



**UNIVERSITY OF NEW SOUTH  
WALES MEDICAL SOCIETY  
INCORPORATED CONSTITUTION**

2025 - 2026

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UNSW Medical Society Annual General Meeting

ABN: 33 475 810 190  
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## 1. Section One: Introduction

### 1.1. Nature of the Association

1.1.1. Within the University of New South Wales, there shall be an incorporated association "UNIVERSITY OF NEW SOUTH WALES MEDICAL SOCIETY INC.", hereafter referred to as "UNSW MEDSOC."

1.1.2. UNSW MedSoc shall be affiliated to Arc@UNSW Limited.

1.1.3. The assets and income of MedSoc shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

### 1.2. Objects of the Association

1.2.1. The **aims and objectives** of UNSW MedSoc are:

1.2.1.1. to foster a sense of **community** between UNSW medicine students;

1.2.1.2. to provide a meeting ground for UNSW medicine students;

1.2.1.3. to promote and foster active interest in matters affecting the study and practice of medicine amongst UNSW Medsoc Members;

1.2.1.4. to **represent the views of members**, and enhance their educational opportunities;

1.2.1.5. to encourage the University and specifically the Faculty to **provide good quality education** to members;

1.2.1.6. to **supplement the education** provided by the faculty through support and services to enrich academic lives and further academic interests;

1.2.1.7. to provide **networking opportunities** with healthcare professionals of various **specialties** through Specialty Interest Groups (SIGs)

1.2.1.8. To provide a platform for members to **continue their musical interest and talents** through Performing Arts Groups (PAGs): MedShow and Medical Music Society

1.2.1.9. to promote communication between UNSW MedSoc members;

1.2.1.10. to **address discrimination** against members;

1.2.1.11. to **promote cooperation** between medical students, Affiliate Organisations) and societies throughout Australia.

### 1.3. Definitions

1.3.1. For the purposes of this Constitution:

1.3.1.1. the University shall mean the University of New South Wales;

- 1.3.1.2. The Jugular and Umbilical shall mean the official publications of UNSW MedSoc;
- 1.3.1.3. members shall mean members of UNSW MedSoc;
- 1.3.1.4. the Executive shall mean the Executive of UNSW MedSoc;
- 1.3.1.5. the Council shall mean the Council of UNSW MedSoc;
- 1.3.1.6. the Council officers shall mean the Council officers of UNSW MedSoc;
- 1.3.1.7. the office bearers shall mean the executive and the council officers of UNSW MedSoc;
- 1.3.1.8. the Faculty shall mean the Faculty of Medicine at the University;
- 1.3.1.9. the meetings shall mean the meetings of UNSW MedSoc;
- 1.3.1.10. the AGM and EGM shall mean the Annual and Extraordinary General Meetings of UNSW MedSoc;
- 1.3.1.11. AMSA shall mean the Australian Medical Students Association;
- 1.3.1.12. NSW MSC Shall mean the New South Wales Medical Students Council;
- 1.3.1.13. AMA (NSW) shall mean the New South Wales branch of the Australian Medical Association;
- 1.3.1.14. DIT shall mean Doctors in Training;
- 1.3.1.15. NSW shall mean New South Wales;
- 1.3.1.16. POW shall mean Prince of Wales;
- 1.3.1.17. SIGs shall mean Specialty Interest Groups;
- 1.3.1.18. Arc or Arc Clubs shall mean Arc@UNSW Limited.
- 1.3.1.19. Director-General means the Director-General of the Department of Services, Technology and Administration.
- 1.3.1.20. the Act means the Associations Incorporation Act 2009
- 1.3.1.21. the Regulation means the Associations Incorporation Regulation 2016

1.4. Interpretation

- 1.4.1. The provisions of the Interpretation Act 1987 apply to this constitution in the same manner as those provisions would apply if this constitution were an instrument made under the Act.

## 2. Section Two: Membership

### 2.1. Classes of Members

- 2.1.1. The membership of the Association will be divided into the following classes of members:
  - 2.1.1.1. Ordinary Members; and
  - 2.1.1.2. Associate Members.

- 2.1.2. A person is taken to be an Ordinary Member of the Association if:
  - 2.1.2.1. the person is a natural person; and
  - 2.1.2.2. the person is currently:
    - 2.1.2.2.1. a student enrolled in the Medicine (3805) or Arts/Medicine (3855) Programs within the Faculty of Medicine, including combined Arts/Med degree students, Honours year students, and deferring students; and
    - 2.1.2.2.2. the person has been nominated and approved for membership of the Association in accordance with clause 2.2.
- 2.1.3. A person is taken to be an Associate Member of the Association if:
  - 2.1.3.1. the person is a natural person;
    - 2.1.3.1.1. the person is not eligible to be an Ordinary Member under clause 2.1.2;
    - 2.1.3.1.2. the person has been nominated and approved for associate membership of the Association in accordance with clause 2.2.
- 2.1.4. A person is taken to be a member of the Association if the person was one of the individuals on whose behalf an application for registration of the Association under section 6 (1) (a) of the Act was made.

- 2.2. Nomination of Members
  - 2.2.1. To nominate as a member of the Association, a nomination form:
    - 2.2.1.1. must be completed by eligible persons indicating their consent to register as a member of the Association;
    - 2.2.1.2. must include payment of the annual subscription fee for the initial year of membership, if required, in accordance with clause 2.2.3; and
    - 2.2.1.3. must be lodged with the Membership Officer of the Association.
  - 2.2.2. UNSW MedSoc shall not discriminate on the basis of sex, marital status, race, age or religion in any of its activities or procedures, including the granting of Association membership.
  - 2.2.3. Members shall not be required to pay an annual association membership fee, excluding:
    - 2.2.3.1. Associate Members, who shall be required to pay a non-zero annual association membership fee as set by the Executive, unless they are members of ARC upon which they will not be required to pay an annual fee, at the Executive's discretion.

- 2.2.4. Ordinary Members who chose to defer a given year shall still be considered members for that year.
- 2.2.5. Members shall retain their status until the completion of their degree

- 2.3. Rights and obligations of members
  - 2.3.1. The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by clause 2.2.3.
  - 2.3.2. A Member must:
    - 2.3.2.1. comply with this constitution
    - 2.3.2.2. Ordinary Members have the right to receive notices of and to attend and be heard at any general meeting and Council meeting, and have the right to vote at any general meeting and Council meeting.
    - 2.3.2.3. Associate Members have the right to receive notices of and to attend and be heard at any general meeting but not Council meetings, and do not have the right to vote at any general meeting nor Council meeting.
    - 2.3.2.4. A right, privilege or obligation which a person has by reason of being a member of the Association:
      - 2.3.2.4.1. is not capable of being transferred or transmitted to another person; and
      - 2.3.2.4.2. terminates on cessation of the person's membership.
  - 2.3.3. Removal and cessation of membership
    - 2.3.3.1. A person ceases to be a member of the Association if the person
      - 2.3.3.1.1. dies; or
      - 2.3.3.1.2. resigns membership; or
      - 2.3.3.1.3. is expelled from the Association; or
      - 2.3.3.1.4. for Ordinary Members, is no longer an eligible person under clause 2.1.2; or
      - 2.3.3.1.5. for Associate Members, the annual subscription of an Associate Member remains unpaid for two (2) months after it becomes payable.
      - 2.3.3.1.6. Notwithstanding clauses 2.3.3.1.7. and 2.3.3.1.8., an Executive, a member or associate member of MedSoc may have their membership terminated after the following procedure is followed:
        - 2.3.3.1.6.1. A motion is carried by the Executive, or the Executive is petitioned by twenty (20) members to instigate impeachment proceedings;

