

THE UNIVERSITY OF NEW SOUTH
WALES
MEDICAL SOCIETY
REGULATIONS AND BY-LAWS

2018

REGULATIONS & BY-LAWS

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REGULATIONS

1. SECTION ONE GENERAL TERMS

- 1.1. These Regulations and By-Laws were updated on Tuesday 3rd April 2018.

2. SECTION TWO EXECUTIVE ROLE DESCRIPTIONS

- 2.1. All Executive members are:

2.1.1. to report to Council at every Council meeting in addition to the report at the AGM;

2.1.2. to ensure the UNSW MedSoc Constitution is upheld;

- 2.2. The Executive members and their duties include:

2.2.1. *President*

2.2.1.1. to represent UNSW MedSoc;

2.2.1.2. to oversee, co-ordinate and support the work of the Executive;

2.2.1.3. to liaise with the Presidents or Representatives of the Rural Clinical Schools

2.2.1.4. to encourage functional and productive Council; and

2.2.1.5. to undertake at least 1 “Presidential Project” when there are no internal management issues to actively address and report on the progress of these projects at each Council Meeting.

2.2.2. *Vice President*

2.2.2.1. to stand in for the President if the President is not available;

2.2.2.2. to oversee internal management of UNSW MedSoc;

2.2.2.3. to liaise with UNSW CAPS and the Faculty of Medicine to maintain support and renew AHEGS accreditation of MedSoc Mentoring programs; and

2.2.2.4. to undertake at least 1 “Vice-Presidential Project” when there are no internal management issues to actively address and report on the progress of these projects at each Council Meeting.

2.2.3. *Secretary*

2.2.3.1. to handle correspondence of UNSW MedSoc;

2.2.3.2. to be responsible for the distribution of Council and Executive meeting agendas and meeting minutes;

2.2.3.3. to provide an updated constitution, and to ensure the duties of the Public Officer are carried out subject to the requirements of relevant State legislation;

2.2.3.4. to co-ordinate and maintain a calendar of events organised by UNSW MedSoc;

2.2.3.5. to process room booking requests for Wallace Wurth and CATs rooms, subject to availability, by office bearers for the purpose of an event run by UNSW MedSoc;

2.2.3.6. to co-ordinate the Secretarial Team and chair regular meetings of the Secretarial Team portfolios;

- 2.2.3.7. to be responsible for the storage of UNSW MedSoc equipment; and
- 2.2.3.8. to oversee conference funding applications by members.
- 2.2.3.9. to be responsible for the election of Assistant Secretary

2.2.4. Treasurer

- 2.2.4.1. to direct and supervise the finances and property of UNSW MedSoc;
- 2.2.4.2. to submit accurate records of all income, expenditure, assets and liabilities to the New South Wales Department of Fair Trading;
- 2.2.4.3. to supervise all monies paid to UNSW MedSoc and issuing of receipts;
- 2.2.4.4. to prepare and present to the Council a budget for the year;
- 2.2.4.5. to advise in the organisation of UNSW MedSoc functions, especially on financial matters;
- 2.2.4.6. to liaise with and assist the Sponsorship Director in their coordination of sponsorship activities of the Society
- 2.2.4.7. to organise independent auditing of UNSW MedSoc; and
- 2.2.4.8. to collaborate with the Sponsorship Director, Membership Director, and other members of the Finance Team in relevant matters of revenue generation and budgeting.

2.2.5. Sponsorship Director

- 2.2.5.1. 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;
- 2.2.5.2. to actively seek new sponsorship opportunities for the Society;
- 2.2.5.3. to liaise with Sponsors and relevant portfolios to plan events, activities and marketing strategies;
- 2.2.5.4. 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;
 - 2.2.5.4.1. 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.
- 2.2.5.5. to assist the Finance Officers in organising the 'Life in the Real World' seminar;
- 2.2.5.6. to oversee, co-ordinate, and chair regular meetings with the Finance Officer(s); and
- 2.2.5.7. to collaborate with the Treasurer and Membership Director in relevant matters of revenue generation and budgeting.

2.2.6. AMSA Representative

- 2.2.6.1. to attend AMSA Council meetings and represent the interests of UNSW MedSoc at these meetings, or to proxy to an appropriate representative (usually Junior AMSA Representative or President);

- 2.2.6.2. to fulfil the duties of this position as set out in the AMSA Constitution;
- 2.2.6.3. to fulfil the duties of this position of UNSW representative for the NSW MSC as outlined in the NSW MSC Constitution, including:
 - 2.2.6.3.1. to attend NSWMSC Council meetings and represent the interested of UNSW MedSoc at these meetings, or to proxy to an appropriate representative (usually President)
- 2.2.6.4. to co-ordinate AMSA events, including at least:
 - 2.2.6.4.1. three (3) AMSA Think Tanks to discuss policy and advocacy issues for UNSW MedSoc and AMSA
 - 2.2.6.4.2. Convention Registration Night
 - 2.2.6.4.3. Convention Pre-Convention Crash Camp
- 2.2.6.5. to create an AMSA Subcommittee comprising of any combination of:
 - 2.2.6.5.1. the Junior AMSA Representative, whose roles are;
 - 2.2.6.5.1.1. to attend at least one AMSA Council meeting of the year, and represent the interests of UNSW MedSoc at this meeting;
 - 2.2.6.5.1.2. to liaise with the AMSA Representative on issues concerning UNSW MedSoc and its members;
 - 2.2.6.5.1.3. to inform members of the AMSA Subcommittee on AMSA issues;
 - 2.2.6.5.1.4. to assist the AMSA Representative in the running of AMSA promotions and activities at UNSW;
 - 2.2.6.5.1.5. to attend and assist the AMSA Representative in co-ordinating all AMSA events including at least:
 - 2.2.6.5.1.5.1. three (3) AMSA Think Tanks
 - 2.2.6.5.1.5.2. Convention Registration Night
 - 2.2.6.5.1.5.3. Convention Pre-Convention Crash Camp
 - 2.2.6.5.1.6. to organise and distribute AMSA/Convention merchandise
 - 2.2.6.5.1.7. To attend Convention and assist the AMSA Representative in fulfilling duties outlined by the Convention Executive team, including but not limited to floor sweeps and the on-call phone roster, or to assist the AMSA Representative in finding a substitute subcommittee member to do so
 - 2.2.6.5.1.8. to report to Council at least once in the calendar year in addition to the report at the AGM.
 - 2.2.6.5.2. a Convention Delegation Organiser;
 - 2.2.6.5.3. a Convention Debating Officer;
 - 2.2.6.5.4. a Convention Emergency Medical Challenge (EMC) Captain
 - 2.2.6.5.5. a UNSW Vampire Cup Co-ordinator and Deputy as selected by the National Vampire Cup Co-ordinator; and
 - 2.2.6.5.6. additional members for assistance in distribution of Publications, AMSA Surveys, AMSA promotional material and associated work.
- 2.2.6.6. To coordinate MSAP's involvement with MedSoc

2.2.7. Student Representative Directors

- 2.2.7.1. to act as liaison officer between the Faculty and UNSW MedSoc;
 - 2.2.7.1.1. 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;
 - 2.2.7.1.2. to assist the Executive in ensuring that medical students are well represented within the Faculty;
- 2.2.7.2. to coordinate the appointment of the representatives to the relevant Faculty committees in consultation with the Executive;
- 2.2.7.3. to oversee representatives who are on Faculty committees and ensure that important matters from these committees are reported to Council and the wider student population;
- 2.2.7.4. to implement methods to improve the communication between students, UNSW MedSoc and the Faculty;
- 2.2.7.5. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;
- 2.2.7.6. to organise the Elective Info Night, and oversee Phase/Year Introduction Nights and Exam Preparation Nights by the Student Representative Team; and
- 2.2.7.7. to co-ordinate the Student Representatives Team and chair regular meetings of the Student Representatives Team portfolios.
- 2.2.7.8. to work closely with the International Student Representatives to facilitate and oversee their advocacy, and assist in liaising with the international student body about pertinent issues.

