



THE UNIVERSITY OF NEW SOUTH  
WALES MEDICAL SOCIETY  
REGULATIONS AND BY-LAWS  
2019

Last Updated: August 2019, UNSW Medical Society Extraordinary  
General Meeting



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## 1. Section One: General Terms

- 1.1. These Regulations and By-Laws were updated on Tuesday 13th August 2019

## 2. Section Two: Executive Role Descriptions

- 2.1. All Executive members are:
  - 2.1.1. to report to Council at Council meetings as necessary and appropriate
  - 2.1.2. to report at the AGM report at the AGM;
  - 2.1.3. 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 the scheduling of regular reviews of existing policies with Policy Officer
- 2.2.1.3. to ensure appropriate implementation of the MedSoc Strategic Plan
- 2.2.1.4. to oversee, co-ordinate and support the work of the Executive
- 2.2.1.5. to liaise with the President(s) of RAHMS regarding Rural Clinical Schools
- 2.2.1.6. to liaise with Co-Chairs of MSAP, President of RAHMS and President of GPSN as required
- 2.2.1.7. to encourage functional and productive Council
- 2.2.1.8. to undertake at least 1 “Presidential Project” when there are no internal management issues to actively address

### 2.2.2. Vice President Internal

- 2.2.2.1. to co-ordinate the following council roles:
  - 2.2.2.1.1. Wellbeing and Charities Officers
  - 2.2.2.1.2. Academic Events Officers
  - 2.2.2.1.3. Academic Resources Officer'
  - 2.2.2.1.4. International Officers
  - 2.2.2.1.5. Women's' Officers
  - 2.2.2.1.6. Queer Officer(s)
  - 2.2.2.1.7. Environmental Officer
  - 2.2.2.1.8. and the Indigenous MedSoc Representative

- 2.2.2.2. to undertake regular meetings with each role in the 'Internal Team'
- 2.2.2.3. to support the Internal Team with Executive assistance, which includes but is not limited to:
  - 2.2.2.3.1. providing mediation when there is unresolved conflict between or involving officers under VPI;
  - 2.2.2.3.2. adherence to relevant UNSW MedSoc policies and requirements for sponsorship and Arc support.
  - 2.2.2.3.3. 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 in consultation with the Events Director.
- 2.2.2.4. to be a point of contact for the Groups Director and the Events Director and support them in their roles which includes but is not limited to:
  - 2.2.2.4.1. standing in for the above directors when they are unavailable;
  - 2.2.2.4.2. providing mediation when there is unresolved conflict within or involving the teams overseen by the above directors and where the above directors have exhausted their avenues of resolution and;
  - 2.2.2.4.3. planning and logistical support.
  - 2.2.2.4.4. to undertake at least 1 "Vice-Presidential Project" when there are no internal management issues to actively address.
- 2.2.2.5. fulfil the role of Grievance Officer and uphold the UNSW MedSoc "Grievance Resolution Policy and Procedure"

### **2.2.3. Vice President External**

- 2.2.3.1. to stand in for the President on matters relating to the society's external image or advocacy if the President is not available;
- 2.2.3.2. to oversee external image and management of UNSW MedSoc;
- 2.2.3.3. to coordinate MedSoc's advocacy effort

- 2.2.3.4. to coordinate the annual student society submission for the Australian Medical Council (A.M.C.)
- 2.2.3.5. to oversee the Year Representatives, Graduate Entry Representative, and Policy Officer
- 2.2.3.6. to, in conjunction with the President, act as liaison officer between the Faculty and UNSW MedSoc;
- 2.2.3.7. to ensure that the Faculty and its officers can access the contact details of the representatives
- 2.2.3.8. to ensure that medical students are well represented within the Faculty;
- 2.2.3.9. to coordinate the appointment of the representatives to the relevant Faculty committees in consultation with the Executive;
- 2.2.3.10. 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;
- 2.2.3.11. to implement methods to improve the communication between students, UNSW MedSoc and the Faculty;
- 2.2.3.12. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;
- 2.2.3.13. to co-ordinate the Student Representatives Team
- 2.2.3.14. 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.
- 2.2.3.15. to oversee the formulation of policy related to the Faculty and the University;

#### **2.2.4. Secretary**

- 2.2.4.1. to handle correspondence of UNSW MedSoc;
- 2.2.4.2. to be responsible for the distribution of Council and Executive meeting agendas and meeting minutes;
- 2.2.4.3. to provide an updated constitution and, if relevant, to ensure the duties of the Public Officer are carried out as per section 2.3

- 2.2.4.4. to co-ordinate and maintain a calendar of events organised by UNSW MedSoc;
- 2.2.4.5. to process room booking requests for Wallace Wurth, CATS rooms and other possible venues subject to availability, by office bearers for the purpose of an event run by UNSW MedSoc;
- 2.2.4.6. to be responsible for the storage of UNSW MedSoc equipment; and
- 2.2.4.7. to oversee conference funding applications by members;
- 2.2.4.8. to be responsible for the election of Assistant Secretary
- 2.2.4.9. to produce and distribute a Mail-Out on a regular basis.

### 2.2.5. Treasurer

- 2.2.5.1. to direct and supervise the finances and property of UNSW MedSoc;
- 2.2.5.2. to submit accurate records of all income, expenditure, assets and liabilities to the New South Wales Department of Fair Trading and the Australian Charities and Not-for-profits Commission, or to an accountant if relevant;
- 2.2.5.3. to supervise all monies paid to UNSW MedSoc and issuing of receipts;
- 2.2.5.4. to prepare and present to the Council a budget for the year;
- 2.2.5.5. to advise in the organisation of UNSW MedSoc functions, especially on financial matters;
- 2.2.5.6. to liaise with and assist the Sponsorship Director in their coordination of sponsorship activities of the Society
- 2.2.5.7. to organise independent auditing of UNSW MedSoc through the nominated chartered accountant as necessary; and
- 2.2.5.8. to collaborate with the Sponsorship Director, and other members where relevant in matters of revenue generation and budgeting.

