA Representative shall be members in their 2nd or 3rd year of study by their year of office.
- 9.3.5 Members eligible to stand for Student Development Officer will be expecting to be in their 4th, 5th or 6th year by their year of office.
- 9.3.6 Members eligible to stand for the position of AMSA Representative shall be members expecting to be in 4th, 5th or 6th year by their year of office.
- 9.3.7 The electorate and members eligible to stand for Phase Representatives will be members of their respective cohorts. Members eligible to stand will not include office bearers.
- 9.3.8 The members eligible to stand as phase 3 hospital representatives will be doing their phase 3 medicine and surgery rotations at the hospital for which they stand
- 9.3.9 The electorate and members eligible to stand for Rural Representatives will be members from the respective rural schools.
- 9.3.10 The electorate and members eligible to stand for Assistant Secretary shall be members from first year.
- 9.3.11 The electorate for Presiding Member of Council shall be the incumbent and newly elected Council Officers. Newly elected office bearers, with the exception of Phase and Rural Representatives, may not nominate for the position of Presiding Member of Council.

9.4 Casual Vacancies

- 9.4.1 An elected position created by or under this Constitution or Regulations becomes vacant if:
 - 9.4.1.1 the person holding the position delivers a signed resignation to the Secretary, or in the case of the Secretary, to the President;
 - 9.4.1.2 the person dies;
 - 9.4.1.3 the person ceases to be a member;
 - 9.4.1.4 the person is absent for two consecutive meetings without offering an apology.
 - 9.4.1.5 Council passes an unanimous vote of no confidence.
- 9.4.2 A casual vacancy shall be deemed to have occurred if insufficient nominations are received for an elected position created by or under this Constitution or Regulations.
- 9.4.3 The filling of a casual vacancy shall be conducted as prescribed in the Regulations.

10 SECTION TEN SUBCOMMITTEES

- 10.1 The council may establish subcommittees composed of members of the Council.
- 10.2 Subcommittees shall be established to carry out a specific set of tasks with a defined deadline for its completion, after which the subcommittee shall be dissolved.
- 10.3 The subcommittee's task shall include the submission to Council of a report including recommendations for action where appropriate.

11 SECTION ELEVEN

DISSOLUTION

- 11.1 Dissolution of the club will occur after the following conditions have been met:
 - 11.1.1 An Extraordinary General Meeting is petitioned as is set out in section 6.2;
 - 11.1.2 All student members will be emailed and given the reasons for the proposed dissolution are included with the notification to the Arc;
 - 11.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members;
 - 11.1.4 No other business may be conducted at the meeting to dissolve the club;
 - 11.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
 - 11.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
 - 11.1.7 If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.

- 11.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months
 - 11.2.1 The Arc must give twenty (20) academic days notice in an official Arc publication and contact the last known president in writing before the club is dissolved in this manner

- 11.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If this procedure is not followed, the Faculty of Medicine will facilitate the dissolution and manage the allocation of funds.

12 SECTION TWELVE

STANDING ORDERS

- 12.1 UNSW Medsoc shall have Standing Orders which shall apply to all meetings.

- 12.2 Standing orders may be changed at a Council or general meeting by a vote of simple majority.

- 12.3 It is the duty of the Presiding Member of Council to ensure a copy of Standing Orders is circulated to all office bearers at the beginning of the year and following any change to Standing Orders.

13 SECTION THIRTEEN

SPECIAL INTEREST GROUPS (SIGs)

- 13.1 Special interest groups (SIGs) are non-UNSW Medsoc run organisations that seek to enhance medical student life academically, culturally or socially. SIGs will be provided with support by UNSW Medsoc.

- 13.2 SIGs must fulfil ALL the following criteria in order to be granted SIG status by UNSW Medsoc:
 - 13.2.1 Involve medical students solely