- 2.3.3.1.6.2. The members of MedSoc are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 5.4.4;
- 2.3.3.1.6.3. The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
- 2.3.3.1.6.4. The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
- 2.3.3.1.6.5. The motion is carried by the Extraordinary General Meeting.
- 2.3.3.1.7. Notwithstanding clause 2.3.3.1.8., an Executive, a member or associate member of MedSoc may have their membership terminated if the following occurs:
  - 2.3.3.1.7.1. The person in question has acted in a way that has sabotaged the functions of MedSoc or disregarded the Constitution to the detriment of the MedSoc's membership; and/or,
  - 2.3.3.1.7.2. The person in question has instigated instances of bullying, harassment, assault and/or gendered violence to one or multiple individuals.
  - 2.3.3.1.7.3. MedSoc has liaised with Arc about the person in question and Arc has determined the issue is of a serious nature.
  - 2.3.3.1.7.4. That MedSoc has, in consultation with Arc, determined that a public EGM to remove the individual would cause undue harm to those that have been victimised or harmed.
  - 2.3.3.1.7.5. Notice of a General Meeting must then be presented via the email they provided when signing up to MedSoc, to the person(s) in question, and the Executive, at least seven (7) days prior to the meeting.
  - 2.3.3.1.7.6. This meeting must be held *in-camera* (privately) and the only people permitted to attend the meeting are:
    - 2.3.3.1.7.6.1. Executive as listed within their Constitution,
    - 2.3.3.1.7.6.2. the person(s) in question,

- 2.3.3.1.7.6.3. a support person for each of the person(s) in question, as required
- 2.3.3.1.7.6.4. Any member of Arc Clubs Management, as required
- 2.3.3.1.7.7. The person(s) in question must be afforded procedural fairness, including five (5) minutes to speak against the motion. (refer to Arc Clubs Policy Section E, 33.5 - 33.11)
- 2.3.3.1.7.8. The motion is carried by the General Meeting.
- 2.3.3.1.8. Any member of a Club or Club Executive who believes they have been wrongly expelled may appeal to the Clubs Tribunal, who will arrive at the final resolution of the matter.
- 2.3.3.1.9. Appeals must be submitted in writing within seven (7) days of receiving the penalty and must include a justification for seeking an appeal.
- 2.3.4. Resignation of membership
  - 2.3.4.1. A member of the Association may resign from membership of the Association by giving to the secretary written notice of the member's intention to resign. Upon receipt of this notice, membership is terminated.
- 2.3.5. Resolution of disputes
  - 2.3.5.1. An unresolved dispute between a member and another member (in their capacity as members) of the Association, or a dispute between a member or members and the Association, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.
  - 2.3.5.2. Arc must be notified of any unresolved dispute which has been referred in this manner.
  - 2.3.5.3. If a dispute under clause 2.3.5.1 is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
  - 2.3.5.4. The Commercial Arbitration Act 2011 applies to any such dispute referred to arbitration under clause 2.3.5.1.
- 2.3.6. Disciplining of members
  - 2.3.6.1. A member or associate member of a club may have their membership terminated after the following procedure is followed:
    - 2.3.6.1.1. A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;



- 2.3.6.1.2. The members of MedSoc are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 5.4;
- 2.3.6.1.3. The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
- 2.3.6.1.4. The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.

2.4. Register of members

- 2.4.1. The public officer of the Association, with the assistance of the Membership Director, must establish and maintain a register of members of the Association specifying, of each person who is a member of the Association:
  - 2.4.1.1. their name;
  - 2.4.1.2. year of degree;
  - 2.4.1.3. student number; and
  - 2.4.1.4. date on which the person became a member.
- 2.4.2. A register of Executive members must be kept specifying:
  - 2.4.2.1. their name;
  - 2.4.2.2. date of birth;
  - 2.4.2.3. residential address;
  - 2.4.2.4. date on which the Executive Member takes office; and
  - 2.4.2.5. date on which the Executive Member vacates office
- 2.4.3. The register of members and Executive must be kept in New South Wales at the Association's official address.
- 2.4.4. The register of members and Executive must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- 2.4.5. A member of the Association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- 2.4.6. A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - 2.4.6.1. the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association; or
  - 2.4.6.2. any other purpose necessary to comply with a requirement of the Act or the Regulation.
- 2.4.7. If a member of the Association ceases to be a member under 2.14, and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### 3. Section Three: UNSW MedSoc Executive

#### 3.1. Definition

3.1.1. The Executive are elected officer bearers elected from Ordinary Members.

3.1.2. The Executive are the Committee, for the purposes of the Act.

#### 3.2. The Executive

3.2.1. The Executive is to consist of:

3.2.1.1. a President;

3.2.1.2. a Vice-President External;

3.2.1.3. a Vice-President Internal;

3.2.1.4. A Vice-President of each SIG/PAG

3.2.1.4.1. These Special Interest Groups include: *Critical Care, Dermatology, Internal Medicine, Ophthalmology, Psychiatry, Surgery, Women & Children and Radiation & Oncology, Medical Music*

3.2.1.5. a Secretary;

3.2.1.6. a Treasurer;

3.2.1.7. a Public Relations Executive;

3.2.1.8. a Sponsorship Executive;

3.2.1.9. an Events Executive;

3.2.1.10. an Academics Executive;

3.2.1.11. an AMSA Representative;

3.2.1.12. a Human Resources Executive.