## 2.2.6. Sponsorship Director

- 2.2.6.1. to be responsible for sponsorship from external 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, the Sponsorship Policy or the resolutions of the Society;
- 2.2.6.2. to actively seek new sponsorship opportunities for the Society;
- 2.2.6.3. to compile UNSW MedSoc's Prospectus and collate UNSW MedSoc's SIGs' Prospectus(es) in the elected term.
- 2.2.6.4. to liaise with Sponsors and relevant portfolios to plan events, activities and marketing strategies;
- 2.2.6.5. 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;
- 2.2.6.6. to ensure that sponsorship and partnerships are conducted in an ethical and legal fashion
- 2.2.6.7. to organise the 'Life and Money in the Real World' seminar in collaboration with the Membership Officers
- 2.2.6.8. to oversee, co-ordinate, and chair regular meetings with the Membership Officer(s)
- 2.2.6.9. to collaborate with the Treasurer in relevant matters of revenue generation and budgeting
- 2.2.6.10. to develop a Sponsorship Action Plan in the weeks following election, to be presented at the first Council Meeting to act as a guideline for the remaining year;
- 2.2.6.11. to improve and/or maintain a 'Sponsorship Database', from which contact information and historical sponsor contributions can be referenced;
- 2.2.6.12. to liaise with other Teams, especially event planners, to communicate demands of Sponsors and ensure they are met

## 2.2.7. AMSA Representative

- 2.2.7.1. to attend AMSA Council meetings and represent the interests of UNSW MedSoc, or to proxy to an appropriate representative (usually Junior AMSA Representative or President);
- 2.2.7.2. to fulfil the duties of this position as set out in the AMSA Constitution;
- 2.2.7.3. to fulfil the duties of this position of UNSW representative for the NSWMSC as outlined in the NSWMSC Constitution, including:
  - 2.2.7.3.1. to attend NSWMSC Council meetings and represent the interested of UNSW MedSoc at these meetings, or to proxy to an appropriate representative (usually President)
- 2.2.7.4. to co-ordinate AMSA events, including at least:
  - 2.2.7.4.1. three (3) AMSA Think Tanks to discuss policy and advocacy issues for UNSW MedSoc and AMSA
  - 2.2.7.4.2. Pre-Convention crash camp
- 2.2.7.5. to elect and oversee a Junior AMSA Representative
- 2.2.7.6. To attend AMSA National Convention and co-ordinate the UNSW delegation to AMSA National Convention, or to nominate someone to take their place in doing so

## 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 use UNSW MedSoc's social media platform and webpage to promote UNSW MedSoc's activity;
- 2.2.8.4. to uphold the UNSWMS Social Media Policy and the behaviour standards set out in it;
- 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, Speciality Interest Groups and Advocacy;
- 2.2.8.7. to write and/or approve all official MedSoc statements if and when required, in response to external events

### **2.2.9. Events Director**

- 2.2.9.1. To oversee all the Events run by UNSWMS through collaboration with relevant stakeholders in the Executive, and to co-ordinate and support the Event Convenors and Council Event positions and chair regular meetings of the Events Team portfolios;
- 2.2.9.2. to co-ordinate and encourage member attendance at inter-campus events.
- 2.2.9.3. to support, most closely the Events Team, but also all council members more broadly, with special emphasis on new council members, with Executive assistance
- 2.2.9.4. to initiate forward-thinking and planning within council members and facilitate continual improvement of UNSWMS Events
- 2.2.9.5. 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 and arc
- 2.2.9.6. to lead the development of the MedSoc Events calendar each year and ensure that it is appropriately planned;
- 2.2.9.7. to audit the events MedSoc runs and ensure that these are well-received by students
- 2.2.9.8. to ensure effective handover and forward planning by current council members to establish optimal circumstances for incoming council members and Events Convenors in the coming year

## 2.2.10. Groups Director

- 2.2.10.1. to liaise with and support SIGs and PAGs and chair regular meetings with representatives of the Specialty Interest Groups as necessary.
- 2.2.10.2. to attend organisational meetings of SIGs and PAGs as a representative of the Executive;
- 2.2.10.3. to support the organising committees with Executive assistance, which includes but is not limited to logistical, financial, and administrative support;
- 2.2.10.4. to ensure Specialty Interest Groups 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 overseeing and support of applications for new Specialty Interest Groups and review of SIG events and sponsorship prospectuses, with support of the Events Director and Sponsorship Director.
- 2.2.10.5. ensuring supervision of events by the Executive where appropriate;
- 2.2.10.6. to attend Arc Clubs meetings and represent the interests of UNSW MedSoc at these meetings;
- 2.2.10.7. to re-affiliate UNSW MedSoc in accordance with Arc Clubs requirements;
- 2.2.10.8. to organise and advise on Arc Clubs subsidies and services to UNSW MedSoc;

## 2.3. Public Officer

- 2.3.1. The Public Officer will usually be the UNSWMS secretary, provided they meet all of the requirements of the role as per the Associations Incorporation Act (2009).  
Specifically;
  - 2.3.1.1. They must be aged over 18 years of age
  - 2.3.1.2. They must have a home address within NSW
- 2.3.2. If the secretary does not meet the requirements, another member of the executive may be nominated for the role of Public Officer
- 2.3.3. Ensure that the society undertakes all tasks required as per the Associations Incorporation Act (2009)

### 3. Section Three: Council Role Descriptions

3.1. 3.1. Council officers are sorted into teams of Council officers, which are overseen by a member of the Executive.