2.2.8. Public Relations Director

- 2.2.8.1. to co-ordinate the Public Relations Team and chair regular meetings of the Public Relations Team portfolios;
- 2.2.8.2. to supervise and liaise with other officer bearers in developing advertisement of all events to medical students, medical societies and other external means;
- 2.2.8.3. to standardise and supervise registration and collection of feedback for events where appropriate;
- 2.2.8.4. to use UNSW MedSoc's social media platform and webpage to promote UNSW MedSoc's activity;
- 2.2.8.5. to approve, regulate and oversee UNSW MedSoc's official Facebook page, noticeboard and year group pages
- 2.2.8.6. to advise officer bearers as appropriate to develop and strengthen UNSW MedSoc's brand, including Events, Publications, Special Interest Groups and Advocacy;
- 2.2.8.7. to correspond with other student medical societies promoting UNSW MedSoc where appropriate;
- 2.2.8.8. to oversee the formulation of policy related to the Faculty, the University, NSWMSC and AMSA as coordinated by the Policy Officer; and
- 2.2.8.9. to co-ordinate and encourage member attendance at inter-campus events.
- 2.2.8.10. To write and/or approve all official MedSoc statements if and when required, in response to external events

2.2.9. Membership Director

- 2.2.9.1. to attend Arc Clubs meetings and represent the interests of UNSW MedSoc at these meetings;
- 2.2.9.2. to re-affiliate UNSW MedSoc in accordance with Arc Clubs requirements;
- 2.2.9.3. to organise and advise on Arc Clubs subsidies and services to UNSW MedSoc;
- 2.2.9.4. to assist the Secretary in administering the duties of the Public Officer;
- 2.2.9.5. to develop a benefits scheme for Ordinary Members;
- 2.2.9.6. to collaborate with the Finance Team mentioned in 3.8. and specifically the Finance Officer(s) in developing the aforementioned benefits scheme and to develop Arc funding applications, including but not limited to Student Development Community Grant applications; and
- 2.2.9.7. to communicate regularly with the Finance team and the Treasurer.

2.2.10. Events Director

- 2.2.10.1. to co-ordinate the Events Team and chair regular meetings of the Events Team portfolios;
- 2.2.10.2. to support the Events Team with Executive assistance, which includes but is not limited to:
 - 2.2.10.2.1. room and venue bookings with Secretarial assistance;
 - 2.2.10.2.2. event promotion with PRD assistance;
 - 2.2.10.2.3. financial consideration in association with the Treasurer;
 - 2.2.10.2.4. planning and logistical support
 - 2.2.10.2.5. adherence to relevant UNSW MedSoc policies and requirements for sponsorship and Arc support.
 - 2.2.10.2.6. videoconferencing; and
- 2.2.10.3. to develop appropriate event risk-management guidelines and ensure events are conducted in a safe and risk-free manner, and adhere to any relevant policies of the Society.

2.2.11. Development Director

- 2.2.11.1. to co-ordinate the Development Team and chair regular meetings of the Development Team portfolios;
- 2.2.11.2. to support the Development Team with Executive assistance, which includes but is not limited to:
 - 2.2.11.2.1. CATS and FM Assist bookings;
 - 2.2.11.2.2. event promotion with PRD Assistance;
 - 2.2.11.2.3. financial consideration in association with the Treasurer;
 - 2.2.11.2.4. planning and logistical support; and
 - 2.2.11.2.5. adherence to relevant UNSW MedSoc policies and requirements for sponsorship and Arc support.
 - 2.2.11.2.6. videoconferencing; and
- 2.2.11.3. to develop appropriate event risk-management guidelines and ensure events are conducted in a safe and risk-free manner, and adhere to any relevant policies of the Association.

- 2.2.12. Groups Director(s)
 - 2.2.12.1. to co-ordinate the events and initiatives of committees of the Society and Special Interest Groups and chair regular meetings with representatives of the committees of the Society and Special Interest Groups;
 - 2.2.12.2. to attend organisational meetings of committees of the Society and of Special Interest Groups as a representative of the Executive;
 - 2.2.12.3. to support the organising committees with Executive assistance, which includes but is not limited to: logistical, financial and administrative support;
 - 2.2.12.4. to ensure Special Interest Groups and association committees adhere to the relevant sections of the Constitution and Regulations & By-Law, as well as Terms of Reference for each group. This includes but is not limited to the oversee and support of applications for new Special Interest Groups and review of SIG sponsorship prospectuses, with support of the Sponsorship Director.
 - 2.2.12.4.1. including ensuring supervision of events by the Executive where appropriate; and
 - 2.2.12.5. to work closely with the Events Director and Development Director where functions of their roles overlap with those of the Groups Director.

3. SECTION THREE ELECTED COUNCIL OFFICER BEARER ROLE DESCRIPTIONS

- 3.1. Council officers are sorted into 'Teams' of Council officers, which are overseen by a member of the Executive.
- 3.2. All elected Council officers are to submit an article to the Publications Officer detailing their portfolio for the year, at the discretion of the Publications Officer.
- 3.3. The *Events* team:
 - 3.3.1. is overseen by the Events Director;
 - 3.3.2. comprises the following Council officers with their individual duties:
 - 3.3.3. Social Officers
 - 3.3.3.1. to co-ordinate UNSW MedSoc social events, including at least:
 - 3.3.3.1.1. UNSW MedBall;
 - 3.3.3.1.2. Talent Quest;
 - 3.3.3.1.3. Classical Quest;
 - 3.3.3.1.4. Start-of-Year event;
 - 3.3.3.1.5. End-of-Session and End-of-Year parties; and
 - 3.3.3.1.6. Pubcrawl.
 - 3.3.3.2. to organise, oversee, and be responsible for Council-appointed committees for each social event; adhere to policies regarding the responsible service of alcohol at events where alcohol is served and
 - 3.3.3.3. to report to Council at least twice in the calendar year in addition to the report at the AGM.
 - 3.3.4. Sports Officers
 - 3.3.4.1. to organise and coordinate all sporting programs that UNSW MedSoc takes part in, including:

- 3.3.4.1.1. the interuniversity sports (including the NSW MSC Sports Day delegation);
- 3.3.4.1.2. interfaculty sports; and
- 3.3.4.1.3. College Cup events; and
- 3.3.4.2. to report to Council at least twice a year.
- 3.3.5. International Student Representative
 - 3.3.5.1. to represent the views of overseas student members at Council meetings, to the Faculty and to the University;
 - 3.3.5.2. to organise at least at least one international students' event in the calendar year;
 - 3.3.5.3. to co-ordinate and be responsible for, the International Students Mentoring Program;
 - 3.3.5.4. to ensure, where possible, that no activity, resolution or regulation of UNSW MedSoc shall adversely affect international medical students;
 - 3.3.5.5. to be responsible for advocating issues relating to international students and implement initiatives for UNSW MedSoc to better meet their needs; and
 - 3.3.5.6. to be responsible for informing international students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications.
 - 3.3.5.7. to work closely with the International Student Representatives on matters of advocacy and liaising with the student body
- 3.4. The *Development* team:
 - 3.4.1. is overseen by the Development Director;
 - 3.4.2. comprises the following Council officers with their individual duties:
 - 3.4.3. Academic Officers
 - 3.4.3.1. to co-ordinate UNSW MedSoc educational events, including at least:
 - 3.4.3.1.1. Phase 1 End of Course Revision Tutorials, with coordination with appropriate Special Interest Groups;
 - 3.4.3.1.2. Mock Observed Structured Clinical Examination (Mock OSCE); and
 - 3.4.3.1.3. Mock Integrated Clinical Examination (Mock ICE); and
 - 3.4.3.2. to organise, oversee, and be responsible for Council or Executive-appointed committees for each educational event.
 - 3.4.4. Leadership Officers
 - 3.4.4.1. to promote the professional and personal development of members;
 - 3.4.4.2. to organise, oversee, and be responsible for a Leadership Subcommittee
 - 3.4.4.3. to organise the Phase 1 Peer Mentoring program in consultation with Counselling and Psychological Services (CAPS) at UNSW or other relevant UNSW services
 - 3.4.4.4. to organise the Meet the Medics Networking Night in coordination with Leadership subcommittee and historian to liaise with alumni
 - 3.4.4.5. to organise the SB Downton Medical Leadership Seminar with the help of convening committee of interested members and other institutions;

