

CONSTITUTION
OF THE
TASMANIAN UNIVERSITY MEDICAL STUDENTS' SOCIETY

CORRECT AS AT 17/10/2017

(REFLECTING CHANGES MADE AT 2017 AGM)

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PART ONE (I) – THE SOCIETY

- 1.1. NAME: The name of the Society shall be “Tasmanian University Medical Students’ Society” (TUMSS) hereinafter referred to as “The Society”.
- 1.2. PATRON: The patron of the Society shall be a member of the Faculty of the University of Tasmania School of Medicine of good standing who holds TUMSS in high regard. If this person does not wish to serve as the Patron of the Society, the Dean of the School of Medicine shall be asked to serve as the Patron. Vice- Patron(s) may be appointed at any General Meeting of the Society.
- 1.3. AFFILIATION: The Society is an affiliated society under the Constitution of the Tasmania University Union Inc. (TUU) relating to Clubs and Societies. Any part of the constitution of the Society which is inconsistent with the TUU Constitution shall be void and of no effect insofar as it is inconsistent.
- 1.4. MEMBERSHIP: Membership of the Society is open to any person upon payment of the prescribed membership fee. Eligibility to stand for election to the Executive and General Committee of the Society shall be restricted to enrolled students of the Tasmanian School of Medicine.
 - 1.4.1. FULL MEMBERSHIP: Any member who is an enrolled student of the University of Tasmania shall be a Full Member. Full members shall be entitled to full participation in the activities of the Society, which shall include the right to vote, to move and second motions, and to speak at meetings.
 - 1.4.2. ASSOCIATE MEMBERSHIP: Any member who is not an enrolled student at the University of Tasmania shall be an Associate Member.
 - 1.4.3. DURATION: Membership for the preceding year shall be deemed to have expired at the beginning of the following academic year.
 - 1.4.4. MEMBERSHIP FEE: The annual membership fee shall be at the discretion of the Executive (but within TUU Clubs and Societies Council guidelines)

- 1.5. AIMS AND OBJECTIVES: The aims and the objectives of the Society shall be to:
- 1.5.1. Represent the interests of all medical students enrolled at the University of Tasmania;
 - 1.5.2. Promote interaction and engagement of medical students across year groups, different campuses and all backgrounds.
 - 1.5.3. Advocate on issues relevant to its members;
 - 1.5.4. Liaise with relevant student and professional bodies including the Tasmanian School of Medicine (TSoM), The Australian Medical Students' Association (AMSA) and the Australian Medical Association (AMA);
 - 1.5.5. Initiate and support new activities as may be deemed desirable, provided that such activities are not contrary to the constitution of the TUU or its policies;
 - 1.5.6. Organise social and academic events, and promote involvement and contribution of student members;
 - 1.5.7. Seek improvement of amenities and facilities for the students of the School of Medicine;
 - 1.5.8. Represent students in all areas of education, including teaching and assessment and curriculum development across all year levels and campuses;
 - 1.5.9. Promote student well-being, both physical and mental; and
 - 1.5.10. Provide access to support services including mentoring for medical students

PART TWO (II) – ADMINISTRATION OF THE SOCIETY

2.1. THE EXECUTIVE: The administration of the Society shall be the responsibility of the

Executive, consisting of financial members, namely:

President

Vice President (Academic)

Vice President (Social)

Honorary Secretary

Honorary Treasurer

AMSA Representative

2.1.1. No member shall at any time hold more than one Executive position. In the absence of a general meeting, the Executive shall be responsible for the general running of the Society. A general meeting of the Society must ratify all decisions of the Executive which relate to the Society.

2.1.2. Attendance of Executive Members at Executive and General Meetings will be obligatory. Any Executive Member who does not attend three (3) consecutive meetings without appropriate apologies sent to the Secretary can be dismissed by a two-thirds majority vote of the Executive and General Committee.