#### 3.2. The Events team

3.2.1. is overseen by the Events Director;

3.2.2. comprises the following Council officers with their individual duties:

3.2.2.1. Medball Convenors

3.2.2.1.1. to coordinate and organise the annual Medball

3.2.2.1.2. to organise, oversee, and be response for Council-appointed committees for Medball

3.2.2.1.3. to develop appropriate risk management guidelines and ensure Medball proceeds in a safe manner in accordance to relevant MedSoc policies.

3.2.2.2. Gradball Convenors

3.2.2.2.1. Should be students from Phase 3

3.2.2.2.2. to coordinate and organise the annual Gradball

3.2.2.2.3. to organise, oversee, and be response for Council-appointed committees for Gradball

3.2.2.2.4. to develop appropriate risk management guidelines and ensure Gradball proceeds in a safe manner in accordance to relevant MedSoc policies.

3.2.2.2.5. To facilitate the production of the annual Gradbook and if necessary, recruitment of a subcomm to produce.

3.2.2.3. Social Officers

3.2.2.3.1. to co-ordinate UNSW MedSoc social events, including at least:

3.2.2.3.1.1. Pubcrawl

3.2.2.3.1.2. End-of-Session and End-of-Year parties; and

3.2.2.3.1.3. Talent Quest.

3.2.2.3.2. 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 3.3.5.3. to report to Council at least twice in the calendar year in addition to the report at the AGM.

3.2.2.4. Sports Officers

3.2.2.4.1. to organise, promote and coordinate all sporting programs that UNSW MedSoc takes part in, including:

3.2.2.4.1.1. the interuniversity sports (including the NSWMSOC Sports Day delegation);

3.2.2.4.1.2. interfaculty sports; and

3.2.2.4.1.3. College Cup events .

3.2.2.4.2. Organise application and impartial selection of College Captains.

**3.2.3. Professional Development Officers**

3.2.3.1. to organise flagship events including but not limited to; Meet the Medics Networking Night, in collaboration with GPSN and Women in Medicine, and other relevant professional development events.

3.2.3.2. to co-ordinate and run the UNSW MedSoc Peer Mentoring program in collaboration with the Medical Faculty,

3.2.3.3. updating the Peer Mentoring Guide 3.4.6.2.3. organising the 'Meet your Mentors' night

3.2.3.4. organising one-to-one peer mentoring

3.2.3.5. to organise, oversee, and be responsible for a subcommittee of interested members.

3.2.3.6. to report to the Events Director.

**3.3. The Vice President Internal team:**

3.3.1. is overseen by the Vice President Internal; and comprises the following Council officers with their individual duties:

**3.3.2. Academic Events Officers**

3.3.2.1. to co-ordinate UNSW MedSoc educational events, including at least:

3.3.2.1.1. 'Intro-to' events

3.3.2.1.2. Phase 1 End of Course Revision Tutorials, with coordination with appropriate Specialty Interest Groups;

3.3.2.1.3. Mock Observed Structured Clinical Examination (Mock OSCE);

- 3.3.2.1.4. Mock Integrated Clinical Examination (Mock ICE); and
- 3.3.2.1.5. the Elective Info Night,
- 3.3.2.2. to liaise with, organise and oversee any other academic event deemed appropriate or when approached by external organisations.
- 3.3.2.3. to organise, oversee, and be responsible for Council or Executive- appointed committees for each educational event.

### **3.3.3. Academic Resource Officer**

- 3.3.3.1. to co-ordinate MedConnex and other online or physical educational resources including but not limited to the continued:
  - 3.3.3.1.1. Updating of notes to include any new lectures or tutorials;
  - 3.3.3.1.2. Uploading of memorandums;
  - 3.3.3.1.3. Updating any exemplar assessment tasks
  - 3.3.3.1.4. to create, organise and oversee any other academic resources deemed appropriate.
- 3.3.3.2. to liaise on MedSocs behalf with any external organisations when approached about offering resources to UNSW medical students.

### **3.3.4. International Student Representatives**

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

- 3.3.4.8. to work closely with the President and Vice President External on matters of advocacy and liaising with the student body
- 3.3.4.9. To act as the liaison to the AMSA International Students' Network (ISN)

### **3.3.5. Wellbeing and Charities Officers**

- 3.3.5.1. to organise, oversee, and be responsible for a Wellbeing and Charities Subcommittee (where appropriate)
- 3.3.5.2. to inform and connect UNSW Medical students in relation to student wellbeing
- 3.3.5.3. updating the Mental Health and Wellbeing Guide where appropriate
- 3.3.5.4. to organise and run at least two events or initiatives of their own choosing that aim to promote student wellbeing
- 3.3.5.5. to organise and run at least one event or initiative of their own choosing that aims to raise funds for or voluntarily assist a charity or community project
- 3.3.5.6. to liaise with the President and Vice President External to advocate for issues pertaining to student mental health and wellbeing where appropriate

### **3.3.6. Women's Officer**

- 3.3.6.1. to inform, and engage with UNSW Medical students for a more egalitarian medical community.
- 3.3.6.2. to organise, oversee, and be responsible for a Women in Medicine Subcommittee where appropriate
  - 3.3.6.2.1. The Women's officer subcommittee is non-autonomous, and welcomes all genders.
- 3.3.6.3. 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.
- 3.3.6.4. to be involved in contributing to Humerus at least twice per year.