- 3.4.4.6. to report to the Council at least twice in the calendar year in addition to the AGM
- 3.4.5. Charities Officers
 - 3.4.5.1. to organise, oversee, and be responsible for a Charities Subcommittee (where appropriate), comprising of any combination of:
 - 3.4.5.1.1. a Movember Coordinator, who will oversee the AMSA Movember Challenge and MedShave; and
 - 3.4.5.1.2. additional members for assistance in organising an Amazing Raise event, and associated work;
 - 3.4.5.2. to co-ordinate UNSW MedSoc Charities events, including:
 - 3.4.5.2.1. the AMSA Movember Challenge
 - 3.4.5.2.2. an Amazing Raise event to raise money for MSAP; and
 - 3.4.5.2.3. at least two additional charity activities that fundraise for organisations and research projects throughout the year e.g. World's Greatest Shave
 - 3.4.5.3. to report to Council at least twice in the calendar year in addition to the report at the AGM.
- 3.4.6. Wellbeing Officers
 - 3.4.6.1. to organise, oversee, and be responsible for a Wellbeing Subcommittee (where appropriate), comprising of any combination of:
 - 3.4.6.1.1. subcommittee members for assistance in organising a Wellbeing Week or Month, and associated work
 - 3.4.6.2. to inform, connect and advocate for UNSW Medical students in relation to student wellbeing
 - 3.4.6.3. to run a UNSW Medicine Wellbeing Week/Month promoting student wellbeing
 - 3.4.6.4. to run the Great Debate
 - 3.4.6.5. to run at least two other Wellbeing initiative of their own choosing e.g. Blank Canvas or Mental Health First Aid Course
 - 3.4.6.6. to publicise a Wellbeing Tip of the Week in the Medsoc Mailout and provide contributions to *Humerus* or equivalent
 - 3.4.6.7. to liaise with CAPS, UNSW Hub Wellbeing Ambassadors, Faculty of Medicine Student Service Provider (Ute), rural clinical schools and UNSW Student Minds on issues and events related to student wellbeing
 - 3.4.6.8. to liaise with the Community and Wellbeing Officer on the AMSA National Executive
 - 3.4.6.9. to report to Council at least once in the calendar year in addition to the report at the AGM
- 3.4.7. Women's Officer
 - 3.4.7.1. to inform, and engage with UNSW Medical students for a more egalitarian medical community.
 - 3.4.7.2. to organise, oversee, and be responsible for a Women in Medicine Subcommittee where appropriate
 - 3.4.7.2.1. The Women's officer subcommittee is non-autonomous, and welcomes all genders.
 - 3.4.7.3. to be involved in the running of at least one event per semester e.g. focussing on women's wellbeing or gender equality, engaging in

- constructive and respectful debate on methods to promote an equal and approachable workforce for women in the medical field.
 - 3.4.7.4. to be involved in contributing to *Humerus* and *Idioglossia* or equivalent at least twice a year.
 - 3.4.7.5. to report to Council at least once in the calendar year in addition to the report at the AGM
 - 3.4.7.6. to be an autonomous position, only open to candidates who are woman-identifying.
- 3.5. The *Secretarial* team:
 - 3.5.1. is overseen by the Secretary,
 - 3.5.2. comprises the following elected officer bearers with their individual duties:
 - 3.5.3. *Assistant Secretary*
 - 3.5.3.1. to assist the Secretary;
 - 3.5.3.2. to arrange video conferencing with rural schools and event organisers upon request
 - 3.5.3.3. to arrange video recording with event organisers and UNSW Faculty of Medicine upon request
 - 3.5.3.4. to assist the secretary in forming a report to be presented at the AGM;
 - 3.5.3.5. to organise the provision of refreshments at Council meetings, as the allowed budget permits
 - 3.5.3.6.
 - 3.5.4. *MedSoc Historian*
 - 3.5.4.1. to be responsible for administrating the safekeeping of UNSW MedSoc records and memorabilia for interest's sake and to maintain societal tradition;
 - 3.5.4.2. to be responsible for administrating the safekeeping of UNSW MedSoc merchandise for the reference of future cohorts of UNSW medical students;
 - 3.5.4.3. to document significant events of the year as deemed appropriate by the current Executive;
 - 3.5.4.4. to produce an article for each annual edition of *Idioglossia*, focusing on relevant past events and/or UNSW MedSoc history;
 - 3.5.4.5. to promote the traditions of UNSW MedSoc, liaising with Council members;
 - 3.5.4.6. to improve UNSW MedSoc and UNSW's relations with alumni by liaising with alumni, faculty, and other organisations as appropriate, and working on projects together to foster this relationship where appropriate;
 - 3.5.4.7. to report to Council at least once in the calendar year in addition to the report at the AGM.
 - 3.5.5. *Information Technology Officer*
 - 3.5.5.1. to be responsible for the maintenance and updating of the UNSW MedSoc website;
 - 3.5.5.2.

- 3.5.5.3. to assist SIGs with the maintenance and updating of their SIG page on the MedSoc website
- 3.5.5.4. to actively search for new technology or software which would help with UNSW MedSoc infrastructure and/or UNSW medical students.
- 3.5.5.5. to be responsible for the maintenance and updating of the UNSW MedSoc Membership Database
- 3.5.5.6. to report to Council at least once in the calendar year in addition to the report at the AGM
- 3.5.6.
- 3.6. The *Public Relations* team:
 - 3.6.1. is overseen by the Public Relations Director;
 - 3.6.2. comprises the following elected officer bearers with their individual duties:
 - 3.6.3. *Publications Officer*
 - 3.6.3.1. to produce content for and monitor *The Jugular* website;
 - 3.6.3.2. to produce *Umbilical* in collaboration with first year representatives
 - 3.6.3.3. to assist other positions with the production of promotional material and publication;
 - 3.6.3.4. to report to Council at least once in the calendar year in addition to the report at the AGM; and
 - 3.6.3.5. to create an Publications Subcommittee in their elected year.
 - 3.6.4. *MedSoc Photographer*
 - 3.6.4.1. to be responsible for creating and maintaining a photographic and/or video record of UNSW MedSoc events and UNSW MedSoc delegations at external events;
 - 3.6.4.2. to delegate this responsibility to other capable students when unable to attend a particular UNSW MedSoc event;
 - 3.6.4.3. to maintain a photographic archive and ensure approved images are made available to UNSW MedSoc social media and for usage in UNSW MedSoc publications; and
 - 3.6.4.4. to create a Photography Subcommittee in their elected year, if they feel it necessary.
- 3.7. The *Student Representative* team:
 - 3.7.1. is overseen by the Student Representative Directors;
 - 3.7.2. comprises of several representatives from each Phase;
 - 3.7.3. has the general duties:
 - 3.7.3.1. to represent the views of UNSW medical students in their cohorts at Council meetings, to the Faculty at Phase meetings and elsewhere, and to the University;
 - 3.7.3.2. collecting student views before Faculty Phase meetings and MedSoc Council Meetings on relevant issues, and communicating the happenings of such meetings back to the cohort by appropriate medium;