3.2.2. Core Executive consists of:

3.2.2.1. President

3.2.2.2. Vice-President External

3.2.2.3. Vice-President Internal

3.2.2.4. Secretary

3.2.2.5. Treasurer

3.2.3. General Executive consists of:

3.2.3.1. All other executive roles not stated in 3.2.2.

#### 3.3. Executive meetings

3.3.1. The Executive is required to meet at least once between each Council meeting

3.3.1.1. Vice-Presidents of each SIG are exempt from this requirement and shall instead be required to meet with the Events Executive as determined by the Events Executive

3.3.2. The Vice Presidents of SIGs shall attend a minimum of two mandatory meetings per term with the Events Executive

3.3.3. Quorum shall be six (6) positions of the Executive

3.3.3.1. Vice Presidents of SIGs may attend Executive meetings and may contribute to discussions; however final

decision-making shall remain with the MedSoc Executive

- 3.3.4. A report of any resolutions passed must be submitted at the next Council Meeting, and the Executive can be called to explain rationale behind resolutions.
- 3.4. Powers of the Executive
  - 3.4.1. Subject to the Act, the Regulation and this constitution and to any resolution passed by the Association in general meeting, the Executive:
    - 3.4.1.1. is to control and manage the affairs of the Association;
    - 3.4.1.2. may exercise all such functions as may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of members or Council meeting of members of the Association; and
    - 3.4.1.3. has the power to perform all such acts and do all such things as appear to the Executive to be necessary or desirable for the proper management of the affairs of the Association, subject to clause 3.3.1.2.
  - 3.4.2. The Executive shall have the power to appoint Committees, and assign them duties and powers as it sees fit. These duties and powers can be revoked at any time.
  - 3.4.3. Office-bearers of President, Vice-President Internal, Vice-President External, Treasurer, Secretary, Events Executive and Sponsorship Executive positions and Vice President of SIG are not permitted to simultaneously hold office in any other MedSoc Executive, Council or specific positions of Special Interest Groups and Performing Arts Groups.
    - 3.4.3.1. The VP of each SIG will uphold their role as the President or Co-Chairs of their SIG
    - 3.4.3.2. Specific positions are inclusive of Presidents, Vice-Presidents and Treasurers of Special Interest Groups, Co-Chairs of MMS
  - 3.4.4. All Executive members will serve a one-year term of office from the 1st of January to the 31st of December in the calendar year immediately following their election.
  - 3.4.5. There is no limit on the number of consecutive terms an Executive member can serve.
  - 3.4.6. The Events Executive is to carry out the role of Arc Delegate for the purposes of Arc.
- 3.5. Resignation or Removal from office of the Executive
  - 3.5.1. A member of MedSoc Executive who wishes to resign from the Committee must submit their resignation in writing to the President, except:



- 3.5.1.1. where the Executive Member wishing to resign is the President, they must submit their resignation in writing to the Vice-President External.
- 3.5.2. The resignation takes effect:
  - 3.5.2.1. two weeks after the day and time the notice is received by the President (or Vice President External as the case may be); or
  - 3.5.2.2. if a later date is specified in the notice, on the later date.
- 3.5.3. Any member of the Executive who acts in such a way as to be antagonistic towards the purpose of MedSoc may be assessed by the Executive as liable to removal from the Executive. The Executive must produce a formal document stipulating the violations of the member deemed to be antagonistic.
- 3.5.4. An Executive Member liable to removal will be issued with a letter from the President stipulating the violation(s) antagonistic to the purposes of MedSoc, and calling upon the Executive Member to show cause why they should not be removed from office at a meeting of the Executive, except that where the Committee Member liable to removal is the President, the Vice President Advocacy shall issue such a letter.
- 3.5.5. The meeting of the Executive referred to in section 3.5.4 shall be convened no less than two weeks after the letter has been issued to the Committee Member.
- 3.5.6. At the meeting referred to in section 3.5.4 the member shall be given a full and fair opportunity to show cause why they should not be removed from office, and only after that opportunity has been provided will the Committee vote on the issue. This vote shall be undertaken by secret ballot, and determined by two-thirds majority.

- 3.6. Casual vacancies in membership of the MedSoc Executive
  - 3.6.1. casual vacancy occurs in the office of an Executive Member and that office becomes vacant if the Executive Member
    - 3.6.1.1. Dies;
    - 3.6.1.2. resigns following the procedure outlined in section 3.5;
    - 3.6.1.3. is permanently incapacitated by mental or physical ill-health;
    - 3.6.1.4. is absent for three consecutive meetings without offering an apology; or
    - 3.6.1.5. ceases to be a member of MedSoc, or
    - 3.6.1.6. is removed from office under the procedures outlined in section 3.5.
  - 3.6.2. MedSoc shall, within one month of the occurrence of the vacancy, fill any casual vacancy amongst its members.
  - 3.6.3. If any office of Executive falls vacant within the first two weeks of first semester then the candidate who received the next

highest amount of votes for that position at the preceding Annual General Election shall fill the vacancy.

- 3.6.4. If the person elected under section 3.6.3 to fill the vacancy is unable or unwilling to act in that capacity then the candidate who received the next highest number of votes for that position at the preceding Annual General Election shall fill the vacancy.
- 3.6.5. Each such unsuccessful candidate will be considered, in the order of the highest number of votes to the lowest, until the position has been filled.
- 3.6.6. If none of the unsuccessful candidates for the position at the Annual General Election are willing and able to take up a vacated position, or there were no other candidates for the position at the Annual General Election, then the Executive may co-opt an eligible person to take up the position subject to section 3.6.9.
- 3.6.7. If any office of the Executive falls vacant on or after the last day of the second week of first semester then the Executive may co-opt an eligible person to the position.
- 3.6.8. In those circumstances where the Executive is empowered to co-opt members to vacant positions on the Executive, the decision to co-opt such members by the Executive is a discretionary one.
- 3.6.9. When filling a vacancy on the Executive by co-opting, the Executive shall select the person from its members

3.7. Functions of the executive

- 3.7.1. All Executive members are:
  - 3.7.1.1. to report to Council at Council meetings as necessary and appropriate
  - 3.7.1.2. to report at the AGM report at the AGM;
  - 3.7.1.3. to ensure the UNSW MedSoc Constitution is upheld;
- 3.7.2. The Executive members and their duties include:
  - 3.7.2.1. President
    - 3.7.2.1.1. to represent UNSW MedSoc
    - 3.7.2.1.2. to oversee the scheduling of regular reviews of existing policies with Policy Officer
    - 3.7.2.1.3. to ensure appropriate implementation of the MedSoc Strategic Plan
    - 3.7.2.1.4. to oversee, co-ordinate and support the work of the Executive
    - 3.7.2.1.5. to liaise with the President(s) of RAHMS regarding Rural Clinical Schools
    - 3.7.2.1.6. to liaise with Co-Chairs of MSAP, President of RAHMS and President of GPSN as required
    - 3.7.2.1.7. to encourage functional and productive Council

3.7.2.1.8. to undertake at least 1 “Presidential Project” when there are no internal management issues to actively address

3.7.2.2. Vice President Internal

3.7.2.2.1. to co-ordinate the following council roles:

3.7.2.2.1.1. Wellbeing and Charities Officers

3.7.2.2.1.2. International Officers

3.7.2.2.1.3. Women's' Officers

3.7.2.2.1.4. Queer Officer(s)

3.7.2.2.1.5. Environmental Officer

3.7.2.2.1.6. Indigenous Officer

3.7.2.2.2. to undertake regular meetings with each role in the ‘Inclusivity Team’

3.7.2.2.3. to support the Inclusivity Team with Executive assistance, which includes but is not limited to:

3.7.2.2.3.1. providing mediation when there is unresolved conflict between or involving officers under VPi;

3.7.2.2.3.2. adherence to relevant UNSW MedSoc policies and requirements for sponsorship and Arc support.