- 3.3.6.5. to sit of the Medicine Equity, Diversity and Inclusion Committee's Gender Working Group
- 3.3.6.6. to be an autonomous position, only open to candidates who are female- identifying.

### **3.3.7. Indigenous Officer**

- 3.3.7.1. To be filled in the council elections, preferentially by an Indigenous student
  - 3.3.7.1.1. If no Indigenous student applies for the position, it may be filled by a non-Indigenous student
- 3.3.7.2. to represent the views of Indigenous student members at Council meetings, to the Faculty and to the University;
- 3.3.7.3. to ensure, where possible, that no activity, resolution or regulation of UNSW MedSoc shall adversely affect Indigenous medical students;
- 3.3.7.4. to be responsible for advocating issues relating to Indigenous students and implement initiatives for UNSW MedSoc to better meet their needs; and
- 3.3.7.5. to be responsible for informing Indigenous students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications.
- 3.3.7.6. to work closely with the Indigenous medical students on matters of advocacy and liaising with the student body
- 3.3.7.7. to be involved in contributing to a MedSoc publication at least twice a year.
- 3.3.7.8. to organise, oversee, and be responsible for an Indigenous Students Committee where appropriate
  - 3.3.7.8.1. 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
  - 3.3.7.8.2. Otherwise the Committee welcomes all backgrounds.
- 3.3.7.9. The Committee would run at least one event in the calendar year

### **3.3.8. Queer Officer**

- 3.3.8.1. To be filled by a self-identifying LGBTIQA+ individual, elected by the student body
- 3.3.8.2. To act as a liaison between the UNSW Queer Collective and MedSoc
- 3.3.8.3. To act as a liaison between UNSW Medical Faculty and their Student Wellbeing Advisor and MedSoc's LGBT+ students.
- 3.3.8.4. To represent the views of LGBT+ medical students at Council meetings, to Faculty, and to the University
- 3.3.8.5. To be responsible for advocacy issues relating to LGBT+ students and implement initiatives for MedSoc to better suit their needs
- 3.3.8.6. To organise and run at least 1 autonomous and 1 non-autonomous social events per year catering to LGBT+ medical students

### **3.3.9. Environmental Officer**

- 3.3.9.1. To liaise with members of MedSoc Executive and Council to ensure that the society is operating in a manner that aligns with
- 3.3.9.2. To act as the UNSW Student representative to Doctors for the Environment Australia
- 3.3.9.3. To collaborate as appropriate with the Medical Students Aid Project Code Green Officer who acts as a liaison to the AMSA Code Green project
- 3.3.9.4. To run at least one event or initiative per year for the student body which educates or raises awareness about climate change, ideally relevant to its health impacts

## **3.4. The Secretarial team**

- 3.4.1. is overseen by the Secretary and comprises the following elected officer bearers with their individual duties:
- 3.4.2. Assistant Secretary
  - 3.4.2.1. to assist the Secretary;
  - 3.4.2.2. to arrange video conferencing with rural schools and event organisers upon request
  - 3.4.2.3. to assist the secretary in forming a report to be presented at the AGM;
  - 3.4.2.4. to organise the provision of refreshments at Council meetings, as the allowed budget permits



### 3.5. The Public Relations team

3.6. is overseen by the Public Relations Director, with assistance from the Vice President External and comprises the following elected officer bearers with their individual duties:

#### 3.6.1. Publications Officer(s)

- 3.6.1.1. to produce content for and monitor The Jugular website;
- 3.6.1.2. to create and oversee Publications Subcommittee in their elected year.

#### 3.6.2. MedSoc Photographer

- 3.6.2.1. to be responsible for creating and maintaining a photographic and/or video record of UNSW MedSoc events and UNSW MedSoc delegations at external events;
- 3.6.2.2. to delegate this responsibility to other capable students when unable to attend a particular UNSW MedSoc event;
- 3.6.2.3. 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
- 3.6.2.4. to create a Photography Subcommittee in their elected year, if they feel it necessary.

#### 3.6.3. Information Technology Officer

- 3.6.3.1. to be responsible for the maintenance and updating of the UNSW MedSoc website;
- 3.6.3.2. To be responsible for administration and maintenance of MedSoc email accounts and google subscriptions
- 3.6.3.3. To be responsible for maintenance of any other relevant MedSoc technology subscriptions
- 3.6.3.4. to assist SIGs with the maintenance and updating of their information on the MedSoc website;
- 3.6.3.5. to actively search for new technology or software which would help with UNSW MedSoc infrastructure and/or UNSW medical students;
- 3.6.3.6. to appropriately refer inquiries via the contact form on the UNSW MedSoc website;
- 3.6.3.7. to be responsible for the maintenance and updating of the UNSW MedSoc Membership Database; and

### 3.7. The External team

- 3.7.1. is overseen by the Vice President External; and comprises of several representatives from each Phase as well as the Policy Officer and Graduate Entry Representative;
- 3.7.2. The **Year representatives** have the general duties:
  - 3.7.2.1. to represent the views of UNSW medical students in their cohorts at Council meetings and to the Faculty at Phase meetings
  - 3.7.2.2. 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;
  - 3.7.2.3. to hold at least one event per cohort per year;
  - 3.7.2.4. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;
- 3.7.3. The **Policy Officer** has the following specific duties
  - 3.7.3.1. to coordinate the formulation of policy related to the faculty, the University, the NSWMSC and AMSA;
  - 3.7.3.2. 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
  - 3.7.3.3. to supervise and liaise with other UNSW MedSoc officers in advertising policy developments and promoting awareness of policy issues among members.
  - 3.7.3.4. to attend and assist the AMSA Representative in co-ordinating three AMSA Think Tanks
  - 3.7.3.5. To assist in MedSoc advocacy where appropriate
- 3.7.4. **First Year Representatives**
  - 3.7.4.1. Should consist of one male and one female representative
  - 3.7.4.2. appoint a sub-committee to assist with their duties, if deemed appropriate;
  - 3.7.4.3. to assist the Second Year Representatives in the organisation of Integration Party;