- 13.2.2 Not conflict with any groups or activities organised by UNSW Medsoc and be substantially different to what is offered by UNSW Medsoc, the Medical Faculty, other SIGs, RAHMS, MSAP and Arc
 - 13.2.3 Demonstrate the beneficial nature of their activities
 - 13.2.4 Show themselves to be competent in performing their planned activities
 - 13.2.5 Must be accessible for all medical students
 - 13.2.6 Be transparent and accountable to UNSW Medsoc by providing financial document and reporting to Treasurer every semester
 - 13.2.7 Must prove they have at least thirty UNSW Medsoc members by way of a document containing names, year level, student numbers and signatures
 - 13.2.8 Have established succession plan and infrastructure to ensure longevity
 - 13.2.9 [For Academic SIGs only] Be willing to participate in the Medsoc Grand Rounds Lecture Series providing one Grand Round per semester
 - 13.2.10 Be run at cost-neutral:
 - 13.2.10.1 No member can profit financially from the existence of SIGs
 - 13.2.10.2 No executive position will be rewarded in monetary or other means
 - 13.2.11 UNSW Medsoc's logo on will be included every publication and UNSW Medsoc will be acknowledged in every event organised by SIGs
 - 13.2.12 On dissolution of any SIG, the SIG is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If this procedure is not followed, UNSW Medsoc will facilitate the dissolution and manage the allocation of funds.
 - 13.2.13 SIGs will need to disclose any financial or material assets received outside of UNSW Medsoc and ensure that any sponsorship complies with Section 8 of UNSW Medsoc's Constitution
 - 13.2.14 SIGs will be overseen by the Vice President, unless it is decided by the executive that another executive member would be better suited for this role for a particular SIG
 - 13.2.15 SIGs will need to renew their application annually before the April Council, outlining sustainability of the future of the group and events held over the previous year
- 13.3 SIGs may be granted by UNSW Medsoc support
 - 13.3.1 The type of support that may be offered will be financial, administrative or logistical
 - 13.3.2 The amount of support afforded by UNSW Medsoc will be based on the merits of SIG activity and the constraints of UNSW Medsoc at the time.
 - 13.3.3 If requiring liability, the SIG would address this in the application
- 13.4 Acceptance of SIGs is up to the discretion of the Vice President or Medsoc Executive Council.
 - 13.4.1 Medsoc Executive Council may move a vote of no confidence against any Executive Member(s) of any SIG:
 - 13.4.1.1 The individual who is the recipient of vote of no confidence shall be notified in writing at least 7 days before the set meeting of the vote of no confidence. A copy of the letter containing reason for vote of no confidence shall be made available to the secretary
 - 13.4.2 A vote of no confidence may be moved on the following grounds:
 - 13.4.2.1 Conduct unbecoming a UNSW Medsoc Member
 - 13.4.2.2 Conduct unbecoming an Office bearer
 - 13.4.3 A vote of no confidence motion shall be passed by as simple majority of the Medsoc Executive Council

REGULATIONS

The regulations enacted hereunder are part of the Constitution and as such amendments shall be considered as prescribed for **constitutional amendments** in Section 6.1.7 of this Constitution.

Elections

1. The Returning Officer
 - 1.1. shall conduct the elections in accordance with the Constitution and the Regulations;
 - 1.2. may prescribe all matters of detail not inconsistent with the Constitution or the Regulations;
 - 1.3. may appoint polling clerks to assist in the conduct of the elections who shall be seen to be independent of candidates contesting the election at all times during the election;
 - 1.4. shall dismiss polling clerks who fail to conduct themselves in an independent manner;
 - 1.5. shall have the responsibility of giving notice of the elections, namely:
 - 1.5.1. posted on noticeboards in the major teaching hospitals (POWH, SVH, SGH, and LH);
 - 1.5.2. posted on noticeboards in the Faculty building (Biomed Foyer and Wallace Wurth Foyer);
 - 1.5.3. via email to all members;
 - 1.5.4. announcements by Year representatives at the start of lectures.

Notice of UNSW Medsoc elections shall contain the following information:

 - 1.5.5. positions open for the elections with a brief description of responsibilities for that job,
 - 1.5.6. the nominating procedures,
 - 1.5.7. the date by which nominations close,
 - 1.5.8. postal and email address of the returning officer for inquiries,
 - 1.5.9. the dates of the week in which elections will be held,
 - 1.5.10. instructions on how to vote using Blackboard,
 - 1.5.11. date, place and time of the annual general meeting. - 1.6. shall have the final decision in all matters in elections, except where an appeal is lodged against their person, in which case the final decision shall lie with the Arc Student Development Committee.
2. Nominating Procedures
 - 2.1. Nominations must be received by the returning officer by the date advertised as the closing of nominations and any received after this date will not be considered.
 - 2.2. The Blackboard must be set up and all members notified within 2 weeks of the close of nominations.
 - 2.3. Elections should be held within one week of the close of nominations.
 - 2.4. Nominations are to be handed in person to the returning officer, or sent by post, or by email so that they reach the returning officer by the date of closure of nominations.
 - 2.5. Nominations must include:
 - 2.5.1. the name and student number of the nominee(s),
 - 2.5.2. the name, student number and signature of a nominator,
 - 2.5.3. the name, student number and signature of a seconder,
 - 2.5.4. a written statement by the nominee(s) of no more than 100 words and a passport-sized photo of the nominee(s).
 - 2.6. Nominees, nominators and seconders must be members of the eligible electorate.
 - 2.7. All positions to only be contested by one member except for the positions specified in 2.8.
 - 2.8. The following positions will be allowed to be contested by a joint ticket of no more than two members:

- Academic coordinator
 - Faculty liaison officer
 - Student development officer
 - Charities committee coordinator
 - International students' representative
 - Social coordinator
 - Sports Officer
3. Method of Voting
 - 3.1. For a vote to be considered as valid, it must be preferential for all positions, meaning that there must be a number in each box, with numbers beginning at 1 and no repeated numbers.
 - 3.2. A candidate will be declared a winner when they reach 50% + 1 of the valid votes.
 4. Electoral Roll
 - 4.1. All members who have not excluded themselves under the Constitution.
 5. Blackboard Voting
 - 5.1. A Blackboard "course" website will be set up and all UNSW medical students will have access to this "course" website, using student number and zPass.
 - 5.2. Members may vote by accessing the Blackboard "course" website and casting their vote.
 - 5.3. Only one vote will be cast per member
 - 5.4. The names of the candidates for each position will be grouped together in an order determined by ballot.
 - 5.5. Candidates' photos and written statements will be available to voters through the same Blackboard "course". No other campaigning will take place on Blackboard
 - 5.6. The Blackboard "course" website will be administered by a representative within EdTec staff and the Returning Officer
 6. Scrutineers
 - 6.1. Each candidate shall be entitled to appoint one scrutineer to inspect the Blackboard site and the counting of the votes.
 - 6.2. Nominations of scrutineers must be signed by the candidate and received by the Returning Officer before the close of polling.
 - 6.3. In the event of the need for a recount during the AGM, Council can approve the nomination of a scrutineer for a candidate who has not already nominated a scrutineer.
 7. Unopposed Elections
 - 7.1. Where the number of nominations does not exceed the number of positions to be filled in a ballot, the Returning Officer shall the declare the nominee(s) elected.
 - 7.2. For nominee(s) so elected, there shall be printed on the ballot paper "elected unopposed".
 8. Term of Office
 - 8.1. Unless a contrary statement appears in the Regulations or Constitution, all office bearers shall serve from the 1st January to 31st December of the calendar year they were elected to serve in.
 - 8.2. The Executive shall serve as observers from the time they are elected to 1st of January of the year they were elected to serve in and regain the observer status following the end of their term in 31st of December till April Council the following year.
 9. Casual Vacancies

- 9.1. In the event of a casual vacancy in the executive or in the position of a Council Officer, Council will elect a person to fill that vacancy.
 - 9.2. Persons elected to fill a casual vacancy shall serve from the time of Council acceptance of the Returning Officer's report until the election of a successor to that position in accordance with the normal procedures of UNSW Medsoc.
10. Illegal Practices
 - 10.1. Any practice which interferes with the integrity of the electoral procedures shall be deemed to be illegal, and will result in:
 - 10.1.1. the invalidation of the nomination of any candidate found to participate in such practices, at the discretion of the Returning Officer;
 - 10.1.2. the invalidation of the election in cases where such an appeal is lodged to the Returning Officer and subsequently accepted by the Returning Officer, at their discretion
 - 10.2. Illegal practices include:
 - 10.2.1. gaining unauthorised access to the Blackboard voting system,
 - 10.2.2. casting a vote whilst logged into Blackboard as a user other than oneself,
 - 10.2.3. interference with any part of the voting system.
 11. Election of Phase Representatives and Assistant Secretary
 - 11.1. The Vice President will be responsible for the election of Phase representatives and Assistant Secretary
 - 11.2. The Phase Year Representatives, and Assistant Secretary will serve from the time of their election until the election of their successors
 12. Election of Rural Representatives
 - 12.1. The Vice President shall be responsible for the conduct of elections of the Rural Representatives for the following year.
 - 12.2. The Rural Representatives shall serve from the time of their election until the election of their successors.
 13. Election of Presiding Member of Council
 - 13.1. The Presiding Member of Council shall be elected at the AGM.
 - 13.2. The conduct of the election shall be the responsibility of the Returning Officer.
 - 13.3. The Presiding Member of Council shall serve from their election until the election of their successor.

STANDING ORDERS

1. General

- 1.1. These orders shall apply to all Council Meetings of UNSW Medsoc, to its General Meetings and to any other Meeting where they are specifically adopted.