2.2. THE COMMITTEE: The committee shall consist of financial members, namely:

Executive

President

Vice President (Academic)

Vice President (Social)

Honorary Secretary

Honorary Treasurer

AMSA Representative

General Committee

Publications Officer

Student Welfare Officer

Sponsorship Officer

IT Officer

Graduation Committee Representative

Year 1-5 Representatives

International Student Officer

Sports Officer

Philanthropy Officer

TUU SRC South Clinical School Representative

Junior AMSA Representative

2.3. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE:

The Executive is required to:

- 2.3.1. ensure the aims and objectives of the Society (Section 1.5) are met;
- 2.3.2. make decisions on the day to day running of the Society, and refer decisions where appropriate to the TUMSS Committee or General Meetings;
- 2.3.3. ensure accurate and complete records of all financial transactions are maintained;
- 2.3.4. ensure accurate and complete documentation of meetings, resolutions, policy and associated procedures;
- 2.3.5. operate within the rules set out by the TUU Clubs and Societies Council;
- 2.3.6. abide by the Code of Conduct; and
- 2.3.7. give a summary of each Executive meeting to the General Committee at each committee meeting;

2.4. RESPONSIBILITIES OF THE GENERAL COMMITTEE:

Members of the General Committee are required to:

- 2.4.1. Email agenda items to the Honorary Secretary at least two days prior to each committee meeting;
- 2.4.2. Attend monthly full committee meetings;
- 2.4.3. Assist in all the TUMSS workload e.g. assisting with membership cards, to help set-up, serve and cleanup at all TUMSS functions, to assist in any reasonable organisation leading up to a TUMSS event as delegated to them by the Executive;
- 2.4.4. Actively promote upcoming TUMSS events be that putting up posters, talking in class, etc;
- 2.4.5. Present a report at the Annual General Meeting or other General Meeting as required by the Executive;
- 2.4.6. Attend TUMSS General Meetings, unless apologies are provided to the Honorary Secretary; and
- 2.4.7. Abide by the Code of Conduct.

2.5. ELIGIBILITY, ROLES AND RESPONSIBILITIES OF EACH COMMITTEE MEMBER:

2.5.1. PRESIDENT:

The President will:

- 2.5.1.1. have been on the Executive or General Committee for a minimum of one year prior to taking office;
- 2.5.1.2. have completed the first year of the course prior to taking office;
- 2.5.1.3. not hold office for more than two successive years;
- 2.5.1.4. be based at the Hobart Clinical School for the duration of their term;
- 2.5.1.5. call and chair Executive, Committee, General, and Annual General Meetings;
- 2.5.1.6. have an ordinary and a casting vote at all meetings;
- 2.5.1.7. be the official spokesperson of the Society;
- 2.5.1.8. meet with the Head of School, and, when required, the Dean of the Faculty, to discuss arising student issues;
- 2.5.1.9. liaise and engage with TSoM students and staff;
- 2.5.1.10. oversee and coordinate the activities and the administration of the Society;
- 2.5.1.11. ensure that the elected representatives of the Society perform their prescribed duties;
- 2.5.1.12. assist and advise other Executive and Committee members with their duties;
- 2.5.1.13. be the direct point of contact for the elected TUU SRC South Medical Science Precinct Representative;
- 2.5.1.14. be the alternate delegate to the TUU Societies' Council;
- 2.5.1.15. award the annual TUMSS Award for outstanding contribution to Tasmanian Medical Students (See Section 5.1);
- 2.5.1.16. work with the Honorary Treasurer to ensure the budget of the Society is maintained, and be the second signatory to financial transactions over one thousand (1000) Australian dollars, unless otherwise delegated;

- 2.5.1.17. attend all branch council meetings of the Tasmanian Branch Council of the Australian Medical Association, where they are a voting member;
- 2.5.1.18. organise a formal handover process to the succeeding Executive; and
- 2.5.1.19. take the role of 'Immediate Past President' following their term as President, and shall receive the minutes of meetings of the succeeding Executive and advise the new committee.

2.5.2. VICE PRESIDENT (ACADEMIC):

The Vice President (Academic) will:

- 2.5.2.1. have completed the first year and a half of the course when elected, with election provisional subject to completion of the second year of the course;
- 2.5.2.2. be based at the Hobart Clinical School for the duration of their term;
- 2.5.2.3. exercise the duties and powers of the President in their absence;
- 2.5.2.4. be responsible for student advocacy through liaising with students and staff;
- 2.5.2.5. facilitate student representation on TSoM committees responsible for education in the course including the School Learning and Teaching Committee;
- 2.5.2.6. attend other meetings as necessary or nominate an appropriate proxy;
- 2.5.2.7. formally report relevant issues to the TUMSS Committee and to the student body;
- 2.5.2.8. coordinate extra-curricular academic activities including Careers Night and the TUMSS OSCE tutoring program; and
- 2.5.2.9. facilitate and coordinate the TUMSS Conference Support application process.
- 2.5.2.10. assist the AMSA Representative in running the annual TUMSS-AMSA Tasmanian Leadership Development Seminar.