- 3.7.4.4. to organise Medcamp with oversight from the Events Director in the year following their election;
- 3.7.4.5. to hold one welcome back event at the beginning of each Teaching Period
- 3.7.4.6. to give a Medcamp report at the Council meeting immediately following Medcamp; and
- 3.7.4.7. to oversee the production of Umbilical for the incoming first years in the year following their election

### **3.7.5. Second Year Representatives**

- 3.7.5.1. Should consist of one male and one female representative
- 3.7.5.2. to hold one welcome back event at the beginning of each Teaching Period
- 3.7.5.3. to be responsible for the ordering and distribution of medicine jerseys in the year of their election; and
- 3.7.5.4. to be responsible for, with the assistance of the First Year Representatives, the organisation of Integration party.

### **3.7.6. Coursework Representatives**

- 3.7.6.1. to hold one event in each semester to increase cohort spirit.
- 3.7.6.2. Should consist of one representative per clinical school

### **3.7.7. ILP & Honours Representatives**

- 3.7.7.1. Should consist of one representative in the ILP program and one representative in the Honours program
- 3.7.7.2. to hold one event in each semester to increase cohort spirit

### **3.7.8. Phase Three Clinical School Representatives**

- 3.7.8.1. to organise and implement the nomination and election of MedSoc Teaching Awards at each clinical school.
- 3.7.8.2. 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.
- 3.7.8.3. Are not required to attend council meetings, and are expected to function largely autonomously

with support of the Vice President External where required

### 3.8. The Finance team

3.8.1. is overseen by the Treasurer and Sponsorship Director and comprises the following elected officer bearers with their individual duties:

3.8.1.1. Membership Officers

3.8.1.1.1. to assist with Life and Money in the Real World in collaboration with the Sponsorship Director

3.8.1.1.2. to seek and enforce in-kind sponsorship agreements, to ensure the fair treatment of Sponsors and Event Coordinators

3.8.1.1.3. to report to Council at least once in the

3.8.1.1.4. to assist the Sponsorship Director in seeking new sponsorship opportunities for the Society;

3.8.1.1.5. 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.

3.8.1.1.6. to ensure the continuation and renewance of sponsorship for the MedSoc membership sticker scheme, including organisation of a stall at Orientation Week, and running sign up classes on Orientation Day.

### 3.9. The AMSA team

3.9.1. is overseen by the AMSA Representative and comprises the following elected officer bearer with their individual duties

3.9.1.1. Junior AMSA Representative

3.9.1.1.1. to attend at least one AMSA Council meeting of the year, and represent the interests of UNSW MedSoc at this meeting;

3.9.1.1.2. to liaise with the AMSA Representative on issues concerning UNSW MedSoc and its members;

- 3.9.1.1.3. to inform members of the AMSA Subcommittee on AMSA issues;
- 3.9.1.1.4. to assist the AMSA Representative in the running of AMSA promotions and activities at UNSW;
- 3.9.1.1.5. to attend and assist the AMSA Representative in coordinating all AMSA events including at least:
  - 3.9.1.1.5.1. three (3) AMSA Think Tanks
  - 3.9.1.1.5.2. Convention Registration Night
  - 3.9.1.1.5.3. Convention Pre-Convention Crash Camp
  - 3.9.1.1.5.4. to organise and distribute AMSA/Convention merchandise
  - 3.9.1.1.5.5. 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
  - 3.9.1.1.5.6. to report to MedSoc Council at least once in the calendar year in addition to the report at the AGM.
  - 3.9.1.1.5.7. To assist the AMSA Representative in their duties 3.9.4. 3.9.5. Other members of the AMSA Subcommittee appointed in accordance with clause
- 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 in accordance with the constitution and Regulations & By-Laws;
    - 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 Students Aid Project

- 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. Any large global health projects should be run by or in consultation with MSAP
  - 4.2.1. Specifically, MSAP will run the MedSoc elective grant scheme, for providing health resources in developing countries.
- 4.3. As the global health branch of MedSoc, MSAP will be supported with the following resources:
  - 4.3.1. An annual December meeting with a member of the MedSoc Executive
  - 4.3.2. Room booking assistance through MedSoc Secretary
  - 4.3.3. Storage space available to UNSW MedSoc as a temporary storage area for donated goods
  - 4.3.4. IT officer support where needed
  - 4.3.5. Promotion of MSAP activities/events in Umbilical, Idioglossia and at any suitable UNSW MedSoc events
  - 4.3.6. UNSW MedSoc will allow MSAP to collect donations at any suitable UNSW MedSoc social or educational event
- 4.4. Financials
  - 4.4.1. MSAP will independently manage its financials
  - 4.4.2. No member may profit financially from the existence of MSAP
  - 4.4.3. No executive or council position will be rewarded with money
  - 4.4.4. The MSAP bank account must not be used for any individual's personal finances
  - 4.4.5. 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.
- 4.5. Sponsorship
  - 4.5.1. MSAP will seek sponsorship independent of MedSoc
  - 4.5.2. MSAP will not contact companies that MedSoc has blacklisted