- 3.7.3.3. to promote UNSW MedSoc events and to distribute *Idioglossia*, *Humerus* and *Umbilical* and other general promotional material to their nominated cohort; and
- 3.7.3.4. to hold at least one event per cohort per year;
- 3.7.4. comprises the following elected officer bearers with specific additional duties:
- 3.7.5. First Year Representatives
 - 3.7.5.1. appoint a sub-committee to assist with their duties, if deemed appropriate;
 - 3.7.5.2. to assist the Second Year Representatives in the organisation of Integration Party;
 - 3.7.5.3. to organise Medcamp with oversight from the incoming President in the year following their election;
 - 3.7.5.4. to hold one welcome back event at the beginning of each Teaching Period to increase cohort spirit;
 - 3.7.5.5. to give a Medcamp report at the Council meeting immediately following Medcamp; and
 - 3.7.5.6. to oversee the production of *Umbilical*. in conjunction with publications
- 3.7.6. Second Year Representatives
 - 3.7.6.1. to hold one welcome back event at the beginning of each Teaching Period to increase cohort spirit;
 - 3.7.6.2. to be responsible for the ordering and distribution of medicine jerseys in the year of their election; and
 - 3.7.6.3. to be responsible for, with the assistance of the First Year Representatives, the organisation of Integration party.
- 3.7.7. ILP Representative
 - 3.7.7.1. to hold one event in each semester to increase cohort spirit; and
 - 3.7.7.2. to co-ordinate Writing Research Night and Presenting Research night in conjunction with the Honours Representative.
- 3.7.8. Honours Representative
 - 3.7.8.1. to hold one event in each semester to increase cohort spirit; and
 - 3.7.8.2. to co-ordinate Writing Research Night and Presenting Research night in conjunction with the ILP Representative.
- 3.7.9. ILP/Honours Representatives
 - 3.7.9.1. to hold one event in each semester to increase cohort spirit; and
 - 3.7.9.2. to co-ordinate Writing Research Night and Presenting Research night.
- 3.7.10. Coursework Representatives
 - 3.7.10.1. to hold one event in each semester to increase cohort spirit.
- 3.7.11. Phase Three Clinical School Representatives
 - 3.7.11.1. to appoint a sub-committee to assist with their duties, if deemed appropriate; and.
 - 3.7.11.2. to organise and implement the nomination and election of MedSoc Teaching Awards at each clinical school.
 - 3.7.11.3. There shall be one fifth year and one sixth year Clinical School representative from each of the Prince of Wales, St Vincent's, South West Sydney, St George and Sutherland hospital sites.
- 3.7.12. Rural Medical Society Presidents
 - 3.7.12.1. there shall be representatives from each of the Clinical Schools from Coffs Harbour, Port Macquarie, Wagga Wagga, Griffith and Albury;

- 3.7.12.2. The Presidents of the respective Rural Medical Societies shall automatically serve as the UNSW Medsoc representative for their Clinical School
 - 3.7.12.3. to represent the views of the members at their clinical schools to Council, the Clinical School, the Faculty and the University;
 - 3.7.12.4. they shall be beholden to UNSW Medsoc Council only on matters of advocacy and representation;
 - 3.7.12.5. they shall not be expected to attend council meetings but are required to review the minutes of the meetings. *(To report back to Council twice a year, once at each semester)*
 - 3.7.13. Indigenous Officer
 - 3.7.13.1. to be filled by the AIDA Representative elected by Indigenous students by methods of their discretion
 - 3.7.13.2. to act as a liaison between AIDA and MedSoc
 - 3.7.13.3. to represent the views of Indigenous student members at Council meetings, to the Faculty and to the University;
 - 3.7.13.4. to ensure, where possible, that no activity, resolution or regulation of UNSW MedSoc shall adversely affect Indigenous medical students;
 - 3.7.13.5. to be responsible for advocating issues relating to Indigenous students and implement initiatives for UNSW MedSoc to better meet their needs; and
 - 3.7.13.6. to be responsible for informing Indigenous students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications.
 - 3.7.13.7. to work closely with the Indigenous medical students on matters of advocacy and liaising with the student body
 - 3.7.13.8. to be involved in contributing to Humerus and Idioglossia or equivalent at least twice a year.
 - 3.7.13.9. to report to Council at least once in the calendar year in addition to the report at the AGM
 - 3.7.13.10. to organise, oversee, and be responsible for an Indigenous Students Committee where appropriate
 - 3.7.13.10.1. This Committee can include an Indigenous identifying Chair, distinct from the Indigenous Officer, who would assume responsibility for the day-to-day management of the Committee
 - 3.7.13.10.2. Otherwise the Committee welcomes all backgrounds.
 - 3.7.13.10.3. The Committee would run at least one event in the calendar year, with a goal of fostering cultural competency
- 3.8. The *Finance* team:
- 3.8.1. is overseen by the Treasurer, Sponsorship Director, and Membership Director;
 - 3.8.2. comprises the following elected officer bearers with their individual duties:
 - 3.8.3. Bookshop Officer
 - 3.8.3.1. to be responsible for the supervision of and carrying out the day to day running of the bookshop;
 - 3.8.3.1.1. a bookshop manager may be employed by UNSW MedSoc to carry out the day-to-day running of the bookshop;

- 3.8.3.2. to report to council at least twice in the calendar year. These shall be made at the May Council Meeting and at the AGM;
 - 3.8.3.2.1. The compulsory reports at the May Council Meeting and the AGM shall include financial reports;
 - 3.8.3.3. the Bookshop Officer and the Bookshop Manager shall be sole holders, and be accountable for, keys to the Bookshop;
 - 3.8.3.4. to provide a thorough handover document at the end of the year to the incoming Bookshop Officer, detailing administrative and legal logistics involved in the running of the bookshop;
 - 3.8.3.5. to ensure that all recommended textbooks and new editions are reviewed and published on the UNSW MedSoc website and/or in UNSW MedSoc publications;
 - 3.8.3.6. to communicate special offers from the bookshop to the student body;
 - 3.8.3.7. to be responsible for the renegotiation of the Bookshop Manager's contract annually by March of each year;
 - 3.8.3.8. 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);
 - 3.8.3.9. 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;
 - 3.8.3.10. to be responsible for updates to the Bookshop Website and for technological upgrades; and
 - 3.8.3.11. to endeavour to run promotions for the bookshop and expand its business.
- 3.8.4. Assistant Bookshop Officer
- 3.8.4.1. to assist the Bookshop Officer in the supervision of the day to day running of the bookshop;
 - 3.8.4.2. to assume the position of Bookshop Officer in the year following the year he or she was Assistant Bookshop Officer;
 - 3.8.4.3. to be aware that Council reserves the right to dismiss the Assistant Bookshop Officer and elect someone in his/her place;
 - 3.8.4.4. to give a joint report with the Bookshop Officer at the AGM;
 - 3.8.4.5. responsible for the promotion of Bookshop via social networking sites;
 - 3.8.4.6. responsible for the production of promotional materials such as posters and advertisements, in publications such as *Idioglossia*, in collaboration with the Bookshop Student Director; and
 - 3.8.4.7. assist with advertising and promotions of the Bookshop.
- 3.8.5. Finance Officers
- 3.8.5.1. to co-ordinate Life and Money in the Real World under the supervision of the Development Director
 - 3.8.5.2. to assist in the composition and collation of the UNSW MedSoc's Prospectus in the elected term, including the coordination of information

