UNIVERSITY OF NEW SOUTH WALES MEDICAL SOCIETY REGULATIONS AND BY-LAWS
2025 – 2026

Last Updated: 8th December 2025
UNSW Medical Society Annual General Meeting

1. Section One: General Terms

1.1. These Regulations and By-Laws were updated on Monday 8th December 2025

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;

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 Rural Clinical School Societies 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 a 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 Inclusivity

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. International Officers

2.2.2.1.3. Womxn's' Officers

2.2.2.1.4. Queer Officer(s)

2.2.2.1.5. Environmental Officer

2.2.2.1.6. Indigenous Officer

2.2.2.1.7. and the Human Resources Officer(s)

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 Academics 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.

2.2.2.5.   fulfil the role of Grievance Officer and uphold the UNSW MedSoc "Grievance Resolution Policy and Procedure"

2.2.3.   Vice President Advocacy

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 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 of curriculum and year-specific events such as exam ans assessment preparation;

2.2.3.13. to coordinate 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. Vice President SIG

2.2.5. Ensure the SIG meets all Terms of Affiliation, including membership requirements, accessibility, and alignment with MedSoc constitution and Regs and by laws

2.2.6. Oversee the operations of the SIG committee and maintain strong internal communication

2.2.7. 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

2.2.8. Ensure the SIG complies with all MedSoc, ARC and Faculty policies and not rely upon any independent constitution

2.2.9. Ensure no member financially profits from the activities, events or operations of the SIG

2.2.10. Attend ARCs Executive training days including but not limited to Club Leaders Welfare Training

2.2.11. Oversee and/or ensure SIG events are planned and proposals are submitted on time to the MedSoc Secretary

2.2.11.1. Notify the Treasurer with budgets when need be

2.2.12. Oversee that event details, room bookings and advertising are correctly coordinated and updated on the MedSoc calendar

2.2.13. Ensure that an annual budget proposal and transparent financial records are submitted to the MedSoc Treasurer

2.2.13.1. If a separate bank account is to be used, ensure it complies with all auditing and reporting obligations

2.2.13.2. Ensure all receipts, in voices and documentation are submitted on time for reimbursement by the SIG

2.2.14. Ensure that the SIG meets annual renewal criteria

2.2.15. Be accountable for all incidences arising within the operations of the SIG

2.2.16. Represent the SIG at meetings and ensure the SIG committee is aware of all MedSoc deadlines, expectations and policy changes

2.2.17. Secretary

2.2.17.1. to handle correspondence of UNSW MedSoc;

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

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

2.2.17.4. To oversee and coordinate elections

2.2.17.5. to coordinate and maintain a calendar of events organised by UNSW MedSoc;

2.2.17.6. 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;

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

2.2.17.8. to oversee conference funding applications by members;

2.2.17.9. to be responsible for the election of Assistant Secretary

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

2.2.18. Treasurer

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

2.2.18.2. 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;

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

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

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

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

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

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

2.2.19. Sponsorship Director

2.2.19.1. 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;

2.2.19.2. to actively seek new sponsorship opportunities for the Society;

2.2.19.3. to compile UNSW MedSoc's Prospectus and collate UNSW MedSoc's SIGs' Prospectus(es) in the elected term.

2.2.19.4. to liaise with Sponsors and relevant portfolios to plan events, activities and marketing strategies;

2.2.19.5. 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;

2.2.19.6. to ensure that sponsorship and partnerships are conducted in an ethical and legal fashion

2.2.19.7. to organise the 'Life and Money in the Real World' seminar in collaboration with the Membership Officers

2.2.19.8. to oversee, co-ordinate, and chair regular meetings with the Membership Officer(s)

2.2.19.9. to collaborate with the Treasurer in relevant matters of revenue generation and budgeting

2.2.19.10. 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;

2.2.19.11. to improve and/or maintain a 'Sponsorship Database', from which contact information and historical sponsor contributions can be referenced;

2.2.19.12. to liaise with other Teams, especially event planners, to communicate deliverables for Sponsors and ensure they are met.

2.2.20. Public Relations Director

2.2.20.1. to co-ordinate the Public Relations Team and chair regular meetings of the Public Relations portfolios;

2.2.20.2. to supervise and liaise with other officer bearers in developing advertisement of all events to medical students, medical societies and other external guests;

2.2.20.3. to use UNSW MedSoc's social media platform and webpage to promote UNSW MedSoc's activity;

2.2.20.4. to uphold the UNSWMS Social Media Policy and the behaviour standards set out in it;

2.2.20.5. to approve, regulate and oversee UNSW MedSoc's official Facebook page, noticeboard and year group pages

2.2.20.6. to advise officer bearers as appropriate to develop and strengthen UNSW MedSoc's brand, including Events, Publications, Speciality Interest Groups and Advocacy;

2.2.20.7.   to write and/or approve all official MedSoc statements if and when required.

2.2.21.   Events Director

2.2.21.1.   to oversee all the Events run by UNSWMS through collaboration with relevant members of the Executive, and to co-ordinate and support the event convenors, and chair regular meetings of the Events Team portfolios;

2.2.21.2.   to co-ordinate and encourage member attendance at inter-campus events.

2.2.21.3.   to initiate forward-thinking and planning within council members and facilitate continual improvement of UNSWMS Events

2.2.21.4.   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

2.2.21.5.   To collaborate with the secretary for development of the MedSoc Events calendar each year;

2.2.21.6.   to audit the events MedSoc runs for appropriateness, efficacy and engagement

2.2.21.7.   to liaise with and support SIGs and PAGs and chair regular meetings with the MedSoc VPs of each Specialty Interest Group as necessary.

2.2.21.8.   to attend organisational meetings of SIGs and PAGs as the overseeing body of SIGs and PAGs.

2.2.21.9.   to support the organising committees with Executive assistance, which includes but is not limited to logistical, financial, and administrative support;

2.2.21.10.   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 Sponsorship Director.

2.2.21.11.   ensuring supervision of events by the Executive where appropriate;

2.2.21.12.   to attend Arc Clubs meetings and represent the interests of UNSW MedSoc at these meetings;

2.2.21.13.   to re-affiliate UNSW MedSoc in accordance with Arc Clubs requirements;

2.2.21.14.   to organise and advise on Arc Clubs subsidies and services to UNSW MedSoc;

2.2.21.15. 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

2.2.22. Academic Director

2.2.22.1. to further MedSoc's role of providing and arranging for additional academic experiences and support for its members, and providing strategic oversight for these endeavours;

2.2.22.2. to co-ordinate the Academics Team, consisting of:

2.2.22.2.1. Academic Resources Officers

2.2.22.2.2. Professional Development Officers

2.2.22.2.3. Phase 1 Academic Events Officers

2.2.22.2.4. Phase 2 and 3 Academic Events Officers;

2.2.22.3. to undertake regular meetings with each member of n the Academics Team

2.2.22.4. to support the Academics Team with Executive assistance, which includes but is not limited to