- 4.5.3. MSAP may accept donations, both financial and material, from pharmaceutical companies, so long as it is transparent and disclosed to MedSoc, and that it is not reciprocated with publicity or promotions to student members
- 4.6. Events
  - 4.6.1. MSAP events will be run in line with Arc protocol
  - 4.6.2. All MSAP events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary
  - 4.6.3. Promotions will follow the MedSoc Social Media Policy
- 4.7. Internal management
  - 4.7.1. 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.
  - 4.7.2. Executive positions must be held by members of MedSoc
  - 4.7.3. 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
  - 4.7.4. 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.
  - 5.3.3. 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
- 5.4. 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. RMS (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 RMS' will function as separate entities, but in a spirit of cooperation and for mutual benefit.
  - 5.5.3. 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
  - 5.5.4. For all non-local advocacy related matters, the Rural Medical Society President will work as part of Medsoc Council

## 6. Section Six: Publications

- 6.1. The Jugular
  - 6.1.1. The official website of UNSW MedSoc Publications will be 'The Jugular' (thejugular.org).
  - 6.1.2. Content will be uploaded regularly throughout the academic year.
  - 6.1.3. 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:
    - 6.1.3.1. Serious discussion of current affairs relevant to medical students;
    - 6.1.3.2. Medical-themed entertainment relating to culture and humor;
    - 6.1.3.3. Contributions from other individuals;
      - 6.1.3.3.1. This includes medical conference reports, medical elective reports and general submission.
- 6.2. Umbilical



- 6.2.1. The UNSW MedSoc will produce an annual publication for first-year students, to be known as 'Umbilical'.
- 6.2.2. 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.
- 6.2.3. The creation, design and printing of Umbilical will be overseen by the Public Relations Director
  - 6.2.3.1. Gathering of content will be undertaken by the First Year Representatives in the calendar year following their service.
  - 6.2.3.2. Umbilical will be made available in print and electronic form, free of charge, to all first year students.

## **7. Section Seven: Specialty Interest Groups**

- 7.1. Specialty 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. The SIGs are as following:
  - 7.1.1. Critical Care
  - 7.1.2. Dermatology
  - 7.1.3. Internal Medicine
  - 7.1.4. Ophthalmology
  - 7.1.5. Psychiatry
  - 7.1.6. Surgery
  - 7.1.7. Women & Children
- 7.2. SIGs must fulfil ALL the following criteria in order to be granted SIG status by UNSW MedSoc:
  - 7.2.1. The Executive committee consist of UNSW medical students only
  - 7.2.2. 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
  - 7.2.3. Demonstrate the beneficial nature of their activities
  - 7.2.4. Show themselves to be competent in performing their planned activities 8.3.5. Must be accessible for all medical students

- 7.2.5. Be transparent and accountable to UNSW MedSoc by providing financial document and reporting to Treasurer and Groups Director annually
- 7.2.6. Be run at cost-neutral:
- 7.2.7. No member can profit financially from the existence of SIGs
- 7.2.8. No executive position will be rewarded in monetary or other means
- 7.3. On dissolution of any SIG, the SIG is not to distribute assets to members. All assets are to be distributed to MedSoc; SIGs will need to disclose any financial or material assets received outside of UNSW MedSoc.
- 7.4. SIGs will be overseen by the Groups Director;
- 7.5. . SIGs may be granted support by UNSW MedSoc
  - 7.5.1. The type of support that may be offered will be financial, administrative or logistical
  - 7.5.2. The amount of support afforded by UNSW MedSoc will be based on the merits of SIG activity, the needs of the SIG and the constraints of UNSW MedSoc at the time.
- 7.6. Acceptance of SIGs is up to the discretion of the MedSoc Executive.
- 7.7. MedSoc Council may move a vote of no confidence against any Executive Member(s) of any SIG:
  - 7.7.1. 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
  - 7.7.2. A vote of no confidence may be moved on the following grounds:
    - 7.7.2.1. Conduct unbecoming a UNSW MedSoc Member
    - 7.7.2.2. Conduct unbecoming an Office bearer
  - 7.7.3. A vote of no confidence motion shall be passed by as absolute majority of the MedSoc Council
- 7.8. SIGs shall be considered to be under MedSoc for insurance and Arc purposes.
- 7.9. SIGs' financials shall be managed by the MedSoc Treasury unless a memorandum of understanding is established.

## 8. Section Eight: Logo

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



- 8.4. The Executive may from time to time publish and update the UNSW MedSoc Branding Guidelines.
- 8.5. Members, members of the Executive, Office Bearers, Special Interest Groups and all individuals rendering service to UNSW MedSoc will adhere to the AMSA Branding Guidelines.
- 8.6. 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 public UNSW MedSoc material, documents or productions of any kind.

## 9. Section Nine: Voting Procedures/Elections

- 9.1. The Returning Officer
  - 9.1.1. shall conduct the elections in accordance with the Constitution and the Regulations;
  - 9.1.2. shall ensure the elections are conducted in a fair, cordial and polite manner
  - 9.1.3. shall enforce the Council approved Code of Conduct, including campaign promotion restrictions