2.5.3. VICE PRESIDENT (SOCIAL):

The Vice President (Social) will:

- 2.5.3.1. have completed the first year of the course when elected;
- 2.5.3.2. assume the duties of the President in the event of the unavailability of both the President and the Vice-President (Academic);
- 2.5.3.3. convene the organisation and promotion of a variety of social events, encouraging participation across all year groups and campuses;
- 2.5.3.4. in the event of not being based in Hobart for their term, organise a Hobart-based subcommittee to aid in the organisation of social events;
- 2.5.3.5. ensure events occur within a safe environment and within the limits of the law, TUU, TUMSS, and TSoM rules, and within financial limits; and
- 2.5.3.6. liaise with the Student Welfare Officer to run first year orientation activities.

2.5.4. HONORARY SECRETARY:

The Honorary Secretary will:

- 2.5.4.1. be responsible for keeping comprehensive records of all of the Society's proceedings;
- 2.5.4.2. give due notice of all meetings, including the AGM;
- 2.5.4.3. prepare and distribute the agenda for all meetings of the Society;
- 2.5.4.4. distribute minutes within a week of meetings to the Executive and/or General Committee;
- 2.5.4.5. maintain the Society's membership list as required for TUU affiliation;
- 2.5.4.6. organise merchandise for Society members;
- 2.5.4.7. be responsible for the maintenance of the TUMSS Online Marketplace on Facebook, including approving TUMSS members to enter this group and monitoring the page for any inappropriate posts; and
- 2.5.4.8. ensure TUMSS publications are appropriately archived.

2.5.5. HONORARY TREASURER:

The Honorary Treasurer will:

- 2.5.5.1. manage and keep a record of the Society's finances; This includes maintaining a:
 - 2.5.5.1.1. 'Cash Payment Journal' or electronic equivalent;
 - 2.5.5.1.2. 'Cash Receipt Journal' or electronic equivalent;
 - 2.5.5.1.3. 'Petty Cash System' or electronic equivalent;
 - 2.5.5.1.4. 'Petty Cash Payments Journal' or electronic equivalent;
 - 2.5.5.1.5. 'Petty Cash Receipts Journal' or electronic equivalent;
 - 2.5.5.1.6. cheque account in the Society's name for the Society's monies.
Withdrawals are to be permitted on the authority of the Honorary Treasurer plus the President, or appropriate delegate. In the event of the unavailability of the Honorary Treasurer, another nominated Executive member may be appointed by him/her to authorise cheques for him/her;
- 2.5.5.2. act to ensure the Society's total expenditure does not exceed its total income; this involves:
 - 2.5.5.2.1. ensuring a proposed and finalised budget is submitted and documented for all expenditures;
 - 2.5.5.2.2. approving budgets and expenditures in consultation with the Executive
- 2.5.5.3. invoice sponsors in consultation with the Sponsorship Officer;
- 2.5.5.4. present an audited annual financial statement to the Annual General Meeting;
- 2.5.5.5. be the Society's primary delegate for the TUU Societies Council, and will be responsible for:
 - 2.5.5.5.1. maintaining TUU Affiliation, including:
 - 2.5.5.5.1.1. preparing the annual audit for the TUU Clubs and Societies Council;
 - 2.5.5.5.1.2. ensuring adequate attendance at TUU meetings;
 - 2.5.5.5.1.3. provision of activity statements and any other requirements for affiliation;

2.5.5.5.2. submitting Grant/Claim applications to the TUU on behalf of the Society;

2.5.6. AMSA REPRESENTATIVE:

The AMSA Representative will:

- 2.5.6.1. have been on the TUMSS committee for at least one year, and have successfully completed the first two years of the course;
- 2.5.6.2. act as a liaison between AMSA and the Society;
- 2.5.6.3. provide a TUMSS report for, and attend council meetings of the Australian Medical Students' Association;
- 2.5.6.4. endeavour to execute any request as directed by the AMSA Executive including advocacy, representation and gathering of information for databases;
- 2.5.6.5. submit a TUMSS reports for AMSA's bi-annual national publication, Panacea;
- 2.5.6.6. liaise with the AMSA Representative from each Medical Student Society in Australia, and share any relevant TUMSS policy and experiences on specific issues as they arise;
- 2.5.6.7. supply a copy of Centaur to all other Medical Societies, as requested;
- 2.5.6.8. coordinate the TUMSS delegation for AMSA National Convention and attend the Annual AMSA Convention;
- 2.5.6.9. assist the AMSA Global Health Representative in coordinating the TUMSS delegation for AMSA Global Health Conference;
- 2.5.6.10. coordinate the TUMSS delegation for the AMSA National Leadership Development Seminar, including assistance with securing sponsorship for delegates;
- 2.5.6.11. chair the TUMSS ThinkTank, with the aim of assisting in the promotion, advocacy, and organisation of AMSA initiatives and events, compiling information, and provide feedback as and when required;
- 2.5.6.12. liaise and communicate with RUSTICA and IMPACT on issues relating to medical students;
- 2.5.6.13. organise and run the TUMSS-AMSA Leadership Development Seminar (TLDS) in conjunction with the Vice-President Academic representative;

- 2.5.6.14. assist the Student Welfare Officer to organise the TUMSS-AMSA Health and Wellbeing Month/Week; and
- 2.5.6.15. assist the Junior AMSA representative to coordinate the AMSA National Blood Drive for Tasmanian medical students in conjunction with AMSA.

2.5.7. PUBLICATIONS OFFICER

CENTAUR: the official record of the society shall be entitled 'Centaur' and shall be produced annually and distributed before Graduation of each academic year

THE MEDIC: The official newsletter of the Society shall be entitled 'The Medic' and be produced at least twice per semester for general distribution.

The Publications Officer will:

- 2.5.7.1. assemble an editorial team to produce the annual publication, 'Centaur';
- 2.5.7.2. assemble a Centaur Subcommittee with representatives from each year group;
- 2.5.7.3. be the official photographer at TUMSS events, arranging an alternative if required;
- 2.5.7.4. ensure copies of 'Centaur' are provided to the Australian Medical Students' Association, the Hobart Clinical School Library and archived by the Society;
- 2.5.7.5. oversee the production of The Medic;
- 2.5.7.6. ensure that current medical student events, politics and issues are included within The Medic, along with items of humour and artistic value;
- 2.5.7.7. ensure that copies of The Medic are distributed to all members at all teaching sites; and
- 2.5.7.8. ensure that copies of The Medic are archived by the Society

2.5.8. STUDENT WELFARE OFFICER:

The Student Welfare Officer will:

- 2.5.8.1. have completed the first year of the course;
- 2.5.8.2. be based in Hobart for the duration of their term;

- 2.5.8.3. coordinate events that promote student wellbeing, both mental and physical, such as lunches, quiz nights, intra-society competitions and inter-society competitions (in cooperation with the Sports Officer as appropriate)
- 2.5.8.4. coordinate the 'Med Mentoring Program';
- 2.5.8.5. coordinate the First Year Orientation Activities in association with the Vice President (Social);
- 2.5.8.6. coordinate the TUMSS-AMSA Health and Wellbeing Month/Week, with the assistance of the AMSA Representative;
- 2.5.8.7. promote student welfare by taking steps to inform TUMSS members and visitors to student areas of relevant UTAS policies and guidelines regarding the use of UTAS premises as per the Memorandum of Understanding between the Society and the Tasmanian School of Medicine; and
- 2.5.8.8. refer immediate building management issues in student areas to the Tasmanian School of Medicine's Manager of Building Operations in consultation with the President.

2.5.9. SPONSORSHIP OFFICER:

The Sponsorship Officer will:

- 2.5.9.1. communicate with sponsors prior to, during, and after any sponsored event or publication;
- 2.5.9.2. produce a sponsorship package and distribute this to existing and potential sponsors at the start of every calendar year and when a function deems it necessary;
- 2.5.9.3. coordinate the TUMSS Member Benefits program;
- 2.5.9.4. liaise and communicate with the Graduation Committee Representative in securing sponsorship for the Graduation Committee; and
- 2.5.9.5. liaise with other members of the Committee as necessary regarding sponsorship matters.