2.2.22.4.1. providing mediation when there is unresolved conflict between or involving officers under the Academics Director;

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

2.2.22.4.3. 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;

2.2.22.5. to oversee the organisation of academic events

2.2.22.5.1. Specifically, the Academics Director is directly responsible for organising Phase 3 Academic events, which include, but are not limited to

2.2.22.5.1.1. ;

2.2.23. AMSA Representative

2.2.23.1. to attend AMSA Council meetings and represent the interests of UNSW MedSoc, or to proxy to an appropriate representative;

2.2.23.2. to fulfil the duties of this position of UNSW representative for the NSWMSC, including:

2.2.23.2.1. to attend NSWMSC Council meetings and represent the interested of UNSW MedSoc at these meetings, or to proxy to an appropriate representative (usually President)

2.2.23.3. to coordinate AMSA events, including at least:

2.2.23.3.1.   three (3) AMSA Think Tanks to discuss policy and advocacy issues for UNSW MedSoc and AMSA

2.2.23.3.2.   Pre-Convention crash camp

2.2.23.4.   to elect and oversee a Junior AMSA Representative

2.2.23.5.   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

2.2.24.   Human Resources Director

2.2.25.   To mediating conflicts between volunteers

2.2.26.   Developing strategies to help with volunteer burnout

2.2.27.   To promote volunteer wellbeing and fulfilment

2.2.28.   To facilitate bonding activities to maintain the culture of MedSoc. These can include

2.2.28.1.   Bonding activities for Committees and council groups

2.2.28.2.   To organise the medsoc executive getaway on the weekend 3 weeks prior to O-week

2.2.28.3.   Organising a MedRetreat for Council and Executive on the weekend 2 weeks before O-week

2.2.29.   To curate and upkeep MedSoc history on the MedSoc Website

2.2.30.   To create, maintain and develop UNSW Medicine Alumni network

2.2.31.   Organisation of recognition and awards for Faculty

2.3.   Public Officer

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

3.2.   The Presidential Team

3.2.1.   Directly overseen by the president and compromises of the following role:

3.2.2.   Presidential Assistant

3.2.2.1.   To assist the president

3.2.2.2.   Helping with logistical or administrative challenges

3.2.2.3.   To assist with 6th year reference letters

3.2.2.4. The position will be held until the next Presidential Assistant is elected in the following year

3.3. The Inclusivity Team

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

3.3.2. International Student Representatives

3.3.2.1. to represent the views of overseas student members at Council meetings,

3.3.2.2. to the Faculty and to the University;

3.3.2.3. to organise at least at least one international students' event in the calendar year;

3.3.2.4. to co-ordinate and be responsible for, the International Students Mentoring Program;

3.3.2.5. to ensure, where possible, that no activity, resolution or regulation of UNSW MedSoc shall adversely affect international medical students;

3.3.2.6. to be responsible for advocating issues relating to international students and implement initiatives for UNSW MedSoc to better meet their needs; and

3.3.2.7. to be responsible for informing international students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications.

3.3.2.8. to work closely with the President and Vice President Advocacy on matters of advocacy and liaising with the student body

3.3.2.9. To act as the liaison to the AMSA International Students' Network (ISN)

3.3.3. Wellbeing Officers

3.3.3.1. to organise, oversee, and be responsible for a Wellbeing (where appropriate)

3.3.3.2. to inform and connect UNSW Medical students in relation to student wellbeing

3.3.3.3. updating the Mental Health and Wellbeing Guide where appropriate

3.3.3.4. to organise and run at least two events or initiatives of their own choosing that aim to promote student wellbeing

3.3.3.5. 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

3.3.3.6. to liaise with the President and Vice President Advocacy to advocate for issues pertaining to student mental health and wellbeing where appropriate

3.3.3.7. to oversee members of the Wellbeing and Environment subcommittee

3.3.4. Womxn's Officers

3.3.4.1. to inform and engage with UNSW Medical students for a more egalitarian medical community.

3.3.4.2. to organise, oversee, and be responsible for a Women in Medicine where appropriate

3.3.4.2.1. The Women's officer committee is non-autonomous, and welcomes all genders.

3.3.4.3. 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.

3.3.4.4. to be involved in contributing to Humerus at least twice per year.

3.3.4.5. to sit of the Medicine Equity, Diversity and Inclusion Committee's Gender Working Group

3.3.4.6. to be an autonomous position, only open to candidates who are female-identifying.

3.3.4.7. to oversee members of the Equity, Diversity and Inclusivity subcommittee

3.3.5. Indigenous Officers

3.3.5.1. To be filled in the council elections, preferentially by an Indigenous student

3.3.5.1.1. If no Indigenous student applies for the position, it may be filled by a non-Indigenous student

3.3.5.2. to represent the views of Indigenous student members at Council meetings, to the Faculty and to the University;

3.3.5.3. to ensure, where possible, that no activity, resolution or regulation of UNSW MedSoc shall adversely affect Indigenous medical students;

3.3.5.4. to be responsible for advocating issues relating to Indigenous students and implement initiatives for UNSW MedSoc to better meet their needs; and

3.3.5.5. to be responsible for informing Indigenous students of issues pertaining to them, and facilitate awareness by organising, where relevant, activities, functions, presentations or publications.

3.3.5.6. to work closely with the Indigenous medical students on matters of advocacy and liaising with the student body

3.3.5.7. to be involved in contributing to a MedSoc publication at least twice a year.

3.3.5.8. to organise, oversee, and be responsible for an Indigenous Students Committee where appropriate

3.3.5.8.1. 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

3.3.5.8.2. Otherwise the Committee welcomes all backgrounds.

3.3.5.9. The Committee would run at least one event in the calendar year

3.3.5.10. to oversee members of the Equity, Diversity and Inclusivity subcommittee

3.3.6. Queer Officers

3.3.6.1. To be filled by a self-identifying LGBTIQA+ individual, elected by the student body

3.3.6.2. To act as a liaison between the UNSW Queer Collective and MedSoc

3.3.6.3. To act as a liaison between UNSW Medical Faculty and their Student Wellbeing Advisor and MedSoc's LGBT+ students.