- 9.1.4. may prescribe all matters of detail not inconsistent with the Constitution or the Regulations;
  - 9.1.5. 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;
  - 9.1.6. shall dismiss polling clerks who fail to conduct themselves in an independent manner;
  - 9.1.7. shall have the responsibility of giving notice of the elections
    - 9.1.7.1. namely, via email to all members
    - 9.1.7.2. notice of UNSW MedSoc elections shall contain the following information:
      - 9.1.7.2.1. positions open for the elections with a brief description of responsibilities for that job,
      - 9.1.7.2.2. the nominating procedures
      - 9.1.7.2.3. the date by which nominations close,
      - 9.1.7.2.4. email address of the returning officer for inquiries,
      - 9.1.7.2.5. the dates of the week in which elections will be held,
      - 9.1.7.2.6. instructions on how to vote using the voting platform
      - 9.1.7.2.7. date, place and time of the annual general meeting,
      - 9.1.7.2.8. the Council approved Code of Conduct
  - 9.1.8. shall establish a voting platform:
    - 9.1.8.1. which shall be accessible only to UNSW medical students,
    - 9.1.8.2. where only one valid vote will be cast per member,
    - 9.1.8.3. where voting shall be limited by eligibility according to year, sequence, hospital placement and other relevant demographics.
  - 9.1.9. 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.
- 9.2. Nominating Procedures
- 9.2.1. 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.

- 9.2.2. The voting platform must be set up and all members notified within 2 weeks of the close of nominations.
- 9.2.3. Elections should be held within one week of the close of nominations.
- 9.2.4. Nominations are to be so that they reach the returning officer by the date of closure of nominations.
- 9.2.5. Nominations must include:
  - 9.2.5.1. the name and student number of the nominee(s),
  - 9.2.5.2. the name, student number and signature of a nominator,
  - 9.2.5.3. the name, student number and signature of a seconder,
  - 9.2.5.4. a written statement by the nominee(s) of no more than 100 words and a passport-sized photo of the nominee(s).
- 9.2.6. Nominees, nominators and seconders must be members of the eligible electorate.
- 9.2.7. All positions to only be contested by one member except for the positions specified in clause 9.2.8.
- 9.2.8. The following positions will be allowed to be contested by a joint ticket of no more than two members:
  - 9.2.8.1. Academic Event Officers
  - 9.2.8.2. Academic Resource Officers
  - 9.2.8.3. Medball Convenors
  - 9.2.8.4. Gradball Convenors
  - 9.2.8.5. Wellbeing and Charities
  - 9.2.8.6. Social Officers
  - 9.2.8.7. International Students' Representatives
  - 9.2.8.8. Finance Officers
  - 9.2.8.9. Women's Officer
- 9.2.9. All ordinary members are eligible to stand for, and vote in, any elected office bearer position, except:
  - 9.2.9.1. The electorate and members eligible to stand for Year Representatives shall be ordinary members of their respective cohorts. Members eligible to stand will not include office bearers.
  - 9.2.9.2. 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.

- 9.2.9.3. The electorate and members eligible to stand for Assistant Secretary shall be ordinary members from first year.
- 9.2.10. The electorate for Presiding Officer of Council shall be the incumbent and newly elected Council Officers. Newly elected office bearers, with the exception of Year Representatives, may not nominate for the position of Presiding Officer of Council.
- 9.2.11. 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:
  - 9.2.11.1. a joint-ticket nomination must be preferenced first for both nominees; and
  - 9.2.11.2. only one joint-ticket nomination will be accepted per nominee.
- 9.3. Method of Voting
  - 9.3.1. 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.
  - 9.3.2. A candidate will be declared elected when they reach 50% + 1 of the valid votes.
  - 9.3.3. All candidates are required to be elected against a 'Vote of Confidence', regardless of the number of candidates standing for election
  - 9.3.4. Electoral Roll
  - 9.3.5. The Electoral Roll will consist of all ordinary members who have not excluded themselves under the Constitution. 11.5.
- 9.4. Unopposed Elections
  - 9.4.1. 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.
  - 9.4.2. 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”.

9.5. Term of Office

- 9.5.1. 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.
- 9.5.2. The Assistant Secretary will serve from the time of their election until the election of their successor.
- 9.5.3. 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.
- 9.5.4. The outgoing office bearer must work with the incoming office bearer as soon as they are elected to ensure appropriate and effective handover.

9.6. Casual Vacancies

- 9.6.1. In order for a casual vacancy to exist, the council or executive member must provide their resignation in writing to the secretary
- 9.6.2. 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 the next Council during which the Council will elect a person to fill that vacancy, in accordance with clause 3.7 of the Constitution.
- 9.6.3. 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.
- 9.6.4. Should the position not be filled by this process, council will advertise and vote on a replacement for the role.

9.7. Illegal Practices

- 9.7.1. Any practice which interferes with the integrity of the electoral procedures shall be deemed to be illegal, and will result in:

- 9.7.1.1. the invalidation of the nomination of any candidate found to participate in such practices, at the discretion of the Returning Officer;
- 9.7.1.2. 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
- 9.7.2. Illegal practices include:
  - 9.7.2.1. gaining unauthorised access to the voting system,
  - 9.7.2.2. casting a vote whilst logged into the voting platform as a user other than oneself,
  - 9.7.2.3. interference with any part of the voting system.
  - 9.7.2.4. slanderous or unethical conduct towards another candidate or outgoing member
  - 9.7.2.5. contravening the Council approved Code of Conduct.
- 9.8. Election of Presiding Officer of Council
  - 9.8.1. The Presiding Officer of Council shall be elected at the AGM.
  - 9.8.2. The conduct of the election shall be the responsibility of the Returning Officer.
  - 9.8.3. The Presiding Officer of Council shall serve from their election until the election of their successor.