3.7.2.2.3.3. 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.

3.7.2.2.4. to be a point of contact for the Academics Director and the Events Director and support them in their roles which includes but is not limited to:

3.7.2.2.4.1. standing in for the above directors when they are unavailable;

3.7.2.2.4.2. 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;

3.7.2.2.4.3. planning and logistical support.

3.7.2.2.4.4. to undertake at least 1 “Vice-Presidential Project” when there are no internal management issues to actively address.

3.7.2.3. Vice President External

3.7.2.3.1. to stand in for the President on matters relating to the society's external image or advocacy if the President is not available;

- 3.7.2.3.2. to oversee external image and management of UNSW MedSoc;
- 3.7.2.3.3. to coordinate MedSoc's advocacy effort
- 3.7.2.3.4. to coordinate the annual student society submission for the Australian Medical Council (A.M.C.)
- 3.7.2.3.5. to coordinate the following council roles:
  - 3.7.2.3.5.1. First Year Representatives
  - 3.7.2.3.5.2. Second Year Representatives
  - 3.7.2.3.5.3. Third Year Representatives
  - 3.7.2.3.5.4. Fourth Year Representatives
  - 3.7.2.3.5.5. Fifth Year Representatives
  - 3.7.2.3.5.6. Sixth Year Representatives
  - 3.7.2.3.5.7. Policy officer
  - 3.7.2.3.5.8. Graduate Entry Representatives
  - 3.7.2.3.5.9. Feedback Officers
  - 3.7.2.3.5.10. Rural Officers
- 3.7.2.3.6. to, in conjunction with the President, act as liaison officer between the Faculty and UNSW MedSoc;
- 3.7.2.3.7. to ensure that the Faculty and its officers can access the contact details of the representatives
- 3.7.2.3.8. to ensure that medical students are well represented within the Faculty;
- 3.7.2.3.9. to coordinate the appointment of the representatives to the relevant Faculty committees in consultation with the Executive;
- 3.7.2.3.10. 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;
- 3.7.2.3.11. to implement methods to improve the communication between students, UNSW MedSoc and the Faculty;
- 3.7.2.3.12. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;
- 3.7.2.3.13. to co-ordinate the Student Representatives Team
- 3.7.2.3.14. 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.
- 3.7.2.3.15. to oversee the formulation of policy related to the Faculty and the University;

3.7.2.4. Vice President SIG

- 3.7.2.4.1. Ensure the SIG meets all Terms of Affiliation, including but not limited to membership requirements, accessibility, and compliance with MedSoc Constitution and Regs and By-laws
- 3.7.2.4.2. Oversee the operations of the SIG committee and maintain strong internal communication
- 3.7.2.4.3. May hold the role of grievance officer of their respective SIG managing internal conflicts and reporting such matters to the MedSoc Human Resources as appropriate
- 3.7.2.4.4. Ensure the SIG complies with all MedSoc, ARC and Faculty policies and not rely upon any independent constitution
- 3.7.2.4.5. Ensure no member financially profits from the activities, events, or operations of the SIG
- 3.7.2.4.6. Attend ARCs Executive training days including but not limited to Club Leaders Welfare Training
- 3.7.2.4.7. Oversee and/or ensure SIG events are planned and events proposals are submitted on time to the MedSoc Secretary
  - 3.7.2.4.7.1. Notify the Treasurer with budgets when need be
- 3.7.2.4.8. Oversee that event details, room bookings and advertising are correctly coordinated and updated on the MedSoc calendar
- 3.7.2.4.9. Ensure that an annual budget proposal and transparent financial records are submitted to the MedSoc Treasurer
  - 3.7.2.4.9.1. If a separate bank account is to be used, ensure it complies with all auditing and reporting obligations
  - 3.7.2.4.9.2. Ensure all receipts, invoices and documentation are submitted on time for reimbursement by the SIG
- 3.7.2.4.10. Ensure that the SIG meets annual renewal criteria
- 3.7.2.4.11. Be accountable for all incidences arising within the operations of the SIG
- 3.7.2.4.12. Represent the SIG at meetings and ensure the SIG committee is aware of all MedSoc deadlines, expectations and policy changes

3.7.2.5. Secretary

- 3.7.2.5.1. to handle correspondence of UNSW MedSoc;



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

3.7.2.5.3. to provide an updated constitution and, if relevant, to ensure the duties of the Public Officer are carried out as per section 2.3

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

3.7.2.5.5. 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;

3.7.2.5.6. to be responsible for the storage of UNSW MedSoc equipment; and

3.7.2.5.7. to oversee conference funding applications by members;

3.7.2.5.8. to be responsible for the election of Assistant Secretary

3.7.2.5.9. to produce and distribute a Mail-Out on a regular basis.

3.7.2.6. Treasurer

3.7.2.6.1. to direct and supervise the finances and property of UNSW MedSoc;

3.7.2.6.2. 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;

3.7.2.6.3. to supervise all monies paid to UNSW MedSoc and issuing of receipts;

3.7.2.6.4. to prepare and present to the Council a budget for the year;

3.7.2.6.5. to advise in the organisation of UNSW MedSoc functions, especially on financial matters;

3.7.2.6.6. to liaise with and assist the Sponsorship Director in their coordination of sponsorship activities of the Society

3.7.2.6.7. to organise independent auditing of UNSW MedSoc through the nominated chartered accountant as necessary; and

3.7.2.6.8. to collaborate with the Sponsorship Director, and other members where relevant in matters of revenue generation and budgeting

3.7.2.6.9. to direct and oversee the Treasurer's subcommittee.

3.7.2.7. Sponsorship Director



- 3.7.2.7.1. 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;
- 3.7.2.7.2. to actively seek new sponsorship opportunities for the Society;
- 3.7.2.7.3. to compile UNSW MedSoc's Prospectus and collate UNSW MedSoc's SIGs' Prospectus(es) in the elected term.
- 3.7.2.7.4. to liaise with Sponsors and relevant portfolios to plan events, activities and marketing strategies;
- 3.7.2.7.5. 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;
- 3.7.2.7.6. to ensure that sponsorship and partnerships are conducted in an ethical and legal fashion
- 3.7.2.7.7. to organise the 'Life and Money in the Real World' seminar in collaboration with the Membership Officers
- 3.7.2.7.8. to oversee, co-ordinate, and chair regular meetings with the Membership Officer(s)
- 3.7.2.7.9. to collaborate with the Treasurer in relevant matters of revenue generation and budgeting
- 3.7.2.7.10. 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;
- 3.7.2.7.11. to improve and/or maintain a 'Sponsorship Database', from which contact information and historical sponsor contributions can be referenced;
- 3.7.2.7.12. to liaise with other Teams, especially event planners, to communicate demands of Sponsors and ensure they are met