3.3.6.4. To represent the views of LGBT+ medical students at Council meetings, to Faculty, and to the University

3.3.6.5. To be responsible for advocacy issues relating to LGBT+ students and implement initiatives for MedSoc to better suit their needs

3.3.6.6. To organise and run at least 1 autonomous and 1 non-autonomous social events per year catering to LGBT+ medical students

3.3.6.7. to oversee members of the Equity, Diversity and Inclusivity subcommittee

3.3.7. Environmental Officers

3.3.7.1. To liase with members of MedSoc Executive and Council to ensure that the society is operating in a manner that aligns with the UNSWMS Environmental Policy

3.3.7.2. To ensure the implementation of the UNSW Environment Policy by:

3.3.7.2.1. Overseeing the sustainability of events running under the banner of UNSW Medsoc and/or SIGs

3.3.7.2.2. Overseeing carbon off-setting as per the UNSWMS Environment Policy

3.3.7.3. To act as the UNSW Student representative to Doctors for the Environment Australia

3.3.7.3.1. Promote DEA events to UNSWMS students, including the annual iDEA conference

3.3.7.3.2. Encourage student membership with the DEA and engagement with their online communications

3.3.7.3.3.   Attend meetings with other university DEA representatives as necessary

3.3.7.4.   To collaborate as appropriate with the Medical Students Aid Project Code Green Officer who acts as a liaison to the AMSA Code Green project

3.3.7.5.   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

3.3.7.6.   To advocate for sustainability and promote climate change as a health emergency towards the students of UNSWMS

3.3.7.7.   to oversee members of the Wellbeing and Environment subcommittee

3.3.8.   Disability Officers

3.3.8.1.   To be filled by a self-identifying disabled individual, elected by the student body

3.3.8.2.   To support and represent medical students with neurodivergence and disabilities and raising awareness and educating students about these.

3.3.8.3.   Must have a passion to improve awareness surrounding and the experience of people with neurodivergence and disability. Lived experience of disability - whether personally or through family and friends - is preferable.

3.3.8.4.   To support Medicine students with disabilities

3.3.8.4.1.   Be willing and able to help and look out for peers with disability

3.3.8.4.2.   Ensuring support is available for students with disabilities, such as connecting up junior students with older students with disability

3.3.8.4.3.   Help inform students with disability about how to access support resources

3.3.8.4.4.   Ensuring MedSoc events and Faculty learning activities are accessible to students with disabilities

3.3.8.5.   To ensure optimal education about disability in the Medicine curriculum

3.3.8.5.1.   Sit on the UNSW Medicine Faculty's Disability Working Group to review and improve disability and neurodivergence teaching in the curriculum

3.3.8.5.2.   Representing students with disability to Faculty

3.3.8.6.   To further educate students about disability through MedSoc events and initiatives

3.3.8.6.1.   Inspiring students through events that showcase disabled and neurodivergent doctors and medical professionals

3.3.8.6.2. Educating students to care for and communicate with patients with disabilities in a non-ableist and respectful manner

3.3.8.7. To organise and run at least 1 autonomous and 1 non-autonomous social events per year catering to disabled medical students

3.3.8.8. To oversee members of the Equity, Diversity and Inclusivity subcommittee

3.4. The Advocacy Team

3.4.1. is overseen by the Vice President Advocacy; and comprises of several representatives from each Phase as well as the Policy Officer and Graduate Entry Representative;

3.4.2. **The Year Representatives** have the general duties:

3.4.2.1. to represent the views of UNSW medical students in their cohorts at Council meetings and to the Faculty at Phase meetings

3.4.2.2. 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;

3.4.2.3. to hold at least one event per cohort per year;

3.4.2.4. to liaise between faculty and student bodies regarding the organisation and appointment of exam specific and such relevant curriculum events;

3.4.3. **The Policy Officer** has the following specific duties

3.4.3.1. to coordinate the formulation of policy related to the faculty, the University, the NSWMSC and AMSA;

3.4.3.2. 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

3.4.3.3. to supervise and liaise with other UNSW MedSoc officers in advertising policy developments and promoting awareness of policy issues among members.

3.4.3.4. to attend and assist the AMSA Representative in co-ordinating three AMSA Think Tanks

3.4.3.5. To assist in MedSoc advocacy where appropriate

3.4.4. First Year Representatives

3.4.4.1. Should consist of one male and one female representative

3.4.4.2. appoint a sub-committee to assist with their duties, if deemed appropriate;

3.4.4.3. to assist the Second Year Representatives in the organisation of Integration Party;

3.4.4.4. to organise Medcamp with oversight from the Events Director in the year following their election;

3.4.4.5. to hold one welcome back event at the beginning of each Teaching Period

3.4.4.6. to give a Medcamp report at the Council meeting immediately following Medcamp; and

3.4.4.7. to oversee the production of Umbilical for the incoming first years in the year following their election

3.4.4.8. The position will be held until the next First Year Representatives elected in the following year

3.4.5. Second Year Representatives

3.4.5.1. Should consist of one male and one female representative

3.4.5.2. to hold one welcome back event at the beginning of each Teaching Period

3.4.5.3. to be responsible for the ordering and distribution of medicine jerseys in the year of their election; and

3.4.5.4. to be responsible for, with the assistance of the First Year Representatives, the organisation of the Integration party.

3.4.6. Third Year Representatives

3.4.6.1. to advocate for their cohort and organise academic and social events

3.4.6.2. Should consist of one representative per clinical school

3.4.7. Fourth Year Representatives

3.4.7.1. to advocate for their cohort and organise academic and social events

3.4.7.2. Should consist of two representatives from either the ILP program or Honours program

3.4.8. Phase Three Clinical School Representatives

3.4.8.1. to advocate for their cohort and organise academic and social events

3.4.8.2. There shall be one to two Fifth Year and one to two Sixth Year Clinical School Representatives from each of the Prince of Wales, St Vincent's, South West Sydney, St George and Sutherland hospital sites.

3.4.8.3. Are permitted to attend Council meetings online, and are expected to function largely autonomously with support of the Vice President Advocacy where required

3.4.9. Graduate Entry Representatives(Honours and Medicine)

3.4.9.1. The representative must be from the cohort of graduate entry students. Honours representative must be from the honours year of Medical Science. The Medicine representative must be from the cohort of 3rd year graduate entry students.

3.4.9.2. Responsible for providing support to graduate entry students and advocating for issues facing them

3.4.9.3. Providing information to graduate entry students regarding MedSoc, MedFac and other external organisations

3.4.9.4. Collaborating with relevant roles for advocating for graduate entry students

3.4.10. Feedback Officers

3.4.10.1. To liase with VPA to devise which courses require a focus feedback group(FFG)

3.4.10.2. Developing a timeline for FFGs and individuals in charge of running them

3.4.10.3. Working with year reps to coordinate FFG callouts, bumping students for feedback and summarising relevant feedback to faculty members

3.4.10.4. Liaising with the President and VPA for certificates and any recurring issues which need to be communicated to faculty

3.4.11. Rural Officers

3.4.11.1. Must be attending a Rural Campus in the year for which they are elected

3.4.11.2. The two Rural Officers would ideally, but not necessarily, be from 2 different Rural Campuses, to enable a diversity of perspectives

3.4.11.3. Key tasks:

3.4.11.3.1. To focus on and spearhead rural advocacy along with the MedSoc President, Vice President Advocacy, and Rural Presidents, including liaising with Faculty where required

3.4.11.3.2. Ensure accessibility of MedSoc events for rural students

3.4.11.3.3. Ensure rural students feel supported

3.4.11.3.4. Oversee Rural Rep attendance at Phase Committee Meetings

3.4.11.3.5. Attend Rural President meetings

3.4.11.3.6. Assist Feedback Officer to organise Rural Feedback Focus Groups where appropriate

3.4.11.3.7. Helping to manage the UNSW Medicine Rural Students' Group on Facebook

3.4.11.3.8. Helping to organise Phase One Rural Student MedSoc Welcomes for Port Macquarie and Wagga Wagga during O Week each year