2. Suspension of Standing Orders

- 2.1. Suspension of any or all Standing Orders shall require a two-thirds majority of Members with voting rights. A motion to suspend Standing Orders shall be accorded status as a Procedural Motion.
- 2.2. Standing Orders are automatically invoked at the commencement of any session.

3. Adjournment of Meeting

- 3.1. Adjournment is normally at discretion of the Chair who shall bear in mind the wishes of the Members.
- 3.2. Any Member may move “that the Meeting be adjourned”. This shall be a Procedural Motion requiring a simple majority.

4. Chair

- 4.1. The Council shall normally be Chaired by the Presiding Member.
- 4.2. The Chair shall be responsible for the conduct of the Meeting and shall rule on all points of order and relevancy. The Chair shall have absolute discretion in those matters.
- 4.3. The Chair has no moving or seconding rights and shall not normally enter into a debate.
- 4.4. A ruling of the Chair may be challenged by any Member. This shall be a Procedural Motion “that the ruling of the Chair be dissented from”. This Procedural Motion shall require a simple majority.
- 4.5. A Chair may be deposed by a Procedural Motion “that a new Chair be sought”, requiring a simple majority.

5. Debate

- 5.1. Except in exceptional circumstances, and at the absolute discretion of the Chair, a motion or a report must be tabled before debate is undertaken on any subject.
- 5.2. The Chair shall, in the exercise of power to conduct the Meeting, bear in mind:
 - 5.2.1. the order in which Members have indicated their wish to speak.
 - 5.2.2. The desirability of allowing those who have not previously contributed to the debate the right to do so at any early stage.
- 5.3. Any Member other than the Proposer may second a motion. There can be no discussion on a proposed motion until it is seconded, but the Proposer may introduce the motion, which shall then lapse if it lacks a Secunder.
- 5.4. If a motion not be seconded, or be defeated subsequent to debate and voting, it shall not be re-introduced at that same Meeting unless there be a Procedural Motion “that the motion be recommitted”. This shall require a simple majority.
- 5.5. No motion may be withdrawn without the consent of both the Proposer and the Secunder. If only the Proposer withdraws, the Secunder shall become the Proposer of the motion and another Secunder shall be sought. If only the Secunder withdraws, another Secunder shall be sought.
- 5.6. Direct Negatives:
 - 5.6.1. When a motion has been moved and seconded the Chair shall call for a “Direct Negative” to speak against the motion.
 - 5.6.2. The order of speaking to a motion is as follows:
 - 5.6.2.1. The Mover,
 - 5.6.2.2. The Secunder,
 - 5.6.2.3. Direct Negative (if any),
 - 5.6.2.4. Speeches from the floor (in the order received by the Chair),

- 5.6.2.5. Rights of reply from the Direct Negative, Seconder and Mover in that order, subject to 5.17.
- 5.7. Any Member may move an amendment to a motion.
- 5.8. In the event of a Member moving an amendment the Chair shall:
- 5.8.1. ask the Proposer and Seconder of the motion if they are prepared to accept the amendment;
- 5.8.2. in the event of either the Proposer or Seconder being unwilling to accept the amendment, allow the Proposer of the amendment the Right of Speech under Section 5.3. and then call for a Seconder.
- 5.9. If the Mover and the Seconder of the original motion are prepared to accept the amendment, the amendment is automatically incorporated into the original motion and they become the Mover and Seconder of the new substantive motion.
- 5.10. Where the Chair permits debate of an amendment he or she should clearly indicate that the amendment and not the original motion is under discussion. The Chair should ensure that the debate at any time refers to only one motion.
- 5.11. When the debate of an amendment has been concluded the Chair may, as allowed under Section 5.14. or under instructions from Council under Section 5.15:
- 5.11.1. allow further debate on the original motion;
- 5.11.2. open a new debate on a further amendment; or
- 5.11.3. close debate.
- 5.12. During the course of a debate a Member or the Chair may foreshadow new motions which they or he or she intend to introduce later. This shall not conflict with 5.10.
- 5.13. The Chair may at his or her discretion limit debate in any or all of the following ways:
- 5.13.1. imposition of a three (3) minute time limit for each Speaker;
- 5.13.2. imposition of a requirement that debate continue in an alternative fashion with alternating Speakers for and against the motion, and that debate cease when either argument lapses under 5.13.1.;
- 5.13.3. imposition of a requirement that speeches from the floor are limited to one per Member per motion.
- 5.14. The Chair may close debate at any time at his or her discretion.
- 5.15. Any Member may move that the debate be closed at any time. This shall be a Procedural Motion “that the motion be put”, and shall require a simple majority.
- 5.16. On the closure of the debate the Chair shall read the amendments, if any, in the order in which they were introduced. At the conclusion of reading each amendment he or she shall give the Mover and Seconder of the amendment in question the right to speak to their amendment. Immediately on completion of these speeches the amendment shall be put to the vote. The Chair shall then read the next amendment and so on until all amendments are voted on.
- 5.17. Immediately on conclusion of voting on amendments the Chair shall read the substantive motion. The Direct Negative, Seconder and Mover may reserve the right of reply in that order. The motion shall then be put to vote, without further discussion.
- 5.18. Once a motion has been passed, it becomes a resolution.
- 5.19. A motion is passed by an absolute majority of council.