3.7.2.8. AMSA Representative

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



- 3.7.2.8.2. to fulfil the duties of this position as set out in the AMSA Constitution;
- 3.7.2.8.3. to fulfil the duties of this position of UNSW representative for the NSWMSC as outlined in the NSWMSC Constitution, including:
  - 3.7.2.8.3.1. to attend NSWMSC Council meetings and represent the interests of UNSW MedSoc at these meetings, or to proxy to an appropriate representative (usually President)
  - 3.7.2.8.4. to co-ordinate AMSA events, including at least:
    - 3.7.2.8.4.1. three (3) AMSA Think Tanks to discuss policy and advocacy issues for UNSW MedSoc and AMSA
    - 3.7.2.8.4.2. Pre-Convention crash camp
  - 3.7.2.8.5. to elect and oversee an AMSA committee
  - 3.7.2.8.6. 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
- 3.7.2.9. Public Relations Director
  - 3.7.2.9.1. to co-ordinate the Public Relations Team and chair regular meetings of the Public Relations Team portfolios;
  - 3.7.2.9.2. to supervise and liaise with other officer bearers in developing advertisement of all events to medical students, medical societies and other external means;
  - 3.7.2.9.3. to use UNSW MedSoc's social media platform and webpage to promote UNSW MedSoc's activity;
  - 3.7.2.9.4. to uphold the UNSWMS Social Media Policy and the behaviour standards set out in it;
  - 3.7.2.9.5. to approve, regulate and oversee UNSW MedSoc's official Facebook page, noticeboard and year group pages
  - 3.7.2.9.6. to advise officer bearers as appropriate to develop and strengthen UNSW MedSoc's brand, including Events, Publications, Speciality Interest Groups and Advocacy;
  - 3.7.2.9.7. to write and/or approve all official MedSoc statements if and when required, in response to external events
- 3.7.2.10. Events Director

- 3.7.2.10.1. To oversee, co-ordinate and support the officers and convenors of the Events Team and to chair regular meetings of the Events Team portfolios;
- 3.7.2.10.2. to co-ordinate and encourage member attendance at intervarsity events.
- 3.7.2.10.3. To provide support, most closely to the Events Team, but also to other council members if needed.
- 3.7.2.10.4. To initiate forward thinking and planning regarding events and facilitate continual improvement of UNSWMS Events.
- 3.7.2.10.5. to audit the events MedSoc runs and ensure that these are well-received by students
- 3.7.2.10.6. 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
- 3.7.2.10.7. to liaise with and support SIGs and PAGs and chair regular meetings with representatives of the Specialty Interest Groups as necessary.
- 3.7.2.10.8. to attend organisational meetings of SIGs and PAGs as a representative of the Executive;
- 3.7.2.10.9. to support the organising committees with Executive assistance, which includes but is not limited to logistical, financial, and administrative support;
- 3.7.2.10.10. to ensure Specialty Interest Groups adhere to the relevant sections of the Constitution and Regulations & By-Laws to ensure they are in line with Arc guidelines, 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 Sponsorship Director.
- 3.7.2.10.11. To conduct the following duties relating to ARC
  - 3.7.2.10.11.1. ensuring supervision of events by the Executive where appropriate;
  - 3.7.2.10.11.2. to attend Arc Clubs meetings and represent the interests of UNSW MedSoc at these meetings;
  - 3.7.2.10.11.3. to re-affiliate UNSW MedSoc in accordance with Arc Clubs requirements;
  - 3.7.2.10.11.4. to organise and advise on Arc Clubs subsidies and services to UNSW MedSoc;

- 3.7.2.10.12. 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
- 3.7.2.11. Academic Director
  - 3.7.2.11.1. to further MedSoc's role of providing and arranging for additional academic experiences and support for its members
  - 3.7.2.11.2. to co-ordinate the following council roles:
    - 3.7.2.11.2.1. Academic Resources Officers
    - 3.7.2.11.2.2. Professional Development Officers
    - 3.7.2.11.2.3. Phase 1 Academic Events Officers
    - 3.7.2.11.2.4. and the Phase 2 Academic Events Officers
  - 3.7.2.11.3. to undertake regular meetings with each role in the 'Academics Team'
  - 3.7.2.11.4. to support the Academics Team with Executive assistance, which includes but is not limited to:
    - 3.7.2.11.4.1. providing mediation when there is unresolved conflict between or involving officers under the Academics Director;
    - 3.7.2.11.4.2. adherence to relevant UNSW MedSoc policies and requirements for sponsorship and Arc support.
    - 3.7.2.11.4.3. 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.
  - 3.7.2.11.5. to oversee the organisation of academic events
    - 3.7.2.11.5.1. Additionally, the Academics Director is directly responsible for organising Phase 3 Academic events, which include, but are not limited to:
      - 3.7.2.11.5.1.1. Intro to Phase 3
      - 3.7.2.11.5.1.2. Elective Info Night
- 3.7.2.12. Human Resources Director
  - 3.7.2.12.1. To foster the UNSWMS community, cultivate traditions and oversee the wellbeing of volunteers
  - 3.7.2.12.2. To fulfil the role of Grievance Officer and uphold the UNSW MedSoc "Grievance Policy" including:
    - 3.7.2.12.2.1. Conducting Team Development Plans with the MedSoc Executive.

- 3.7.2.12.2.2. Developing protocols for burnout planning for the MedSoc Council.
- 3.7.2.12.2.3. Overseeing the volunteers disengagement and burnout (DAB) pathway.
- 3.7.2.12.3. To initiate forward thinking and planning regarding events that build community and facilitate the creation of traditions.
- 3.7.2.12.4. To collaborate with the IT Officer and Public Relations Director as a main strategic coordinator for the UNSWMS Website, including but not limited to:
  - 3.7.2.12.4.1. Curating history of MedSoc for the Medsoc Website, including President and Vice President awards.
  - 3.7.2.12.4.2. Work with the MedSoc Executive and Council to centralise all of MedSoc's built up resources further.
- 3.7.2.12.5. To plan the inaugural UNSWMS Council Retreat.
- 3.7.2.12.6. To become the main point of contact with the MedFac Alumni-Coordinator on behalf of MedSoc with tasks including:
  - 3.7.2.12.6.1. Establishing our alumni network on the UNSWMS Facebook page.
  - 3.7.2.12.7. Utilising our extensive network of alumni for exciting initiatives.
- 3.7.3. Public Officer
  - 3.7.3.1. 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;
    - 3.7.3.1.1. They must be aged over 18 years of age
    - 3.7.3.1.2. They must have a home address within NSW
  - 3.7.3.2. If the secretary does not meet the requirements, another member of the executive may be nominated for the role of Public Officer
  - 3.7.3.3. Ensure that the society undertakes all tasks required as per the Associations Incorporation Act (2009)
- 3.8. Elections of executive positions
  - 3.8.1. The Returning Officer
    - 3.8.1.1. shall conduct the elections in accordance with the Constitution and the Regulations;
    - 3.8.1.2. shall ensure the elections are conducted in a fair, cordial and polite manner
    - 3.8.1.3. shall enforce the Council approved Code of Conduct, including campaign promotion restrictions