3.4.11.3.9. Developing other ideas and initiatives to ensure rural equity and to improve the rural student experience

3.4.12. Offshore representatives

3.4.12.1. This role was created in 2021 and utilised until 2022 in light of the COVID pandemic and offshore learning

3.4.12.2. This is a unique role which may be reactivated by the Executive on an at-need basis

3.4.12.3. The role may need reactivation in any circumstance which results in international students not being able to enter Australia

3.4.12.4. The role description is to be decided by the Elective reactivating this role but will generally include advocacy, welfare and caring for the members of the community who are offshore

3.5. The Secretarial Team

3.5.1. is overseen by the Secretary and comprises the following elected officer bearers with their individual duties:

3.5.2. Assistant Secretary

3.5.2.1. to assist the Secretary;

3.5.2.2. to arrange video conferencing with rural schools and event organisers upon request

3.5.2.3. to assist the secretary in forming a report to be presented at the AGM;

3.5.2.4. to organise the provision of refreshments at Council meetings, as the allowed budget permits

3.5.2.5. The position will be held until the next Assistant Secretary is elected in the following year

3.6. The Finance Team

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

3.6.1.1. Membership Officers

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

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

3.6.1.1.3. to report to Council at least once in the

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

3.6.1.1.5. 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 of interested Members.

3.6.1.1.6.   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.

3.7.   The Public Relations Team

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

3.7.2.   Publications Officer(s)

3.7.2.1.   to produce content for and monitor The Jugular website;

3.7.2.2.   to create and oversee Publications in their elected year.

3.7.3.   Productions Officers

3.7.3.1.   to be responsible for creating and maintaining a photographic and video record of UNSW MedSoc events and UNSW MedSoc delegations at external events;

3.7.3.2.   to delegate this responsibility to other capable students when unable to attend a particular UNSW MedSoc event;

3.7.3.3.   to maintain a photographic and videographic archive and ensure approved images are made available to UNSW MedSoc social media and for usage in UNSW MedSoc publications; and

3.7.3.4.   to create a Productions subcommittee in their elected year, if they feel it necessary.

3.7.4.   Information Technology Officers

3.7.4.1.   to be responsible for the maintenance and updating of the UNSW MedSoc website;

3.7.4.2.   To be responsible for administration and maintenance of MedSoc email accounts and google subscriptions

3.7.4.3.   To be responsible for maintenance of any other relevant MedSoc technology subscriptions

3.7.4.4.   to assist SIGs with the maintenance and updating of their information on the MedSoc website;

3.7.4.5.   to actively search for new technology or software which would help with UNSW MedSoc infrastructure and/or UNSW medical students;

3.7.4.6.   to appropriately refer inquiries via the contact form on the UNSW MedSoc website;

3.7.4.7.   to be responsible for the maintenance and updating of the UNSW MedSoc Membership Database; and

3.8.   The Events Team

3.8.1.   is overseen by the Events Director;

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

3.8.2.1. Medball Convenors

3.8.2.1.1. to coordinate and organise the annual Medball

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

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

3.8.2.2. Gradball Convenors

3.8.2.2.1. Should be students from Phase 3

3.8.2.2.2. to coordinate and organise the annual Gradball

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

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

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

3.8.2.3. Social Officers

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

3.8.2.3.1.1. Pubcrawl

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

3.8.2.3.1.3. Talent Quest.

3.8.2.3.2. 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.

3.8.2.4. Sports Officers

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

3.8.2.4.1.1. the interuniversity sports (including the NSWMSC Sports Day delegation);

3.8.2.4.1.2. interfaculty sports; and

3.8.2.4.1.3. College Cup events .

3.8.2.4.2. Organise application and impartial selection of College Captains.

3.9. The Academics Team

3.9.1. Phase 1 Academic Events Officers

3.9.1.1. to co-ordinate UNSW MedSoc educational events for Phase 1, including at least:

3.9.1.1.1. How to Excel in Phase 1

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

3.9.1.1.3. Observed Structured Clinical Examination Tutes (OSCE Tutes);

3.9.1.1.4. Art of Anatomy

3.9.1.2. to liaise with, organise and oversee any other academic events deemed appropriate or when approached by external organisations.

3.9.1.3. to organise, oversee, and be responsible for Council or Executive-appointed committees for each educational event.

3.9.2. Phase 2 and 3 Academic Events Officers

3.9.2.1. to co-ordinate UNSW MedSoc educational events for Phase 2 and Phase 3, including at least:

3.9.2.1.1. How to excel in Phase 2

3.9.2.1.2. How to Excel in Phase 3

3.9.2.1.3. Elective Information Evening

3.9.2.1.4. Third Year Tutorials

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

3.9.2.1.6. Mock Integrated Clinical Examination (Mock ICE); and

3.9.2.2. to liaise with, organise and oversee any other academic event deemed appropriate or when approached by external organisations

3.9.2.3. to organise, oversee, and be responsible for Council or Executive- appointed committees for each educational event.

3.9.3. Academic Resource Officer

3.9.3.1. to co-ordinate MedConnex and other online or physical educational resources including but not limited to the continued:

3.9.3.1.1. Updating of notes to include any new lectures or tutorials;

3.9.3.1.2. Uploading of memorandums;

3.9.3.1.3. Updating any exemplar assessment tasks

3.9.3.1.4. to create, organise and oversee any other academic resources deemed appropriate.

3.9.3.2. to liaise on MedSocs behalf with any external organisations when approached about offering resources to UNSW medical students.

3.9.4. Professional Development Officers

3.9.4.1.   to organise flagship events including but not limited to;

        3.9.4.1.1.   Meet the Medics Networking Night, in collaboration with GPSN and Women in Medicine, and
other relevant professional development events.

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

        3.9.4.1.3.   updating the Peer Mentoring Guide

        3.9.4.1.4.   organising the 'Meet your Mentors' night

        3.9.4.1.5.   organising one-to-one peer mentoring

        3.9.4.1.6.   to organise, oversee, and be responsible for interested members.

        3.9.4.1.7.   to report to the Academics Director.

3.10.   The AMSA Team

3.10.1.   Will be overseen by the AMSA Representative and will comprise of Junior AMSA Representatives who sit on MedSoc Council and an AMSA Committee of the AMSA Representative's selection and discretion

    3.10.1.1.   It is recommended that the Junior AMSA Representative roles are as follows

        3.10.1.1.1.   Junior AMSA Representative - Events and Altruism

        3.10.1.1.2.   Junior AMSA Representative - Policy and Academics

        3.10.1.1.3.   Junior AMSA Rep - First Year Rep and Promotions

4.   Section Four: Specialty Interest Groups and Performing Arts Groups

4.1.   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.