## 10. Section Ten: Standing Orders

- 10.1. General
  - 10.1.1. 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.
  - 10.1.2. 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
- 10.2. Suspension of Standing Orders
  - 10.2.1. Standing Orders are automatically invoked at the commencement of any session.
  - 10.2.2. Suspension of any or all Standing Orders shall require a two-thirds majority of Members with voting rights.
  - 10.2.3. A motion to suspend Standing Orders shall be accorded status as a Procedural Motion.
- 10.3. Adjournment of Meeting



- 10.3.1. Adjournment is normally at the discretion of the Chair who shall bear in mind the wishes of the Members.
- 10.3.2. Any Member may move “that the Meeting be adjourned”. This shall be a Procedural Motion requiring an absolute majority.
- 10.3.3. 12.4. Chair
- 10.3.4. The Council shall normally be Chaired by the Presiding Officer.
- 10.3.5. 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. 1
- 10.3.6. The Chair has no moving or seconding rights and shall not normally enter into a debate.
- 10.3.7. 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.
- 10.3.8. A Chair may be deposed by a Procedural Motion “that a new Chair be sought”, requiring an absolute majority.
- 10.4. Debate
  - 10.4.1. 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.
  - 10.4.2. The Chair shall, in the exercise of power to conduct the Meeting, bear in mind:
    - 10.4.2.1. The order in which Members have indicated their wish to speak.
    - 10.4.2.2. The desirability of allowing those who have not previously contributed to the debate the right to do so at any early stage.
  - 10.4.3. 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.
  - 10.4.4. 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.



- 10.4.5. 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.
- 10.5. Direct Negatives:
  - 10.5.1. When a motion has been moved and seconded the Chair shall call for a "Direct Negative" to speak against the motion.
- 10.6. The order of speaking to a motion is as follows:
  - 10.6.1. The Mover,
  - 10.6.2. The Secunder,
  - 10.6.3. Direct Negative (if any),
  - 10.6.4. Speeches from the floor (in the order received by the Chair),
  - 10.6.5. Rights of reply from the Direct Negative, Secunder and Mover in that order
- 10.7. Any Member may move an amendment to a motion.
- 10.8. In the event of a Member moving an amendment the Chair shall:
  - 10.8.1. ask the Proposer and Secunder of the motion if they are prepared to accept the amendment;
  - 10.8.2. 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 and then call for a Secunder.
  - 10.8.3. 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.
  - 10.8.4. 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.
  - 10.8.5. When the debate of an amendment has been concluded the Chair may allow further debate on the original motion;
    - 10.8.5.1. open a new debate on a further amendment; or

- 10.8.5.2. close debate.
- 10.9. 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.
- 10.10. The Chair may at his or her discretion limit debate in any or all of the following ways:
  - 10.10.1. imposition of a three (3) minute time limit for each Speaker;
  - 10.10.2. 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
  - 10.10.3. imposition of a requirement that speeches from the floor are limited to one per Member per motion.
  - 10.10.4. The Chair may close debate at any time at his or her discretion.
  - 10.10.5. 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.
  - 10.10.6. 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 Secunder 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.
  - 10.10.7. Immediately on conclusion of voting on amendments the Chair shall read the substantive motion. The Direct Negative, Secunder and Mover may reserve the right of reply in that order. The motion shall then be put to vote, without further discussion.
  - 10.10.8. Once a motion has been passed, it becomes a resolution.
  - 10.10.9. A motion is passed by an absolute majority of council.
- 10.11. Procedural Motions
  - 10.11.1. 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.

- 10.11.2. In the event of Procedural Motion being proposed, the Chair shall immediately ask for a Secunder to the motion and, in the event of the motion being seconded, shall immediately put the Procedural Motion to vote without debate.
- 10.11.3. Where a Procedural Motion is carried it shall be put into effect immediately, except as given in right of reply
- 10.11.4. The following shall constitute Procedural Motions requiring an absolute majority of voting Members:
  - 10.11.4.1. That Standing Orders be suspended.
  - 10.11.4.2. That the Meeting be adjourned.
  - 10.11.4.3. That the Meeting be closed.
  - 10.11.4.4. That a new Chair be sought.
  - 10.11.4.5. That any non-Members of Council clear the hall.
  - 10.11.4.6. That the motion be recommitted.
  - 10.11.4.7. That the Meeting proceed to the next item of business.
  - 10.11.4.8. That Standing Orders be resumed.
  - 10.11.4.9. That the discussion not be recorded in the minutes.
  - 10.11.4.10. That candidates for election leave the hall.
  - 10.11.4.11. That the Meeting has no confidence in the Chair.
  - 10.11.4.12. That this Meeting form a committee of the whole.
  - 10.11.4.13. That this Meeting move out of the committee of the whole.
  - 10.11.4.14. That the Chair's ruling be dissented from.
  - 10.11.4.15. That the motion be put.
  - 10.11.4.16. That the motion be laid on the table.
  - 10.11.4.17. That the consideration of the motion on the table be postponed.
  - 10.11.4.18. That the Meeting take a straw vote.
- 10.11.5. The following shall constitute Procedural Motions requiring the support of five (5) members in a vote:
  - 10.11.5.1. That the vote be put to a secret ballot.
- 10.12. Point of Order
  - 10.12.1. 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.
  - 10.12.2. 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.
- 10.12.3. The Chair shall immediately rule and act upon any legitimate Point of Order.
  - 10.12.4. 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.
- 10.13. Point of Information
- 10.13.1. 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.
  - 10.13.2. 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.
  - 10.13.3. 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.
- 10.14. Censure Motion
- 10.14.1. A motion of censure may be brought against any member in council.
  - 10.14.2. 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.
  - 10.14.3. 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.
  - 10.14.4. A censure motion shall be passed by an absolute majority
  - 10.14.5. If passed, the individual will be banned from attending, directly contributing and voting at council meetings



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

## **11. Section Thirteen Amendment**

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