- 3.8.1.4. may prescribe all matters of detail not inconsistent with the Constitution or the Regulations;
- 3.8.1.5. 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;
- 3.8.1.6. shall dismiss polling clerks who fail to conduct themselves in an independent manner; shall have the responsibility of giving notice of the elections
  - 3.8.1.6.1. namely, via email to all members
  - 3.8.1.6.2. notice of UNSW MedSoc elections shall contain the following information:
    - 3.8.1.6.2.1. positions open for the elections with a brief description of responsibilities for that job,
    - 3.8.1.6.2.2. the nominating procedures
    - 3.8.1.6.2.3. the date by which nominations close,
    - 3.8.1.6.2.4. email address of the returning officer for inquiries,
    - 3.8.1.6.2.5. the dates of the week in which elections will be held,
    - 3.8.1.6.2.6. instructions on how to vote using the voting platform
    - 3.8.1.6.2.7. date, place and time of the annual general meeting,
    - 3.8.1.6.2.8. the Council approved Code of Conduct
- 3.8.1.7. shall establish a voting platform:
  - 3.8.1.7.1. which shall be accessible only to UNSW medical students,
  - 3.8.1.7.2. where only one valid vote will be cast per member,
  - 3.8.1.7.3. where voting shall be limited by eligibility according to year, sequence, hospital placement and other relevant demographics.
  - 3.8.1.7.4. 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.

3.8.2. Nominating Procedures

- 3.8.2.1. 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.
- 3.8.2.2. Nominations for Executive positions are open to all members however prior experience is strongly recommended

- 3.8.2.3. The voting platform must be set up and all members notified within 2 weeks of the close of nominations.
- 3.8.2.4. Elections should be held within one week of the close of nominations.
- 3.8.2.5. Nominations are to be so that they reach the returning officer by the date of closure of nominations.
- 3.8.2.6. Nominations must include:
  - 3.8.2.6.1. the name and student number of the nominee(s),
  - 3.8.2.6.2. the name and student number of a nominator,
  - 3.8.2.6.3. the name and student number of a seconder,
  - 3.8.2.6.4. a written statement by the nominee 200 words for executive positions, and a passport-sized photo of the nominee.
- 3.8.2.7. Nominees, nominators and seconders must be members of the eligible electorate.
- 3.8.2.8. All positions to only be contested by one member
- 3.8.2.9. All ordinary members are eligible to stand for, and vote in, any elected office bearer position
- 3.8.2.10. 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
- 3.8.2.11. The process of appointment for SIG committee and directors shall be entirely separate to the executive election process
  - 3.8.2.11.1. The VP SIG may determine the appointment process at their discretion, including but not limited to, a panel interview process with optional involvement of the outgoing VP of the SIG
- 3.8.3. Method of Voting
  - 3.8.3.1. For a vote to be considered valid, it must be preferential for all positions, meaning that there must be a number in each box, with numbers beginning at 1 and no repeated numbers.
  - 3.8.3.2. A candidate will be declared elected when they reach 50% + 1 of the valid votes.
  - 3.8.3.3. All candidates are required to be elected against a 'Vote of Confidence', regardless of the number of candidates standing for election
- 3.8.4. Electoral Roll

- 3.8.4.1. The Electoral Roll will consist of all ordinary members who have not excluded themselves under the Constitution.11.5.
- 3.8.5. 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.
- 3.8.6. The outgoing office bearer must work with the incoming office bearer as soon as they are elected to ensure appropriate and effective handover.
- 3.8.7. **Illegal Practices**
  - 3.8.7.1. Any practice which interferes with the integrity of the electoral procedures shall be deemed to be illegal, and will result in:
  - 3.8.7.2. the invalidation of the nomination of any candidate found to participate in such practices, at the discretion of the Returning Officer;
  - 3.8.7.3. 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
- 3.8.8. Illegal practices include:
  - 3.8.8.1. gaining unauthorised access to the voting system,
  - 3.8.8.2. casting a vote whilst logged into the voting platform as a user other than oneself,
  - 3.8.8.3. interference with any part of the voting system.
  - 3.8.8.4. slanderous or unethical conduct towards another candidate or outgoing member contravening the Council approved Code of Conduct.

## **4. Section Four: UNSW MedSoc Council**

- 4.1. **Definition**
  - 4.1.1. The Council consists of:
    - 4.1.1.1. the Executive;
    - 4.1.1.2. the elected office bearers; and
    - 4.1.1.3. the Ordinary members present at Council meetings.
- 4.2. **Duties of Council**
  - 4.2.1. The duties of Council shall include:
    - 4.2.1.1. to provide long-term direction and focus for UNSW MedSoc;
    - 4.2.1.2. to provide a forum to raise matters of interest to all Members; and
    - 4.2.1.3. to pass resolutions regarding policy
  - 4.2.2. The Council is at all times answerable to the general membership of UNSW MedSoc and any Council resolutions

may be overturned by a special resolution of a general meeting.

4.2.3. Elected office bearers, and their individual duties, other than members of the Executive are outlined in the Regulations and By-Laws of the Association, and are to be elected in accordance with section 7 of this constitution.

4.3. Council Meetings

4.3.1. Council meetings shall be held once a term, during the months between March to September (inclusive), at a time and place decided upon by the Council.

4.3.2. The time, date and place of a meeting will be publicised at the preceding meeting, and circulated in the form of an email at least fourteen (14) days before the meeting.

4.3.3. Quorum for Council meetings shall be twelve (12) members.

4.3.4. All Executive and elected office bearers excluding Phase 3 representatives are required to attend and to report as scheduled on the calendar for the year, as well as when they deem appropriate, to Council.

4.3.5. Any elected office bearer not attending three (3) consecutive meetings of Council must present an apology and explanation in writing.

4.3.6. Should an apology not be received as required under 3.9, the office bearer will forfeit his or her position, and this provision will be at the discretion of Council

## 5. Section Five: General Meetings

### 5.1. Annual General Meetings

5.1.1. There shall be one Annual General Meeting per calendar year. The AGM is to be held during University Session following the annual elections of UNSW MedSoc, the particular time and place being decided upon by the Executive

5.1.2. Quorum for the AGM shall be twenty (20) members, and the meeting shall lapse unless a quorum is assembled within thirty (30) minutes of the time set down for the meeting.

5.1.3. Following a lapsed AGM, a second AGM may be called, not more than two (2) weeks after the first. Quorum shall be twelve (12) members for this meeting.

5.1.4. Unless the meeting otherwise resolves, the agenda of the Annual General Meeting shall be:

5.1.4.1. Opening and general remarks;

5.1.4.2. Apologies;

5.1.4.3. Confirmation of minutes of previous AGM or EGM;

5.1.4.4. Annual reports by all retiring elected office bearers and SIGs;

5.1.4.5. Election Results;

- 5.1.4.6. Motion to change signatories on the UNSW MedSoc account;
- 5.1.4.7. Special business;
- 5.1.4.8. Motions on notice;
- 5.1.4.9. General business; and
- 5.1.4.10. Closure.