4.2.   The SIGs are as following:

    4.2.1.   Critical Care

    4.2.2.   Dermatology

    4.2.3.   Internal Medicine

    4.2.4.   Ophthalmology

    4.2.5.   Psychiatry

    4.2.6.   Surgery

    4.2.7.   Women & Children

    4.2.8.   Radiation & Oncology

The PAGs are as following:

4.2.9.　　Medical Music

4.3.　　SIGs must fulfil ALL the following criteria in order to be granted SIG status by UNSW MedSoc:

4.3.1.　　The President and/or Co-chairs shall be formally elected at the MedSoc Annual General Meeting to the position of MedSoc Vice-President of [SIG name], informally referred to as "VP SIGs" (I.e MedSoc VP of Critical Care)

4.3.1.1.　　The President and/or Co-chairs will be referred to and have an equal standing to the position of VP in the MedSoc Executive structure. SIGs may internally refer to their elected VPs as "President" or "Co-Chairs" for the purpose of internal operations

4.3.1.2.　　The VP SIGs shall be required to meet with the MedSoc Events Executive as necessary to facilitate and oversee the planning and execution of SIG activities and events

4.3.2.　　The Executive committee of each SIG consist solely of UNSW medical students only

4.3.2.1.　　Members of the SIG Executive Committee shall be appointed by the newly elected MedSoc VP SIG following the MedSoc AGM

4.3.2.1.1.　　The VP SIG may determine the selection process at their discretion including but not limited to a panel interview process with optional involvement of the outgoing VP SIG

4.3.3.　　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

4.3.4.　　Demonstrate the beneficial nature of their activities

4.3.5.　　Show themselves to be competent in performing their planned activities

4.3.6.　　Must be accessible for all medical students

4.3.7.　　Be transparent and accountable to UNSW MedSoc by providing financial document and reporting to Treasurer and Events Director annually

4.3.8.　　Be run at cost-neutral

4.3.9.　　No member can profit financially from the existence of SIGs

4.3.10.　　No executive position will be rewarded in monetary or other means

4.4.　　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.

4.5. The operations of each Special Interest Group will be supervised by the MedSoc VP of each SIG who may report to the MedSoc Events Executive as required

4.6. SIGs may be granted support by UNSW MedSoc.

    4.6.1. The type of support that may be offered will be financial, administrative or logistical.

    4.6.2. 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.

4.7. Acceptance of SIGs is up to the discretion of the MedSoc Executive.

4.8. SIGs shall be considered to be under MedSoc for insurance and Arc purposes.

5. Section Five: RMS (Rural Medical Societies)

5.1. Introduction & Terms

    5.1.1. The following is an agreement between the UNSW Medical Society (hereafter MedSoc) and the Rural Medical Societies (hereafter RMSs)

        5.1.1.1. These by-laws were established in 2021 to help **formalise relationships** between RMSs and MedSoc, to ensure the **best possible student experience** for all, and particularly to help ensure MedSoc's support of RMSs.

    5.1.2. MedSoc and RMSs are **independent entities** which partner to achieve shared goals by means of affiliation.

        5.1.2.1. This acknowledges that both societies will run their elections and processes autonomously in a fair manner, but may share resources and ideas.

        5.1.2.2. The societies may hold events and initiatives which overlap, but will often have separate audiences.

        5.1.2.3. This agreement does not prohibit the running of any events by either society.

    5.1.3. If either party fails to meet an obligation per this agreement, mediation should occur to rectify the situation.

5.2. **Obligations of MedSoc**

    5.2.1. **Governance**

        5.2.1.1. If a MedSoc Committee or of four students or more receives an application from a rural student, they must then ensure that there is **at least one rural member of that committee**.

            5.2.1.1.1. This is to ensure adequate representation of rural students on MedSoc and promote interaction

between metropolitan and rurally-placed students.

5.2.1.1.2. The MedCamp leadership team as selected by the First Year Representatives should include at least 1 member from Port Macquarie and Wagga Wagga RMS respectively.

5.2.2. **Advocacy**

5.2.2.1. Maintain **'Rural Representation Chats' (RRCs)** which will be a forum for the Presidents/Year Representatives of RMSs and the MedSoc advocacy team (including both VPA and VPi advocacy) to collaborate.

5.2.2.1.1. RRCs should include a central Presidents chat and Year Representatives chats for the respective phases/years.

5.2.2.1.2. Organise regular (ideally monthly) meetings with the Presidents or other relevant representatives of the RMS.

5.2.2.1.3. If unable to attend, an apology should be sent 1 week in advance. This is to ensure ongoing support of RMS and a positive relationship between RMS and MedSoc.

5.2.2.2. Provide the RMS with **access to the MedSoc Contact Directory** and any relevant documents within the MedSoc Drive.

5.2.2.3. MedSoc will ensure that **at least one rurally placed student** will be invited to **attend** each of the Phase One, Phase Two and Phase Three **Committee meetings**, and will help manage this being in rotation with representatives of all four Rural Medical Societies (rotation between Port Macquarie and Wagga Wagga only for Phase One).

5.2.2.4. Invite the RMS President to be involved in any advocacy projects relevant to their constituents.

5.2.2.5. Forward all relevant **faculty updates**.

5.2.3. **Events & Promotion**

5.2.3.1. **Share any relevant RMS events** to its members via the appropriate channels such as the MedSoc Mailout.

5.2.3.2. **Host an online welcome event** for rural First Year students at **Port Macquarie** and **Wagga Wagga** each year to:

5.2.3.2.1. Help integrate them into the broader UNSW Medicine community.

5.2.3.2.2. Help them get set up on MedConnex and other MedSoc resources.

5.2.3.2.3. Encourage them to attend MedCamp and provide any means possible to do so (such as

coordinating Anatomy pracs in Sydney for the Friday of MedCamp or encouraging the RMS to subsidise transport, both of which have been done in the past).

5.2.3.3. List each RMS on their **website** under affiliates.

    5.2.3.3.1. An updated blurb and logo to be supplied by RMS for this purpose.

5.2.3.4. MedSoc will **allow** RMS **use of its premium Canva** subscription with the following login details

    5.2.3.4.1. **Username:** canva@medsoc.org.au
    Password: medsoc2020

5.3. Obligations of RMS

5.3.1. Governance

    5.3.1.1. The Executive and Committee of the RMS will consist of only UNSW Medicine students.

    5.3.1.2. The elections of the society will be run in accordance with the requirements of Arc@UNSW and in line with the principles of MedSoc.

        5.3.1.2.1. Elections should be open to all current and prospective RMS members.

        5.3.1.2.2. The process should be fair, equitable, transparent and accessible.

    5.3.1.3. Upon election of a new Executive and Committee, the RMS will:

        5.3.1.3.1. **Notify the MedSoc Executive within one week** of the names of committee members and **add them to the MedSoc Contact Directory**.

        5.3.1.3.2. **Send the updated RMS Constitution** to the MedSoc President and Policy Officer (president@medsoc.org.au and policy@medsoc.org.au) within 4 weeks of any change (such as following an AGM/EGM).