2.5.10. IT OFFICER:

The IT Officer will:

- 2.5.10.1. maintain the TUMSS website, including:
 - 2.5.10.1.1. posting recent news, event reports, publications, photos, information, promotional material, etc;
 - 2.5.10.1.2. managing online sales of tickets, memberships and merchandise;
 - 2.5.10.1.3. ensuring domain name and hosting services are paid for;
 - 2.5.10.1.4. prompt troubleshooting and management of technical problems as they arise;
- 2.5.10.2. assist with the production of electronic media relevant to the Society, such as logos, posters, videos, etc as required;
- 2.5.10.3. ensure that the Society's social media presence (maintained by the Executive) is kept up to date and used appropriately; and
- 2.5.10.4. be an advocate for IT resources available to and associated issues experienced by Tasmanian medical students.

2.5.11. YEAR 1-5 REPRESENTATIVES

Year 1-5 representatives will

- 2.5.11.1. be elected at the start of each academic year, numbering:
 - 2.5.11.1.1. two representatives from each of years 1 to 3, with one representative from each year being primarily responsible for academic issues, and the other being a member of the Social Subcommittee and aiding in the organisation of social events;
 - 2.5.11.1.2. one representative from each of years 4 and 5 at each Clinical School;
- 2.5.11.2. assist the organisation and promotion of all TUMSS events and publications;
- 2.5.11.3. raise pertinent issues from their year group with the President, Vice-President (Academic), TUMSS Committee and TSoM as appropriate;
- 2.5.11.4. collate their year group's pages for Centaur; and

2.5.11.5. in year 5, collate their year group's information for the Grad Book, in association with the Graduation Committee.

2.5.12. INTERNATIONAL STUDENT OFFICER:

The International Student Officer will:

- 2.5.12.1. be based in Hobart for the duration of their term;
- 2.5.12.2. liaise with international students to offer guidance and assistance with any concerns they may have, involving the Student Welfare Officer as required;
- 2.5.12.3. be the chair of TIMSS – the Tasmanian International Medical Students' Subcommittee;
- 2.5.12.4. organise the International Student Mentoring Program in conjunction with the School of Medicine;
- 2.5.12.5. sit on the AMSA International Student Network; and
- 2.5.12.6. coordinate events and support programs pertinent to international students, in association with the Student Welfare Officer.

2.5.13. GRADUATION COMMITTEE REPRESENTATIVE

The Graduation Committee Representative will:

- 2.5.13.1. be in the penultimate year of the course when elected;
- 2.5.13.2. be the President of the TUMSS Graduation Committee, in which role they will:
 - 2.5.13.2.1. assemble the TUMSS Graduation Committee for the year;
 - 2.5.13.2.2. coordinate the organisation of Graduation events and activities, including, but not limited to, the 'Life in the Real World' seminar, Graduation Breakfast, Graduation Ball, Grad Book, and an end of year trip; and
 - 2.5.13.2.3. be responsible for the graduation sponsorship, in close liaison with the Partnerships and Sponsorship Officer on all sponsorship relating to graduation events.

2.5.14. SPORTS OFFICER:

The Sports Officer will:

2.5.14.1. assist the Student Welfare Officer in organising sporting activities, namely:

2.5.14.1.1. intra-society competitions (e.g. soccer, table tennis, netball);

2.5.14.1.2. inter-society competitions (e.g. soccer).

2.5.15. PHILANTHROPY OFFICER:

The Philanthropy Officer will:

2.5.15.1. aim to engage medical students in charitable pursuits;

2.5.15.2. bring local, national and international concerns to the forefront of the minds of TUMSS members; and

2.5.15.3. facilitate awareness campaigns and fundraising pursuits, from helping existing programs (within or outside the TSoM) to the formation of new programs that fit the vision of TUMSS.