- 5.1.5. The report of the retiring Treasurer required under clause 5.1.4.4 shall be in the form of a financial report
- 5.1.6. All annual reports are to be tabled as a written document sent to the secretary seven (7) days prior to the AGM, however:
  - 5.1.6.1. Executive members must present both a verbal and written report; and
  - 5.1.6.2. all retiring office bearers and SIG representatives must be in attendance to speak to their tabled report.
- 5.1.7. At the Annual General Meeting, procedure shall follow the standing orders as set out in section 9, with the exception that:
  - 5.1.7.1. proxy voting must not be undertaken at or in respect of a general meeting; and
  - 5.1.7.2. resolutions are not to be decided by postal ballot, other than those specifically set out in the Constitution and Regulations & By-Laws.

- 5.2. Constitutional amendments can only be made pursuant to a special resolution.
- 5.3. A resolution is passed as a special resolution:
  - 5.3.1. at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held
  - 5.3.2. if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.
  - 5.3.3. A notice referred to in subsection 5.3.1 must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.
- 5.4. Extraordinary General Meetings
  - 5.4.1. There shall be Extraordinary General Meetings as the Council sees fit or as petitioned under clause 5.4.4.
  - 5.4.2. EGMs shall be held during University Session.
  - 5.4.3. The format, procedures and quorum for an EGM shall be the same as for an AGM under clauses 5.1.2-5.1.5 and 5.1.7.
  - 5.4.4. To petition an EGM fifteen (15) members or half of MedSoc membership, whichever is the lesser, must petition the Executive in writing.
  - 5.4.5. The Executive must hold a petitioned meeting under clause 5.4.4 within twenty-one (21) days so long as circumstances permit.



## 5.5. Notice

- 5.5.1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying:
  - 5.5.1.1. the place of the meeting;
  - 5.5.1.2. the date of the meeting;
  - 5.5.1.3. time of the meeting, and
  - 5.5.1.4. the nature of the business proposed to be transacted at the meeting.
- 5.5.2. Except if the nature of the business proposed to be dealt with at an Annual General Meeting requires a special resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the Annual General Meeting, give a notice to each member specifying
  - 5.5.2.1. when and where the Annual General Meeting is to be held; and
  - 5.5.2.2. the particulars and order in which business is to be transacted, as follows:
    - 5.5.2.2.1. first, the consideration of the accounts and reports of the Executive,
    - 5.5.2.2.2. second, any other business requiring consideration by the Association at the Annual General Meeting.
- 5.5.3. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying,
  - 5.5.3.1. the place of the meeting;
  - 5.5.3.2. the date of the meeting;
  - 5.5.3.3. time of the meeting;
  - 5.5.3.4. the terms of the special resolution;
  - 5.5.3.5. the intention to propose the resolution as a special resolution, and
  - 5.5.3.6. the nature of any other business to be transacted at the meeting.
- 5.5.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- 5.5.5. The Secretary may give a notice under this section 5.4 by:
  - 5.5.5.1. serving it on a member personally;

- 5.5.5.2. sending it by email to a member's nominated email address.
- 5.6. Postal and Electronic Ballots
  - 5.6.1. Voting at general meetings shall ordinarily be by show of hands
  - 5.6.2. Voting on resolutions shall not be carried out by postal vote
  - 5.6.3. Voting in elections is permitted by electronic ballot as per the voting procedures outlined in section seven of this constitution

## 6. Section Six: Finances

- 6.1. Nomination of signatories
  - 6.1.1. At the AGM the Executive shall nominate the newly elected Treasurer, President and Secretary as signatories for the UNSW MedSoc account in the following calendar year;
- 6.2. Sources of funds
  - 6.2.1. The funds of the Association are to be sourced from sponsorship, grants, ticket sales, and, subject to any resolution passed by the Association in general meeting, such other sources as the Executive determines.
- 6.3. Management of funds
  - 6.3.1. All outgoing financial transactions require two signatures.
  - 6.3.2. Subject to any resolution passed in general meeting, the assets and income of the Association shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
  - 6.3.3. Funds will be provided for the President to attend AMSA Council from faculty provided conference funding. This will cover flights, AMSA organised accommodation and registration costs for the duration of Council only.
- 6.4. Financial year
  - 6.4.1. The financial year of the Association is:
    - 6.4.1.1. the period of time commencing on the date of incorporation of the Association and ending on the following 30 June; and
    - 6.4.1.2. each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 July and ending on the following 30 June.
  - 6.4.2. The financial records of MedSoc shall be open for inspection by Arc at all times.

## 7. Section Seven: Elections

### 7.1. Conduct

- 7.1.1. The elections of UNSW MedSoc office bearers shall be conducted as prescribed in the Regulations & By-Laws of the Association.
- 7.1.2. Candidates must have a minimum 7 day period to nominate themselves
- 7.1.3. Voting in the elections shall be optional, and open only to Ordinary members.
- 7.1.4. All elections shall be conducted electronically, unless otherwise stated in the Regulations & By-Laws.
- 7.1.5. UNSW MedSoc general elections must be held in Second Session, prior to fifth year members leaving on their elective term, when all years are not on holiday:
- 7.1.6. The newly elected office bearers will take the role of observers following elections and until their term begins on the 1st of January the following year

### 7.2. Returning Officer

- 7.2.1. The Council shall appoint a Returning Officer at the Council Meeting in the calendar month of July.
- 7.2.2. Any Ordinary member may be appointed as Returning Officer.
- 7.2.3. The Returning Officer may not be a candidate for any UNSW MedSoc elected positions in the elections over which they preside.
- 7.2.4. The Returning Officer is responsible for coordinating the election process, according to processes stipulated by this Constitution and its Regulations & By-Laws.
- 7.2.5. The Returning Officer will be the final arbiter of the elections for which they are responsible.

### 7.3. Eligibility to Participate in Elections

- 7.3.1. Only Ordinary Members may stand for, and vote in, elections of UNSW MedSoc, subject to other provisions of the Constitution and the Regulations & By-Laws of the Association.

## 8. Section Eight: Dissolution

### 8.1. Conditions of dissolution

- 8.1.1. Dissolution of the Association will occur after the following conditions have been met:
  - 8.1.1.1. an Extraordinary General Meeting is petitioned as is set out in clause 5.3.1;
  - 8.1.1.2. all members and the Arc will be notified by email and given the reasons for the proposed dissolution;
  - 8.1.1.3. quorum for the meeting to dissolve the Association shall be twenty (20) Ordinary Members;



- 8.1.1.3.1. Wherein members of the Executive do not count towards reaching quorum
- 8.1.1.4. after the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose; and
- 8.1.1.5. a vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more Ordinary Members of the Association.
- 8.1.2. No other business may be conducted at the meeting to dissolve the Association.
- 8.1.3. If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.
- 8.1.4. Dissolution of the Association will also occur if:
  - 8.1.4.1. the Association has been financially and administratively inactive for a period of eighteen (18) months; and
  - 8.1.4.2. Arc gives twenty (20) academic days' notice in an official Arc Clubs publication and attempts to contact the last known president in writing before the Association.
- 8.2. Distribution of assets
  - 8.2.1. On dissolution of the Association, the Association is not to distribute assets to members. All assets and the satisfaction of debts and liabilities are to be transferred to an organisation with similar goals or objectives which is not carried on for the profit or gain of its individual members. This organisation may be nominated at the dissolution meeting of the Association. If this procedure is not followed, the Faculty will facilitate the dissolution and manage the allocation of funds.