        5.3.1.3.3. **Add the newly elected President to the RRC** within one week.

            5.3.1.3.3.1. This is to ensure smooth handover, particularly given the varying times of RMS elections.

        5.3.1.3.4. Post the **details of the new elections to both current and prospective RMS students**, either on the **UNSW Medicine Noticeboard** or a separate group. This is to make RMS representatives more accessible to students who may be moving to or considering moving to the RMS in the subsequent year.

    5.3.1.4. The RMS President will **help the MedSoc President facilitate an online welcome event** for rural First Year

students at Port Macquarie and Wagga Wagga each year to help integrate them into the broader UNSW Medicine community.

    5.3.1.5.   The RMS President will help **encourage First Year students to attend MedCamp** to facilitate student integration and community and provide any means possible to do so (such as coordinating Anatomy pracs in Sydney for the Friday of MedCamp or encouraging the RMS to subsidise transport, both of which have been done in the past).

5.3.2.   **Advocacy**

    5.3.2.1.   One member of the RMS Committee will attend a **monthly RRC meeting**, ideally the **President**.

        5.3.2.1.1.   If unable to attend, an apology should be sent 1 week in advance. This is to ensure ongoing support of RMS and a positive relationship between RMS and MedSoc.

    5.3.2.2.   RMS will **post all relevant faculty updates shared by MedSoc** to students via the appropriate channels.

    5.3.2.3.   The RMS **President will pass on any advocacy concerns** or feedback relevant to advocacy efforts to the MedSoc advocacy team during the regular meetings.

5.3.3.   **Events & Promotion**

    5.3.3.1.   **Share any relevant MedSoc events** to its members via the appropriate channels.

    5.3.3.2.   Include [MedSoc's Logo](#) ([alternate link](#)) on the **banner** of the RMS Facebook Page and current year Facebook Group and **in the banner of all RMS events** alongside the RMS logo.

        5.3.3.2.1.   This is to facilitate a sense of inclusiveness, belonging and supportiveness between MedSoc and each RMS.

        5.3.3.2.2.   This logo should be large enough to be clearly seen.

        5.3.3.2.3.   The MedSoc logo should not be displayed on events where there is service of alcohol, or elsewhere where the RMS believes the logo would not be appropriate as it contradicts the core values of MedSoc.

5.3.4.   **Sponsorship**

    5.3.4.1.   RMSs will not approach any sponsors on the MedSoc sponsorship blacklist.

    5.3.4.2.   RMSs are allowed to approach sponsors on the MedSoc brownlist due to their unique position serving the rural medical student communities. However, it is still

preferred for RMSs to inform the MedSoc Sponsorship Officer of any sponsorships attained to foster collaboration.

5.3.4.3. It is the responsibility of the RMS Sponsorship Officer to request and review the MedSoc sponsorship blacklist & brownlist.

5.3.4.3.1. The Medsoc Sponsorship Director will notify the RMS of any changes to these lists.

5.4. **Finances**

5.4.1. RMSs finances are to be managed by their Treasurers:

5.4.1.1. RMSs may be allocated a balance of $1000 at the beginning of each electoral year in $500 installments on request.

5.4.1.1.1. The MedSoc Treasurer can be contacted at treasurer@medsoc.org.au to organise the transfer of funds and to discuss any other Treasury matters.

5.4.1.1.2. RMS are to maintain an **account of the funds allocated** to them by MedSoc in the interest of maintenance and transparency which is to be **reviewed annually** with the MedSoc President and Treasurer.

5.4.1.1.3. If the RMS is in need of additional funding, a meeting with the MedSoc Executive can be set up for discussion.

5.4.2. No member can profit financially from the existence of RMS.

5.5. **Review Process**

5.5.1. All RMS are subject to annual review by MedSoc. RMS affiliation will be renewed for 12 months following each review provided the following criteria are met:

5.5.1.1. The RMS continues to uphold the Regulations & By-Laws.

5.5.1.2. The RMS demonstrates quality of contribution to the medical student body.

5.5.1.3. The RMS must host at least 1 event per semester.

5.5.1.3.1. An exception is provided in the event of an Act of God.

5.5.1.4. A RMS failing to meet the criteria for affiliation will be informed of their situation. RMS have 4 weeks to produce a justified appeal, if their appeal is rejected, a RMS will not be re-affiliated.

6. Section Five: Affiliates

6.1. Any **external organisation** or committee may be considered an affiliated body of UNSW MedSoc.

6.2.   A memorandum of understanding should be drafted between UNSW MedSoc and the affiliate, where necessary.

6.3.   Medical Students Aid Project (MSAP)

6.3.1.   MSAP will act as an affiliate of MedSoc providing volunteer opportunities both locally and globally

6.3.2.   UNSW MedSoc and MSAP will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.3.3.   As an affiliate of MedSoc, MSAP will be supported with the following resources:

6.3.3.1.   An annual meeting with the President, or if unavailable, another member of the MedSoc Executive

6.3.3.1.1.   There should ideally also be an annual meeting between MSAP Global Health and the MedSoc AMSA Representative

6.3.3.2.   Room booking assistance through MedSoc Secretary

6.3.3.2.1.   All bookings for rooms such as Physiology Labs and Edmund Blackett Building must be made through MedSoc as per Faculty's request

6.3.3.3.   IT Officer support where needed

6.3.3.4.   Promotion of MSAP activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events

6.3.3.5.   Access to the MedSoc Canva account

6.3.4.   **Finances**

6.3.4.1.   MSAP will independently manage its finances

6.3.4.1.1.   MSAP's bank account will have 3 signatories, including an MSAP chair, treasurer and other nominated MSAP Executive

6.3.4.2.   No member may profit financially from the existence of MSAP

6.3.4.3.   No Executive or Council position will be rewarded with money

6.3.4.4.   The MSAP bank account must not be used for any individual's personal finances

6.3.4.5.   MSAP will manage its finances in a way that ensures financially self-sustainability to prevent situations similar to 2020 where MedSoc provided large financial donations and MSAP shared MedSoc's ABN. MSAP will utilise Arc ABN and Public Liability Insurance

6.3.5.   **Sponsorship**

6.3.5.1.   MSAP will seek sponsorship independent of MedSoc

6.3.5.2.   MSAP will not contact companies that MedSoc has blacklisted

6.3.5.3.   MSAP will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so

6.3.5.4. MSAP may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the UNSWMS Sponsorship Policy - secondary to approval from the MedSoc Sponsorship Officer

6.3.5.4.1. In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members

6.3.6. **Events**

6.3.6.1. MSAP events will be run in line with Arc protocol.

6.3.6.2. All MSAP events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary.

6.3.6.3. Promotions will follow the MedSoc Social Media Policy

6.3.6.4. Events will be allocated according to the UNSWMS Event Allocation Policy.

6.3.7. **AMSA Partnerships**

6.3.7.1. MSAP's Global Health Portfolios will continue to engage with the MedSoc AMSA Representative and Junior AMSA Representatives regarding events such as GHC and other global health related events