- gathering sessions from the various MedSoc portfolios and the compilation of this information
- 3.8.5.3. to assist in the development of a Sponsorship Action Plan in the weeks following election, to be presented to Council with the Sponsorship Director and act as a guideline for the remaining year
- 3.8.5.4. to assist in the development and/or maintenance of a 'Sponsor Database', from which contact information and historical sponsor contributions can be referenced
- 3.8.5.5. to act as a liaison between SIG Sponsorship Officer and the larger MedSoc Sponsorship Program, to ensure adequate and equitable sourcing of funding
- 3.8.5.6. to assist in the enforcement of sponsorship agreements, to ensure the fair treatment of Sponsors and Event Coordinators
- 3.8.5.7. to report to Council at least once in the calendar year in addition to the report at the AGM
- 3.8.5.8. to assist the Sponsorship Director in seeking new sponsorship opportunities for the Society;
- 3.8.5.9. to inform the members of the Finance Team on current sponsorship issues;
- 3.8.5.10. to liaise with any relevant members of Council in meeting the demands of Sponsors and in clarifying any issues regarding sponsorship;
- 3.8.5.11. to attend relevant meetings of other Teams, especially those under the Development Director and Events Director, in order to ensure the adequate implementation of a Sponsorship Action Plan;
- 3.8.5.12. to assist other members of the Finance Team, including the Treasurer and Membership Officer, in developing funding and sponsorship initiatives; and
- 3.8.5.13. to assist with advertising and promotions of the Sponsorship portfolio, with an option of organising and overseeing, upon recommendations from the Sponsorship Director and the President, an additional Sponsorship Subcommittee of interested Members.
- 3.8.5.14. to ensure the continuation and renewance of sponsorship for the MedSoc membership sticker scheme.

3.9. The *AMSA* team:

- 3.9.1. is overseen by the AMSA Representative;
- 3.9.2. comprises the following elected officer bearer with their individual duties:
- 3.9.3. *Policy Officer*
 - 3.9.3.1. to coordinate the formulation of policy related to the faculty, the University, the NSWMSC and AMSA;
 - 3.9.3.2. to liaise with the Medsoc Executive and Council Members, and any other relevant members of UNSW MedSoc in relation to AMSA, NSWMSC, University and Faculty policy; and
 - 3.9.3.3. to supervise and liaise with other UNSW MedSoc officers in advertising policy developments and promoting awareness of policy issues among members.

- 3.9.3.4. to attend and assist the AMSA Representative in co-ordinating three (3) AMSA Think Tanks
- 3.9.4. Other members of the AMSA Subcommittee appointed in accordance with clause 3.1.6.4.
- 3.10. There will be one elected office bearer who does not fall under any team:
 - 3.10.1. *Presiding Officer of Council*
 - 3.10.1.1. to chair all Council meetings and General meetings of UNSW MedSoc;
 - 3.10.1.2. to uphold the requirements for attendance at Council meetings by office bearers as stated in the Constitution;
 - 3.10.1.3. to circulate updated versions of standing orders to office bearers.

4. SECTION FOUR MEDICAL STUDENT’S AID PROJECT (MSAP)

- 4.1. MSAP is the designated Global Health Group of UNSW and MedSoc. As such it will represent UNSW on the AMSA Global Health Council.
- 4.2. MSAP will maintain its Global Health Group Representative for the AMSA Global Health Council, who will act separately, but in cooperation with, the AMSA Representative.
- 4.3. The MSAP AMSA Representative will liaise on MSAP’s behalf with the MedSoc Executive through the MedSoc AMSA Representative.
- 4.4. Any large global health projects should be run by or in consultation with MSAP
 - 4.4.1. Specifically, MSAP will run the MedSoc elective grant scheme, for providing health resources in developing countries.
- 4.5. As the global health branch of MedSoc, MSAP will be supported with the following resources:
 - 4.5.1. An annual December meeting with a member of the MedSoc Executive
 - 4.5.2. Room booking assistance through MedSoc Secretary
 - 4.5.3. Insurance cover
 - 4.5.4. Storage space available to UNSW MedSoc as a temporary storage area for donated goods
 - 4.5.5. IT officer support where needed
 - 4.5.6. Promotion of MSAP activities/events in Umbilical, Idioglossia and at any suitable UNSW MedSoc events (with approval from the Groups Director)
 - 4.5.7. UNSW MedSoc will allow MSAP to collect donations at any suitable UNSW MedSoc social or educational event
- 4.6. Financials
 - 4.6.1. MSAP will independently manage its financials
 - 4.6.2. It will provide MedSoc with a financial report on a biannual basis for review, and MedSoc has the authority to audit the bank account at any given point
 - 4.6.3. No member may profit financially from the existence of MSAP
 - 4.6.4. No executive or council position will be rewarded with money
 - 4.6.5. The MSAP bank account must not be used for any individual’s personal finances

- 4.6.6. On dissolution of MSAP, MSAP 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. If this procedure is not followed, UNSW Medsoc will facilitate the dissolution and manage the allocation of funds.
- 4.7. Sponsorship
 - 4.7.1. MSAP will seek sponsorship independent of MedSoc
 - 4.7.2. MSAP will not contact companies that MedSoc has blacklisted
 - 4.7.3. MSAP may accept donations, both financial and material, from pharmaceutical companies, given that is transparent and disclosed to MedSoc, and that it is not reciprocated with publicity or promotions to student members
- 4.8. Events
 - 4.8.1. MSAP events will be run in line with ARC protocol
 - 4.8.2. All MSAP events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary
 - 4.8.3. Promotions will follow the MedSoc Social Media Policy, and will display both the ARC and MedSoc logos
- 4.9. Internal management
 - 4.9.1. MSAP will run its own annual election process, in which all MedSoc members are eligible to be nominated to any position, and are entitled to one vote.
 - 4.9.2. Executive positions must be held by members of MedSoc
 - 4.9.3. Committee positions may be held by students not undertaking an MD/MBBS degree if they have been nominated and approved as an Associate Member of MedSoc
 - 4.9.4. MedSoc will be notified of changes to the MSAP constitution and provided with the most current version within a week.

5. SECTION FIVE AFFILIATES

- 5.1. Any external organisation or committee may be considered an affiliated body of UNSW MedSoc.
- 5.2. A memorandum of understanding should be drafted between UNSW MedSoc and the affiliate, where necessary.
- 5.3. UNSW Rural Allied Health Medical Society (RAHMS):
 - 5.3.1. RAHMS will act as the Rural Health Club to promote interest in rural health and advocate on rural health issues
 - 5.3.2. UNSW MedSoc and RAHMS will function as separate entities, but in a spirit of cooperation and for mutual benefit.
 - 5.3.2.1. This may include joint financial support of events for medical students studying at rural campuses and those promoting interest in rural health amongst medical students

- 5.3.3. UNSW MedSoc acknowledges the role of RAHMS in the area of promoting interest in rural health, however:
 - 5.3.3.1. Representation of members studying at the Rural Clinical School will be through UNSW MedSoc rural representatives
- 5.4. GPSN (General Practice Students Network):
 - 5.4.1. GPSN will act as the General Practice Group to promote interest in General Practice
 - 5.4.2. UNSW MedSoc and GPSN will function as separate entities, but in a spirit of cooperation and for mutual benefit.
- 5.5. Rural Medical Societies
 - 5.5.1. The Rural Medical Societies will act as the local Medical Student Society for each of the Clinical School in Coffs Harbour, Port Macquarie, Wagga Wagga, Griffith and Albury
 - 5.5.2. UNSW MedSoc and RAHMS will function as separate entities, but in a spirit of cooperation and for mutual benefit.
 - 5.5.2.1. This may include, but is not limited to, the cross-promoting of Medsoc and Rural Medical Society events such as AMSA Vampire Cup and the organising of video-conferencing
 - 5.5.3. For all non-local advocacy related matters, the Rural Medical Society President will work as part of Medsoc Council