## 9. Section Nine: Procedure at General Meetings

- 9.1. UNSW MedSoc shall have standing orders
  - 9.1.1. 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.
  - 9.1.2. 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
- 9.2. Suspension of Standing Orders
  - 9.2.1. Standing Orders are automatically invoked at the commencement of any session.
  - 9.2.2. Suspension of any or all Standing Orders shall require a two-thirds majority of Members with voting rights.
  - 9.2.3. A motion to suspend Standing Orders shall be accorded status as a Procedural Motion.
- 9.3. Adjournment of Meeting

- 9.3.1. Adjournment is normally at the discretion of the Chair who shall bear in mind the wishes of the Members.
- 9.3.2. Any Member may move "that the Meeting be adjourned". This shall be a Procedural Motion requiring an absolute majority.
- 9.3.3. 12.4. Chair
- 9.3.4. The Council shall normally be Chaired by the President or Secretary.
- 9.3.5. 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.<sup>1</sup>
- 9.3.6. The Chair has no moving or seconding rights and shall not normally enter into a debate.
- 9.3.7. 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.
- 9.3.8. A Chair may be deposed by a Procedural Motion "that a new Chair be sought", requiring an absolute majority.

- 9.4. Debate
  - 9.4.1. 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.
  - 9.4.2. The Chair shall, in the exercise of power to conduct the Meeting, bear in mind:
    - 9.4.2.1. The order in which Members have indicated their wish to speak.
    - 9.4.2.2. The desirability of allowing those who have not previously contributed to the debate the right to do so at any early stage.
  - 9.4.3. 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 Seconder.
  - 9.4.4. 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.
  - 9.4.5. No motion may be withdrawn without the consent of both the Proposer and the Seconder. If only the Proposer withdraws, the Seconder shall become the Proposer of the motion and another Seconder shall be sought. If only the Seconder withdraws, another Seconder shall be sought.
- 9.5. Direct Negatives:
  - 9.5.1. When a motion has been moved and seconded the Chair shall call for a "Direct Negative" to speak against the motion.
- 9.6. The order of speaking to a motion is as follows:

- 9.6.1. The Mover,
- 9.6.2. The Seconder,
- 9.6.3. Direct Negative (if any),
- 9.6.4. Speeches from the floor (in the order received by the Chair),
- 9.6.5. Rights of reply from the Direct Negative, Seconder and Mover in that order
- 9.7. Any Member may move an amendment to a motion.
- 9.8. In the event of a Member moving an amendment the Chair shall:
  - 9.8.1. ask the Proposer and Seconder of the motion if they are prepared to accept the amendment;
  - 9.8.2. in the event of either the Proposer or Seconder being unwilling to accept the amendment, allow the Proposer of the amendment the Right of Speech and then call for a Seconder.
  - 9.8.3. If the Mover and the Seconder of the original motion are prepared to accept the amendment, the amendment is automatically incorporated into the original motion and they become the Mover and Seconder of the new substantive motion.
  - 9.8.4. 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.
  - 9.8.5. When the debate of an amendment has been concluded the Chair may allow further debate on the original motion:
    - 9.8.5.1. open a new debate on a further amendment; or
    - 9.8.5.2. close debate.
- 9.9. 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.
- 9.10. The Chair may at his or her discretion limit debate in any or all of the following ways:
  - 9.10.1. imposition of a three (3) minute time limit for each Speaker;
  - 9.10.2. 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
  - 9.10.3. imposition of a requirement that speeches from the floor are limited to one per Member per motion.
  - 9.10.4. The Chair may close debate at any time at his or her discretion.
  - 9.10.5. 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.
  - 9.10.6. 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 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.

- 9.10.7. 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.
- 9.10.8. Once a motion has been passed, it becomes a resolution.
- 9.10.9. A motion is passed by an absolute majority of council.

#### 9.11. Procedural Motions

- 9.11.1. 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.
- 9.11.2. 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.
- 9.11.3. Where a Procedural Motion is carried it shall be put into effect immediately, except as given in right of reply
- 9.11.4. The following shall constitute Procedural Motions requiring an absolute majority of voting Members:
  - 9.11.4.1. That Standing Orders be suspended.
  - 9.11.4.2. That the Meeting be adjourned.
  - 9.11.4.3. That the Meeting be closed.
  - 9.11.4.4. That a new Chair be sought.
  - 9.11.4.5. That any non-Members of Council clear the hall.
  - 9.11.4.6. That the motion be recommitted.
  - 9.11.4.7. That the Meeting proceed to the next item of business.
  - 9.11.4.8. That Standing Orders be resumed.
  - 9.11.4.9. That the discussion not be recorded in the minutes.
  - 9.11.4.10. That candidates for election leave the hall.
  - 9.11.4.11. That the Meeting has no confidence in the Chair.
  - 9.11.4.12. That this Meeting form a committee of the whole.
  - 9.11.4.13. That this Meeting move out of the committee of the whole.
  - 9.11.4.14. That the Chair's ruling be dissented from.
  - 9.11.4.15. That the motion be put.
  - 9.11.4.16. That the motion be laid on the table.
  - 9.11.4.17. That the consideration of the motion on the table be postponed.
  - 9.11.4.18. That the Meeting take a straw vote.

- 9.11.5. The following shall constitute Procedural Motions requiring the support of five (5) members in a vote:
  - 9.11.5.1. That the vote be put to a secret ballot.
- 9.12. Point of Order
  - 9.12.1. 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.
  - 9.12.2. 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.
  - 9.12.3. The Chair shall immediately rule and act upon any legitimate Point of Order.
  - 9.12.4. 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.
- 9.13. Point of Information
  - 9.13.1. 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.
  - 9.13.2. 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.
  - 9.13.3. 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.
- 9.14. Censure Motion
  - 9.14.1. A motion of censure may be brought against any member in council.
  - 9.14.2. 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.
  - 9.14.3. 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.
  - 9.14.4. A censure motion shall be passed by an absolute majority
  - 9.14.5. If passed, the individual will be banned from attending, directly contributing and voting at council meetings



- 9.14.6. If the individual is a member of council, the MedSoc Executive retains the right to terminate the individual's position on council.
- 9.14.7. Standing Orders may be changed at a Council or general meeting by a vote of an absolute majority.
- 9.14.8. It is the duty of the Human Resources Director to ensure a copy of Standing Orders is circulated to all elected office bearers at the beginning of the year and following any change to Standing Orders.