6.3.7.1.1. MSAP will lead UNSW Medicine's global health initiatives but this does not mean that other affiliates are prevented from running global health events, either collaboratively or independently

6.3.7.2. MSAP Code Green will continue to partner with the MedSoc Environment Officers to spearhead environment events and initiatives

6.4. **UNSW RAHMS (Rural Allied Health Medical Society)**

6.4.1. Rural Allied Medical Health Society (RAHMS)

6.4.1.1. RAHMS will act as an affiliate of MedSoc providing volunteer opportunities both locally and rurally.

6.4.1.2. UNSW MedSoc and RAHMS will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.4.1.3. As an affiliate of MedSoc, RAHMS will be supported with the following resources:

6.4.1.3.1. An annual meeting with the President, or if unavailable, another member of the MedSoc Executive

6.4.1.3.2. Room booking assistance through MedSoc Secretary .

6.4.1.3.3. IT officer support where needed.

6.4.1.3.4. Promotion of RAHMS activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events.

6.4.1.3.5.   Access to the MedSoc Canva account.

6.4.1.4.   Finances

6.4.1.4.1.   RAHMS will independently manage its finances.

6.4.1.4.2.   No member may profit financially from the existence of RAHMS.

6.4.1.4.3.   No Executive or Council position will be rewarded with money.

6.4.1.4.4.   The RAHMS bank account must not be used for any individual's personal finances.

6.4.1.5.   Sponsorship

6.4.1.5.1.   RAHMS will seek sponsorship independent of MedSoc.

6.4.1.5.2.   RAHMS will not contact companies that MedSoc has blacklisted.

6.4.1.5.3.   RAHMS will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so.

6.4.1.5.4.   RAHMS may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the [UNSWMS Sponsorship Policy](#) – secondary to approval from the MedSoc Sponsorship Officer.

6.4.1.5.4.1.   In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members.

6.4.1.6.   Events & Promotion

6.4.1.6.1.   RAHMS events will be run in line with Arc protocol

6.4.1.6.2.   All RAHMS events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary.

6.4.1.6.3.   Promotions will follow the [MedSoc Social Media Policy](#).

6.4.1.6.4.   Events will be allocated according to the [UNSWMS Event Allocation Policy](#).

6.4.1.6.5.   MedSoc will list RAHMS on their website under affiliates.

6.4.1.6.5.1.   An updated blurb and logo to be supplied by RAHMS for this purpose.

6.5.   GPSN (General Practice Students Network)

6.5.1.   General Practice Students Network (GPSN)

6.5.1.1.   GPSN will act as an affiliate of MedSoc providing volunteer opportunities both locally and rurally.

6.5.1.2.   UNSW MedSoc and GPSN will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.5.1.3. As an affiliate of MedSoc, GPSN will be supported with the following resources:

6.5.1.3.1. An annual meeting with the President, or if unavailable, another member of the MedSoc Executive.

6.5.1.3.2. Room booking assistance through MedSoc Secretary.

6.5.1.3.3. IT officer support where needed.

6.5.1.3.4. Promotion of GPSN activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events.

6.5.1.3.5. Access to the MedSoc Canva account.

6.5.1.4. Financials

6.5.1.4.1. GPSN will independently manage its financials.

6.5.1.4.2. No member may profit financially from the existence of GPSN.

6.5.1.4.3. No Executive or Council position will be rewarded with money.

6.5.1.4.4. The GPSN bank account must not be used for any individual's personal finances.

6.5.1.5. Sponsorship

6.5.1.5.1. GPSN will seek sponsorship independent of MedSoc.

6.5.1.5.2. GPSN will not contact companies that MedSoc has blacklisted.

6.5.1.5.3. GPSN will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so.

6.5.1.5.4. GPSN may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the [UNSWMS Sponsorship Policy](#) - secondary to approval from the MedSoc Sponsorship Officer.

6.5.1.5.4.1. In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members.

6.5.1.6. Events & Promotion

6.5.1.6.1. GPSN events will be run in line with Arc protocol.

6.5.1.6.2. All GPSN events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary.

6.5.1.6.3. Promotions will follow the [MedSoc Social Media Policy](#).

6.5.1.6.4. Events will be allocated according to the [UNSWMS Event Allocation Policy](#).

6.5.1.6.5. MedSoc will list GPSN on their website under affiliates.

6.5.1.6.5.1. An updated blurb and logo to be supplied by GPSN for this purpose.

6.6. Medical Outreachers Australia

6.6.1. Medical Outreachers Australia will act as an affiliate of MedSoc providing volunteer opportunities both locally and rurally

6.6.2. UNSW MedSoc and MOA will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.6.3. As an affiliate of MedSoc, MOA will be supported with the following resources:

6.6.3.1. An annual meeting with the President, or if unavailable, another member of the MedSoc Executive

6.6.3.2. Room booking assistance through MedSoc Secretary

6.6.3.3. IT officer support where needed

6.6.3.4. Promotion of MOA activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events

6.6.3.5. Access to the MedSoc Canva account

6.6.4. Finances

6.6.4.1. MOA will independently manage its finances

6.6.4.2. No member may profit financially from the existence of MOA

6.6.4.3. No Executive or Council position will be rewarded with money

6.6.4.4. The MOA bank account must not be used for any individual's personal finances

6.6.5. Sponsorship

6.6.5.1. MOA will seek sponsorship independent of MedSoc

6.6.5.2. MOA will not contact companies that MedSoc has blacklisted

6.6.5.3. MOA will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so

6.6.5.4. MOA may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the [UNSWMS Sponsorship Policy](#) - secondary to approval from the MedSoc Sponsorship Officer.

6.6.5.4.1. In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members.

6.6.6. Events

6.6.6.1. MOA events will be run in line with Arc protocol

6.6.6.2. All MOA events must be booked onto the MedSoc Calendar and approved by the MedSoc Secretary.

6.6.6.3. Promotions will follow the MedSoc Social Media Policy

6.6.6.4. Events will be allocated according to the UNSWMS Event Allocation Policy.

6.7. Singapore Medical Society of University of New South Wales

6.7.1. Singapore Medical Students Society will act as an affiliate of MedSoc providing volunteer opportunities both locally and rurally

6.7.2. UNSW MedSoc and SMSS will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.7.3. As an affiliate of MedSoc, SMSUNSW will be supported with the following resources:

6.7.3.1. An annual meeting with the President, or if unavailable, another member of the MedSoc Executive

6.7.3.2. Room booking assistance through MedSoc Secretary

6.7.3.3. IT officer support where needed

6.7.3.4. Promotion of SMSUNSW activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events

6.7.3.5. Access to the MedSoc Canva account

6.7.4. Finances

6.7.4.1. SMSUNSW will independently manage its finances

6.7.4.2. No member may profit financially from the existence of SMSS

6.7.4.3. No Executive or Council position will be rewarded with money

6.7.4.4. The SMSS bank account must not be used for any individual's personal finances

6.7.5. Sponsorship

6.7.5.1. SMSUNSW will seek sponsorship independent of MedSoc

6.7.5.2. SMSUNSW will not contact companies that MedSoc has blacklisted

6.7.5.3. SMSUNSW will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so

6.7.5.4. SMSUNSW may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the UNSWMS Sponsorship Policy - secondary to approval from the MedSoc Sponsorship Officer.