2.5.16. TUU SRC SOUTH MEDICAL SCIENCE PRECINCT REPRESENTATIVE:

The TUU SRC South Medical Science Precinct Representative is elected in the annual TUU elections. As well as undertaking responsibilities as described by the TUU, they are an ex officio member of the TUMSS Committee, in which role they are asked to:

2.5.16.1. liaise with the Society and students concerning issues relating to the Clinical School;

2.5.16.2. make Clinical School students aware of TUU issues and events relevant to them;

2.5.16.3. maintain off-campus access to facilities that the TUU supplies for students on the main campus;

2.5.16.4. help with general TUU activities, such as O-week;

- 2.5.16.5. produce a budget for the Clinical School, for TUU-related expenditures (e.g. administration, promotional costs, and running TUU events at the Clinical School); and

2.5.17. JUNIOR AMSA REPRESENTATIVE

The Junior AMSA Representative will:

- 2.5.17.1. have completed the first year of the course;
- 2.5.17.2. be a pre-clinical student and based in Hobart for the duration of their term;
- 2.5.17.3. support the AMSA Representative in all duties;
- 2.5.17.4. act as voting proxy for the AMSA Representative at any AMSA Council meetings should the AMSA Representative be unable to attend;
- 2.5.17.5. encourage participation in AMSA events and activities from students particularly within the preclinical year groups
- 2.5.17.6: co- ordinate the AMSA National Blood drive for Tasmanian medical students in conjunction with the AMSA Representative and AMSA.

2.5.18 ADVOCACY TEAM REPRESENTATIVE

The Advocacy Team Representative will:

- 2.5.18.1 Work as part of the AMSA advocacy team to further its functions in the state including; advocacy, campaigns, policy, media, submissions, state-based communication and managing AMSA's external image and act as a liaison
- 2.5.18.2 Liaise between the AMA and the Society
- 2.5.18.3 to facilitate student membership of the AMA at all year levels;
- 2.5.18.4 Bring state-specific advocacy information and issues to the AMSA Advocacy team

2.6. ELECTION OF THE COMMITTEE:

2.6.1. NOMINATIONS:

- 2.6.1.1. All positions shall be self-nominated;
- 2.6.1.2. Nominations shall be forwarded in writing to the Honorary Secretary before a set closing date;
 - 2.6.1.2.1. Closing date shall be at least one fortnight before the September AGM;
 - 2.6.1.2.2. Nominations shall include a standardised photo and an abstract of no more than 400 words outlining why the nominee would like to take on the position and why they believe they are suited to the position;
- 2.6.1.3. Once nominations have closed, the abstracts and photos of nominees shall be displayed on the TUMSS website for public viewing;
- 2.6.1.4. Members can nominate for up to three positions on the committee, not including year representatives. When nominating for more than one position, members must preference which roles they wish to fill.
- 2.6.1.5. Election of Year 1-5 Representatives shall take place at the beginning of each academic year.

2.6.2. VOTING:

- 2.6.2.1. Students shall be notified as to the student body specific dates and times during which voting is open, and given specific instructions on how to vote, when notice of the AGM is given (see Section 3.2.1);
- 2.6.2.2. All UTAS medical students will be entitled to one ordinary vote, except for the President who shall hold an ordinary and a casting vote.
- 2.6.2.3. Voting shall be open for approximately one week leading up to the September AGM;
- 2.6.2.4. Voting shall be by preference vote, and be anonymous;
- 2.6.2.5. Voting for all nominated positions shall take place online;
 - 2.6.2.5.1. In the instance that voting online is not feasible: the model for nominating and voting shall be the same, with the exception that voting shall be done

via physical secret ballot, administered by the TUMSS Executive. The ballot shall be made available for at least one hour each weekday of the week in which voting is open. The voting box shall be kept locked whilst not accompanied by two or more executive members, along with the list of which students have already voted.

2.6.2.6. The returning officer for all elections shall be the Honorary Secretary, unless the Honorary Secretary has nominated for a position or is unavailable to attend the Annual General Meeting, in which case it will be the most senior member of the Executive who is not seeking re-election. All members of the Society are able to scrutinise the vote if they so desire, and at least one other member of the Executive shall act as scrutineer.

2.6.2.7. Voting for the position of Graduation Committee Representative will be limited to those in the penultimate year of the course.

2.6.3. UNCONTESTED POSITIONS:

Nominations which are uncontested or unfilled shall remain open until the AGM, during which any contention will be decided by means of physical secret ballot.

2.6.4. TENURE:

The Committee-elect will hold their positions for the duration of the following calendar year and are appointed from January 1 of each year.