6. Procedural Motions

- 6.1. Procedural Motions as defined below shall take precedence over all terms of address to the Chair apart from Point of Orders, but shall not carry the right of interrupting the current Speaker.
- 6.2. In the event of Procedural Motion being proposed, the Chair shall immediately ask for a Seconder to the motion and, in the event of the motion being seconded, shall immediately put the Procedural Motion to vote without debate.
- 6.3. Where a Procedural Motion is carried it shall be put into effect immediately, except as given in right of reply under Sections 5.16. and 5.17.
- 6.4. Abstentions are not considered in calculating the fractional vote.
- 6.5. The following shall constitute Procedural Motions requiring a simple majority of voting Members:
- 6.5.1. That Standing Orders be suspended.

- 6.5.2. That the Meeting be adjourned.
- 6.5.3. That the Meeting be closed.
- 6.5.4. That a new Chair be sought.
- 6.5.5. That ... be admitted to Council.
- 6.5.6. That any non-Members of Council clear the hall.
- 6.5.7. That the motion be recommitted.
- 6.5.8. That the Meeting proceed to the next item of business.
- 6.5.9. That Standing Orders be resumed.
- 6.5.10. That the discussion not be recorded in the minutes.
- 6.5.11. That candidates for election leave the hall.
- 6.5.12. That the Meeting has no confidence in the Chair.
- 6.5.13. That this Meeting form a committee of the whole.
- 6.5.14. That this Meeting move out of the committee of the whole.
- 6.5.15. That the Chair's ruling be dissented from.
- 6.5.16. That the motion be put.
- 6.5.17. That the motion be laid on the table.
- 6.5.18. That the consideration of the motion on the table be postponed.
- 6.5.19. That the Meeting take a straw vote.
- 6.6. The following shall constitute Procedural Motions requiring the vote of five (5) people:
 - 6.6.1. That the vote be put to a secret ballot.

7. Point of Order

- 7.1. A Point of Order shall be concerned with the enforcement or interpretation of the Constitution, Regulations and By-Laws or Standing Orders of UNSW Medsoc.
- 7.2. A Point of Order shall take precedence over all the other terms of address to the Chair, and shall require the Chair immediately to allow the Member to make the Point of Order.
- 7.3. The Chair shall immediately rule and act upon any legitimate Point of Order.
- 7.4. In the event of any Member making use of the precedence which is allowed a Point of Order to make statements which are not directly related concern of a Point of Order, he or she shall earn the severe reprimand of the Chair. In the event of a Member being so reprimanded twice during a Meeting, he or she shall personally forfeit the right of precedence accorded to a Point of Order for the remainder of the Meeting.

8. Point of Information

- 8.1. A Point of Information shall be a question about or a piece of factual information addressed to the current Speaker or to the Meeting at large.
- 8.2. When a Point of Information is indicated to the Chair while a Member is exercising his or her Right of Speech, the Chair may, at his or her discretion, interrupt the Speaker to allow the Point of Information or may allow the Speaker to finish that contribution to the debate, whereupon he or she must take the Point of Information before any further Speaker.
- 8.3. Where a Point of Information is in the nature of a question, the right of immediate reply may be granted at the discretion of the Chair.

9. Censure Motion

- 9.1. A motion of censure may be brought against any member in council.
 - 9.1.1. The person being censured shall be notified in writing at least 7 days before the set meeting of the censure. A copy of the letter containing reasons for censure shall be made available to the secretary.
 - 9.1.2. A censure motion may be moved on the following grounds.
 - 9.1.2.1. Conduct unbecoming a UNSW Medsoc member.
 - 9.1.2.2. Conduct unbecoming an Office bearer.
- 9.2. A censure motion shall be passed by a simple majority.