6.7.5.4.1. In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members.

6.7.6. Events

6.7.6.1.   SMSUNSW events will be run in line with MedSoc protocol

6.7.6.2.   All major SMSS events should be booked onto the MedSoc Calendar and approved by the MedSoc Secretary. These include:

6.7.6.2.1.   Year 1 BBQ

6.7.6.2.2.   MOSCES

6.7.6.2.3.   MICE

6.7.6.3.   Promotions will follow the MedSoc Social Media Policy

6.7.6.4.   Events will be allocated according to the UNSWMS Event Allocation Policy.

6.7.7.   Elections

6.7.7.1.   The election protocol **must** abide by the following:

6.7.7.1.1.   The process aims to be as fair, equitable, transparent and accessible as possible.

6.7.7.1.2.   Unlike other affiliate or SIG/PAG elections, positions are not available to any UNSW Medical Student unless they are a current member of SMSUNSW. This is due to the nature of SMSUNSW as a cultural identity-based society.

6.7.7.1.3.   Only members of the SMSUNSW will be given the opportunity to place their vote in deciding any position.

6.7.7.1.4.   All Executive positions must be elected annually.

6.8.   Hong Kong and Macau Medical Society

6.8.1.   Singapore Medical Students Society will act as an affiliate of MedSoc providing volunteer opportunities both locally and rurally

6.8.2.   UNSW MedSoc and HKMOMS will function as separate entities, but in a spirit of cooperation and for mutual benefit.

6.8.3.   As an affiliate of MedSoc, HKMOMS will be supported with the following resources:

6.8.3.1.   An annual meeting with the President, or if unavailable, another member of the MedSoc Executive

6.8.3.2.   Room booking assistance through MedSoc Secretary

6.8.3.3.   IT officer support where needed

6.8.3.4.   Promotion of HKMOMS activities/events in Umbilical, The Jugular Publications and at any suitable UNSW MedSoc events

6.8.3.5.   Access to the MedSoc Canva account

6.8.4.   Finances

6.8.4.1.   HKMOMS will independently manage its finances

6.8.4.2.   No member may profit financially from the existence of HKMOMS

6.8.4.3.   No Executive or Council position will be rewarded with money

6.8.4.4.   The HKMOMS bank account must not be used for any individual's personal finances

6.8.5.   Sponsorship

6.8.5.1.   HKMOMS will seek sponsorship independent of MedSoc

6.8.5.2.   HKMOMS will not contact companies that MedSoc has blacklisted

6.8.5.3.   HKMOMS will be allowed to seek sponsorship from the MedSoc brownlist but will consult MedSoc before doing so

6.8.5.4.   HKMOMS may accept donations, both financial and material, from pharmaceutical companies, so long as it is in accordance with the UNSWMS Sponsorship Policy - secondary to approval from the MedSoc Sponsorship Officer.

6.8.5.4.1.   In line with this policy, these donations cannot be reciprocated with publicity or promotions to student members.

6.8.6.   Events

6.8.6.1.   HKMOMS events will be run in line with Medsoc protocol

6.8.6.2.   All HKMOMS events should be booked onto the MedSoc Calendar and approved by the MedSoc Secretary.

6.8.6.3.   Promotions will follow the MedSoc Social Media Policy

6.8.6.4.   Events will be allocated according to the UNSWMS Event Allocation Policy.

6.8.7.   Elections

6.8.7.1.   The election process must abide by the following:

6.8.7.1.1.   The process aims to be as fair, equitable, transparent and accessible as possible.

6.8.7.1.2.   Unlike other affiliate or SIG/PAG elections, positions are not available to any UNSW Medical Student unless they are a current member of HKMOMS. This is due to the nature of HKMOMS as a cultural identity-based society.

6.8.7.1.3.   Only students of the HKMOMS will be given the opportunity to place their vote in deciding any position as per ARC requirements.

6.8.7.1.4.   All Executive positions must be elected annually.

7.   Section Six: Publications

7.1.   The Jugular

7.1.1. The official website of UNSW MedSoc Publications will be 'The Jugular' (thejugular.org).

7.1.2. Content will be uploaded regularly throughout the academic year.

7.1.3. The Publications Officer(s), with the assistance of the Publications , will be responsible for all aspects of content production.

7.1.4. Content uploaded to The Jugular will include:

    7.1.4.1. Serious discussion of current affairs relevant to medical students;

    7.1.4.2. Medical-themed entertainment relating to culture and humor;

    7.1.4.3. Contributions from other individuals;

        7.1.4.3.1. This includes medical conference reports, medical elective reports and general submission.

7.2. Umbilical

7.2.1. The UNSW MedSoc will produce an annual publication for first-year students, to be known as 'Umbilical'.

7.2.2. There will be one (1) publication of Umbilical produced each calendar year, to be distributed to first year students by the end of the first week of the University Medicine Teaching Period 1.

7.2.3. The creation, design and printing of Umbilical will be overseen by the Public Relations Director

    7.2.3.1. Gathering of content will be undertaken by the First Year Representatives in the calendar year following their service.

    7.2.3.2. Umbilical will be made available in print and electronic form, free of charge, to all first year students.

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 Ten: Voting Procedures/Elections

9.1.   The Returning Officer

9.1.1.   shall conduct the elections in accordance with the Constitution and the Regulations and By-Laws;

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 and student number of a nominator,

9.2.5.3. the name and student number of a seconder,

9.2.5.4. a written statement by the nominee(s) of no more than 100 words for non-executive positions and 150 words for executive positions, and a 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. Environment Officers

9.2.8.7. Indigenous Officers

9.2.8.8. Social Officers

9.2.8.9. International Students' Representatives

9.2.8.10. Finance Officers

9.2.8.11. Womxn's Officers

9.2.8.12. Phase 1 Academic Events Officers

9.2.8.13. Phase 2 and 3 Academic Events Officers

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.

9.2.9.4. An Individual nomination for the position of Womxn's officer must be female identifying

9.2.9.5. A joint ticket nomination for the position of Womxn's Officer, one of the two candidates must be female identifying

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 Seconder.

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 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.

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 Seconder,

    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, Seconder 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 Seconder of the motion if they are prepared to accept the amendment;

    10.8.2. 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.

    10.8.3. 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.

    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 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.

10.10.7. 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.

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 Seconder 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 Eleven: Amendment

11.1. These regulations can be amended at an EGM, requiring a two-thirds (⅔) majority of Ordinary Members present to be passed.