6. SECTION SIX PHARMACEUTICAL SPONSORSHIP

Adjunct: *It is recognised within the literature that pharmaceutical sponsorship of medical student events present a conflict of interest between the industry and future practitioner prescribing habits (1). Medical students have been shown to be vulnerable to these influences, despite the fact that most believe they are personally immune (2). Therefore, it is important for medical students to be aware of the effects that pharmaceutical sponsorship can have on their attitudes and behaviour towards medicines, and thus cautious when entering into a partnership with sponsors of this nature. Restricting and regulating interactions with pharmaceutical companies is key in helping students to maintain a degree of independence from industry bias if a partnership is sought (3,4,5).*

The University of New South Wales Medical Society (UNSW MedSoc) does not encourage Special Interest Groups (SIG) and Affiliates entering into partnership agreements with pharmaceutical companies, which is in line with the current Australian Medical Association stance regarding the issue. However, in the case that a decision is made to receive sponsorship from a pharmaceutical company, the following regulations will apply.

- 6.1. Pharmaceutical companies are defined as companies that produce products registered on the Pharmaceutical Benefits Scheme and/or products listed as ‘medicines’ under the Therapeutic Goods Administration’s Australian Register of Therapeutic Goods.
- 6.2. Once it has been established that a company satisfies this classification, the SIG/Affiliate must follow the necessary steps outlined below:
 - 6.2.1. Financial Sponsorship
 - 6.2.1.1. All contracts involving pharmaceutical companies must utilise the “Pharmaceutical Contract”, and receive approval from the Groups Director and the Sponsorship Director.

- 6.2.1.2. SIGs/Affiliates must be transparent about the arrangements made with the pharmaceutical company. Any changes or updates to the partnership established in the “Pharmaceutical Contract” must be communicated to the Groups Director and Sponsorship Director as soon as possible but at least three days prior to the sponsored event.
- 6.2.1.3. If it is found that a SIG/Affiliate has failed to ensure that their pharmaceutical sponsor has complied with the “Pharmaceutical Contract”, this may provide grounds for the immediate termination of the contract by the Sponsorship Director.
- 6.2.1.4. If a SIG/Affiliate believes that the grounds for termination is unjust prior to termination, they may direct the complaint to next executive meeting for discussion, as per outlined in the Complaints Handling Policy. At that point in time, all sponsorship from the pharmaceutical company will be suspended until further notice.
- 6.2.1.5. Any financial sponsorship received from the pharmaceutical company shall under no circumstances be spent on social events, as outlined in the Arc clubs regulations.
- 6.2.2. Gifts
 - 6.2.2.1. Gifts are defined as any form of collateral provided by the pharmaceutical company free of charge.
 - 6.2.2.2. Collateral supplied by the pharmaceutical company is allowed in principle, but limited to items of < \$10/piece in value or educational items for medical students such as textbooks. This does not include gifts in the form of meals/food items.
- 6.2.3. Sponsored events
 - 6.2.3.1. Any publicity or advertising of pharmaceutical sponsors must be limited to company name and logo only. Such publicity may appear in UNSW MedSoc publications and on any website associated with UNSW MedSoc (including Facebook event pages and app).
 - 6.2.3.2. The contact details of the pharmaceutical representatives must be provided at least three days before the event.
 - 6.2.3.3. All presentations (such as powerpoint presentations) must be sent to the SIG president at least three days before the event to screen any inappropriate content.
 - 6.2.3.4. All speakers are required to clearly disclose their ties to industry in all presentations.
 - 6.2.3.5. There is to be a maximum of two pharmaceutical company representatives at each sponsored event.

7. SECTION SEVEN PUBLICATIONS

7.1. Idioglossia

- 7.1.1. The official website of UNSW MedSoc Publications will be ‘The Jugular’ (thejugular.org).
- 7.1.2. Content will be uploaded weekly throughout the academic year.

- 7.1.3. The Publications Officer, with the assistance of the Publications Subcommittee, will be responsible for all aspects of content production.
- 7.1.4. Content uploaded to *The Jugular* will include:
 - 7.1.4.1. Serious discussion of current affairs relevant to medical students;
 - 7.1.4.2. Medical-themed entertainment relating to culture and humor;
 - 7.1.4.3. Contributions from other individuals;
 - 7.1.4.3.1. This includes medical conference reports, medical elective reports and general submission.
- 7.2. **Umbilical**
 - 7.2.1. The UNSW MedSoc will produce an annual publication for first year students, to be known as 'Umbilical'.
 - 7.2.2. There will be one (1) publication of Umbilical produced each calendar year, to be distributed to first year students by the end of the first week of the University Medicine Teaching Period 1.
 - 7.2.3. The First Year representatives will be responsible for all aspects of the publication in the calendar year following their service.
 - 7.2.4. Umbilical will be made available in print and electronic form, free of charge, to all first year students.

8. SECTION EIGHT SPECIAL INTEREST GROUPS

- 8.1. Special interest groups (SIGs) are UNSW MedSoc managed organisations that seek to enhance medical student life academically, culturally or socially. SIGs will be provided with support by UNSW MedSoc.
- 8.2. SIGs must fulfil ALL the following criteria in order to be granted SIG status by UNSW MedSoc:
 - 8.2.1. The Executive committee consist of UNSW medical students only
 - 8.2.2. 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, GPSN and Arc
 - 8.2.3. Demonstrate the beneficial nature of their activities
 - 8.2.4. Show themselves to be competent in performing their planned activities
 - 8.2.5. Must be accessible for all medical students
 - 8.2.6. Be transparent and accountable to UNSW MedSoc by providing financial document and reporting to Treasurer every semester
 - 8.2.7. Must prove they have at least thirty (30) UNSW MedSoc members by way of a document containing names, year level, student numbers and signatures
 - 8.2.8. Have established succession plan and infrastructure to ensure longevity
 - 8.2.9. Be run at cost-neutral:
 - 8.2.9.1. No member can profit financially from the existence of SIGs
 - 8.2.9.2. No executive position will be rewarded in monetary or other means
 - 8.2.10. UNSW MedSoc's logo on will be included every publication and UNSW MedSoc will be acknowledged in every event organised by SIGs
 - 8.2.11. 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 Association. If this procedure is not

- followed, UNSW MedSoc will facilitate the dissolution and manage the allocation of funds.
- 8.2.12. SIGs will need to disclose any financial or material assets received outside of UNSW MedSoc and ensure that any sponsorship complies with Section 5 of UNSW MedSoc's Constitution
 - 8.2.13. SIGs will be overseen by the Groups Director, unless it is decided by the executive that another executive member would be better suited for this role for a particular SIG
 - 8.3. SIGs may be granted by UNSW MedSoc support
 - 8.3.1. The type of support that may be offered will be financial, administrative or logistical
 - 8.3.2. 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.
 - 8.3.3. If requiring liability, the SIG would address this in the application
 - 8.4. Acceptance of SIGs is up to the discretion of the MedSoc Executive.
 - 8.5. MedSoc Council may move a vote of no confidence against any Executive Member(s) of any SIG:
 - 8.5.1. 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
 - 8.5.2. A vote of no confidence may be moved on the following grounds:
 - 8.5.2.1. Conduct unbecoming a UNSW MedSoc Member
 - 8.5.2.2. Conduct unbecoming an Office bearer
 - 8.5.3. A vote of no confidence motion shall be passed by as absolute majority of the MedSoc Council
 - 8.6. SIGs shall be considered to be under MedSoc for insurance and ARC purposes.
 - 8.7. SIGs' financials shall be managed by the MedSoc Treasury unless a memorandum of understanding is established. These SIGs will still be required to uphold the criteria outlined in 8.2.

9. SECTION NINE COMMITTEES

- 9.1. 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.
 - 9.1.1. The duties of the Graduation committee will be to organise Graduation Ball and Graduation Book in the year following their appointment by Council
 - 9.1.2. The Graduation committee will organise, with the assistance of Leadership Officers, the Life in the Real World Seminar for the second half of the year following 6th year exam but prior to their graduation
 - 9.1.3. The Committees will report to Council at the AGM and to the executive at the conclusion of their term

10. SECTION TEN LOGO

- 10.1. The use of the logo must be in keeping with the UNSW MedSoc Branding Guidelines.

- 10.1.1. Variants of the logo exist and may be used, but this must be done in keeping with the UNSW MedSoc Branding Guidelines.
- 10.1.2. The following image will be used as the logo of UNSW MedSoc in all official publications, letterheads, business cards and elsewhere as appropriate:



THE UNIVERSITY OF NEW SOUTH WALES
MEDICAL SOCIETY



- 10.1.3.
- 10.2. The Executive may from time to time publish and update the UNSW MedSoc Branding Guidelines.
 - 10.2.1. Members, members of the Executive, Office Bearers, Special Interest Groups and all individuals rendering service to UNSW MedSoc will adhere to the AMSA Branding Document.
 - 10.2.2. Members, members of the Executive, Office Bearers, Special Interest Groups and all individuals rendering service to UNSW MedSoc will liaise with the Executive and obtain permission before publication or distribution of any UNSW MedSoc material, documents or productions of any kind.

11. SECTION ELEVEN VOTING PROCEDURES/ELECTIONS

- 11.1. The Returning Officer
 - 11.1.1. shall conduct the elections in accordance with the Constitution and the Regulations;
 - 11.1.2. shall ensure the elections are conducted in a fair, cordial and polite manner
 - 11.1.3. shall enforce the Council approved Code of Conduct, including campaign promotion restrictions
 - 11.1.4. may prescribe all matters of detail not inconsistent with the Constitution or the Regulations;
 - 11.1.5. 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;
 - 11.1.6. shall dismiss polling clerks who fail to conduct themselves in an independent manner;
 - 11.1.7. shall have the responsibility of giving notice of the elections in accordance with clause 16.3

- 11.1.7.1. namely, via email to all members
- 11.1.7.2. notice of UNSW MedSoc elections shall contain the following information:
 - 11.1.7.2.1. positions open for the elections with a brief description of responsibilities for that job,
 - 11.1.7.2.2. the nominating procedures,
 - 11.1.7.2.3. the date by which nominations close,
 - 11.1.7.2.4. email address of the returning officer for inquiries,
 - 11.1.7.2.5. the dates of the week in which elections will be held,
 - 11.1.7.2.6. instructions on how to vote using the voting platform
 - 11.1.7.2.7. date, place and time of the annual general meeting,
 - 11.1.7.2.8. the Council approved Code of Conduct
- 11.1.8. shall establish a voting platform:
 - 11.1.8.1. which shall be accessible only to UNSW medical students,
 - 11.1.8.2. where only one valid vote will be cast per member,
 - 11.1.8.3. where voting shall be limited by eligibility according to year, sequence, hospital placement and other relevant demographics.
- 11.1.9. 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.
- 11.2. Nominating Procedures
 - 11.2.1. 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.
 - 11.2.2. The voting platform must be set up and all members notified within 2 weeks of the close of nominations.
 - 11.2.3. Elections should be held within one week of the close of nominations.
 - 11.2.4. Nominations are to be so that they reach the returning officer by the date of closure of nominations.
 - 11.2.5. Nominations must include:
 - 11.2.5.1. the name and student number of the nominee(s),
 - 11.2.5.2. the name, student number and signature of a nominator,
 - 11.2.5.3. the name, student number and signature of a seconder,
 - 11.2.5.4. a written statement by the nominee(s) of no more than 100 words and a passport-sized photo of the nominee(s).
 - 11.2.6. Nominees, nominators and seconders must be members of the eligible electorate.
 - 11.2.7. All positions to only be contested by one member except for the positions specified in clause 10.10
 - 11.2.8. The following positions will be allowed to be contested by a joint ticket of no more than two members:
 - 11.2.8.1. Student Representative Directors
 - 11.2.8.2. Academic Officers
 - 11.2.8.3. Leadership Officers
 - 11.2.8.4. Charities Officers
 - 11.2.8.5. Wellbeing Officers
 - 11.2.8.6. Social Officers
 - 11.2.8.7. Sports Officers
 - 11.2.8.8. International Students' Representatives

- 11.2.8.9. ILP Representatives
- 11.2.8.10. Honours Representatives
- 11.2.8.11. Finance Officers
- 11.2.8.12. Women's Officer
- 11.2.9. All ordinary members are eligible to stand for, and vote in, any elected office bearer position, except:
 - 11.2.9.1. The electorate and members eligible to stand for Phase Representatives shall be ordinary members of their respective cohorts. Members eligible to stand will not include office bearers.
 - 11.2.9.2. The members eligible to stand as Phase 3 Clinical School Representatives shall be ordinary members doing their Phase 3 medicine and surgery rotations at the hospital for which they stand.
 - 11.2.9.3. The electorate and members eligible to stand for Assistant Secretary shall be ordinary members from first year.
 - 11.2.9.4. The electorate for Presiding Officer of Council shall be the incumbent and newly elected Council Officers. Newly elected office bearers, with the exception of Phase Representatives, may not nominate for the position of Presiding Officer of Council.
- 11.2.10. Any Ordinary Member may stand for a maximum of two (2) elected office bearer positions during the one election, and must indicate on the nomination his or her preferred position should he or she win both positions, in accordance with clause 3.7 of the Constitution, and that:
 - 11.2.10.1. a joint-ticket nomination must be preferenced first for both nominees; and
 - 11.2.10.2. only one joint-ticket nomination will be accepted per nominee.
- 11.3. Method of Voting
 - 11.3.1. 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.
 - 11.3.2. A candidate will be declared a winner when they reach 50% + 1 of the valid votes.
- 11.4. Electoral Roll
 - 11.4.1. The Electoral Roll will consist of all ordinary members who have not excluded themselves under the Constitution.
- 11.5. Scrutineers
 - 11.5.1. Each candidate shall be entitled to appoint one scrutineer to inspect the voting platform and the counting of the votes.
 - 11.5.2. Nominations of scrutineers must be signed by the candidate and received by the Returning Officer before the close of polling.
 - 11.5.3. 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.
- 11.6. Unopposed Elections
 - 11.6.1. Where the number of nominations for an Executive position does not exceed the number of positions to be filled in a ballot, a vote of confidence shall be held,

- requiring a fifty (50) percent vote of confidence, following which the Returning Officer shall then declare the nominee(s) elected.
- 11.6.2. Where the number of nominations for a Council position does not exceed the number of positions to be filled in a ballot, the Returning Officer shall then declare the nominee(s) “elected unopposed”.
- 11.7. Term of Office
- 11.7.1. 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.
- 11.7.2. The Assistant Secretary will serve from the time of their election until the election of their successor.
- 11.7.3. 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 to April Council the following year.
- 11.7.4. The outgoing office bearer must work with the incoming office bearer as soon as they are elected to ensure appropriate and effective handover.
- 11.8. Casual Vacancies
- 11.8.1. In order for a casual vacancy to exist, the council or executive member must provide their resignation in writing to the secretary
- 11.8.2. In the event of a casual vacancy in the executive or council, nominees from the previous election will be asked if they would like to run for the position (provided they do not hold a conflicting Medsoc position). Nominees who accept will then be voted for at next Council during which Council will elect a person to fill that vacancy, in accordance with clause 3.7 of the Constitution.
- 11.8.3. 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.
- 11.8.4. Should the position not be filled by this process, council will advertise and vote on a replacement for the role.
- 11.9. Illegal Practices
- 11.9.1. Any practice which interferes with the integrity of the electoral procedures shall be deemed to be illegal, and will result in:
- 11.9.1.1. the invalidation of the nomination of any candidate found to participate in such practices, at the discretion of the Returning Officer;
- 11.9.1.2. 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
- 11.9.2. Illegal practices include:
- 11.9.2.1. gaining unauthorised access to the voting system,
- 11.9.2.2. casting a vote whilst logged into the voting platform as a user other than oneself,
- 11.9.2.3. interference with any part of the voting system.
- 11.9.2.4. slanderous or unethical conduct towards another candidate or outgoing member
- 11.9.2.5. contravening the Council approved Code of Conduct.
- 11.10. Election of Presiding Officer of Council

- 11.10.1. The Presiding Officer of Council shall be elected at the AGM.
- 11.10.2. The conduct of the election shall be the responsibility of the Returning Officer.
- 11.10.3. The Presiding Officer of Council shall serve from their election until the election of their successor.

12. SECTION TWELVE STANDING ORDERS

12.1. General

12.1.1. 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.

12.1.2. **A vote passing by absolute majority is defined as one that has received support of more than 50 percent (%) of Council Members present at the Council Meeting**

12.2. Suspension of Standing Orders

12.2.1. Standing Orders are automatically invoked at the commencement of any session.

12.2.2. Suspension of any or all Standing Orders shall require a two-thirds majority of Members with voting rights.

12.2.3. A motion to suspend Standing Orders shall be accorded status as a Procedural Motion.

12.2.4.

12.3. Adjournment of Meeting

12.3.1. Adjournment is normally at discretion of the Chair who shall bear in mind the wishes of the Members.

12.3.2. Any Member may move “that the Meeting be adjourned”. This shall be a Procedural Motion requiring an absolute majority.

12.4. Chair

12.4.1. The Council shall normally be Chaired by the Presiding Officer.

12.4.2. 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.

12.4.3. The Chair has no moving or seconding rights and shall not normally enter into a debate.

12.4.4. 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.

12.4.5. A Chair may be deposed by a Procedural Motion “that a new Chair be sought”, requiring an absolute majority.

12.5. Debate

12.5.1. 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.

12.5.2. The Chair shall, in the exercise of power to conduct the Meeting, bear in mind:

12.5.2.1. The order in which Members have indicated their wish to speak.

12.5.2.2. The desirability of allowing those who have not previously contributed to the debate the right to do so at any early stage.

12.5.3. 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.

- 12.5.4. 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 an absolute majority.
- 12.5.5. 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.
- 12.5.6. Direct Negatives:
 - 12.5.6.1. When a motion has been moved and seconded the Chair shall call for a “Direct Negative” to speak against the motion.
 - 12.5.6.2. The order of speaking to a motion is as follows:
 - 12.5.6.2.1. The Mover,
 - 12.5.6.2.2. The Secunder,
 - 12.5.6.2.3. Direct Negative (if any),
 - 12.5.6.2.4. Speeches from the floor (in the order received by the Chair),
 - 12.5.6.3. Rights of reply from the Direct Negative, Secunder and Mover in that order
- 12.5.7. Any Member may move an amendment to a motion.
- 12.5.8. In the event of a Member moving an amendment the Chair shall:
 - 12.5.8.1. ask the Proposer and Secunder of the motion if they are prepared to accept the amendment;
 - 12.5.8.2. in the event of either the Proposer or Secunder 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 Secunder.
- 12.5.9. If the Mover and the Secunder 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 Secunder of the new substantive motion.
- 12.5.10. 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.
- 12.5.11. 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:
 - 12.5.11.1. allow further debate on the original motion;
 - 12.5.11.2. open a new debate on a further amendment; or
 - 12.5.11.3. close debate.
- 12.5.12. 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.
- 12.5.13. The Chair may at his or her discretion limit debate in any or all of the following ways:
 - 12.5.13.1. imposition of a three (3) minute time limit for each Speaker;
 - 12.5.13.2. 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.;
 - 12.5.13.3. imposition of a requirement that speeches from the floor are limited to one per Member per motion.
- 12.5.14. The Chair may close debate at any time at his or her discretion.

- 12.5.15. 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 an absolute majority.
- 12.5.16. 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.
- 12.5.17. 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.
- 12.5.18. Once a motion has been passed, it becomes a resolution.
- 12.5.19. A motion is passed by an absolute majority of council.
- 12.6. Procedural Motions
 - 12.6.1. 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.
 - 12.6.2. 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.
 - 12.6.3. 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.
 - 12.6.4. The following shall constitute Procedural Motions requiring an absolute majority of voting Members:
 - 12.6.4.1. That Standing Orders be suspended.
 - 12.6.4.2. That the Meeting be adjourned.
 - 12.6.4.3. That the Meeting be closed.
 - 12.6.4.4. That a new Chair be sought.
 - 12.6.4.5. That any non-Members of Council clear the hall.
 - 12.6.4.6. That the motion be recommitted.
 - 12.6.4.7. That the Meeting proceed to the next item of business.
 - 12.6.4.8. That Standing Orders be resumed.
 - 12.6.4.9. That the discussion not be recorded in the minutes.
 - 12.6.4.10. That candidates for election leave the hall.
 - 12.6.4.11. That the Meeting has no confidence in the Chair.
 - 12.6.4.12. That this Meeting form a committee of the whole.
 - 12.6.4.13. That this Meeting move out of the committee of the whole.
 - 12.6.4.14. That the Chair’s ruling be dissented from.
 - 12.6.4.15. That the motion be put.
 - 12.6.4.16. That the motion be laid on the table.
 - 12.6.4.17. That the consideration of the motion on the table be postponed.
 - 12.6.4.18. That the Meeting take a straw vote.
 - 12.6.5. The following shall constitute Procedural Motions requiring the support of five (5) members in a vote:
 - 12.6.5.1. That the vote be put to a secret ballot.

- 12.7. Point of Order
- 12.7.1. 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.
- 12.7.2. 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.
- 12.7.3. The Chair shall immediately rule and act upon any legitimate Point of Order.
- 12.7.4. 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.
- 12.8. Point of Information
- 12.8.1. 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.
- 12.8.2. 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.
- 12.8.3. 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.

13.

1.1. Censure Motion

14.

1.1.1. A motion of censure may be brought against any member in council.

15.

1.1.1.1. 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.

16.

1.1.1.2. A censure motion may be moved on the grounds of conduct in violation of The University of New South Wales Medical Society Bullying and Harassment Policy.

17.

1.1.2.

18.

1.1.3. A censure motion shall be passed by an absolute majority.

19.

1.1.3.1. If passed, the individual will be banned from attending, directly contributing and voting at council meetings

20.

If the individual is a member of council, the MedSoc Executive retains the right to terminate the individual's position on council.

20.1.

21. SECTION THIRTEEN AMENDMENT

- 21.1. These regulations can be amended at an EGM, requiring a two-thirds ($\frac{2}{3}$) majority of Ordinary Members present to be passed.