PART THREE (III) – MEETINGS OF THE SOCIETY

3.1. CONVENING MEETINGS

- 3.1.1. GENERAL MEETINGS: Ideally, two General Meetings shall be held each year including the Annual General Meeting.
- 3.1.2. ANNUAL GENERAL MEETING: The Annual General Meeting of the Society shall be held during September each year to allow for handover time. The Executive shall set a date, time and venue. The purpose of the Annual General Meeting shall be:
- 3.1.2.1. to present reports from each member of the Committee;
 - 3.1.2.2. to present the new Committee for the following year, and elect any previously uncontested positions as specified in Section 2.6.3
 - 3.1.2.3. to issue the Society's financial records for the past 12 months;
 - 3.1.2.4. to discuss other business.
- 3.1.3. EXTRAORDINARY GENERAL MEETINGS: An Extraordinary General Meeting shall be deemed necessary on the request of no less than five (5) full financial members. This request shall be handed to the secretary in writing, and outline the reasons for the request. The secretary must call the meeting within fourteen (14) days of receiving the request. At the meeting the only issue to be discussed shall be the topic(s) to which the request refers.
- 3.1.4. EXECUTIVE MEETINGS: An Executive Meeting shall be conducted on a fortnightly basis. Any extra meetings shall be called when deemed necessary by the President.
- 3.1.5. COMMITTEE MEETINGS: Committee Meetings shall be held monthly.
- 3.1.6. VIDEO/TELE CONFERENCING: An attempt should be made to broadcast any committee, general or extraordinary general meeting via video/teleconference between all clinical schools.

3.2. NOTICE OF MEETINGS

- 3.2.1. General Meetings / Annual General Meeting / Extraordinary General Meetings: Notice shall be issued at least fourteen (14) days in advance. Notice should be emailed to all members. The matters to be discussed at the meeting should be emailed to all members at least three (3) days prior to the meeting.

3.3. NOTICE OF BUSINESS

3.3.1. General Meetings / Annual General Meeting / Extraordinary General Meetings:

Resolutions must be handed to the Secretary (in writing) at least four (4) days before the meeting. With the consent of two thirds of the voting members at the meeting, items may be raised without notice.

3.4. QUORUM:

3.4.1. The quorum for all General Meetings shall be at the discretion of the President except for a motion of no confidence, where it shall be a simple majority of financial members.

PART FOUR (IV) – POWERS OF THE SOCIETY

Sections 4.1, 4.2, and 4.3, may only be ratified by a 2/3 majority vote by financial members. The President will again have one ordinary and one casting vote.

- 4.1. CENSURE MOTIONS: The Society in General Meeting shall have the power to pass a resolution censuring the Executive.
- 4.2. NO CONFIDENCE MOTIONS: The Society in General Meeting shall have the power to pass a resolution of no confidence in the Executive.
- 4.3. COMMITTEE DECISIONS: The Society in General Meeting shall have the power to overrule any decision of the Committee.
- 4.4. SUBCOMMITTEES: The Committee shall have the power to appoint such subcommittees for any purpose as it shall from time to time deem necessary. The President shall be ex-officio a member of all such subcommittees. A Committee meeting must ratify all subcommittee resolutions.
- 4.5. EXPULSION OF MEMBERS: The Committee shall have the power to expel any member from the Society for misconduct of a nature opposed to the interests, reputation and objectives of the Society. Conduct that transgresses the code of conduct can warrant a formal warning from the Executive Committee. In the event that such a member receives three warnings from the Executive Committee for transgressing the code of conduct, they may be expelled from the Society by a two-thirds majority vote by the General Committee.
- 4.6. REGULATIONS: The Committee shall have the power to make such rules and regulations pertaining to the conduct of the members of the Society as it shall from time to time deem necessary.

PART FIVE (V) – AWARDS GIVEN BY THE SOCIETY

5.1. THE TUMSS AWARD:

The TUMSS Award shall be:

- 5.1.1. awarded to the student adjudged by the Executive to have made the greatest contribution to the Society and to medical students over a number of years. The student will be in the final 2 years of the course.
- 5.1.2. presented to the winner at the annual Med Ball. Ideally, the previous year's winner will be in attendance to present the award.

PART SIX (VI) – LIABILITY OF THE SOCIETY

- 6.1. The Society shall not be liable for debts incurred by any Committee members, any Society member or by any person(s) purporting to act on behalf of the Society, unless such a person has the authorisation of the Committee as recorded in the minutes.

PART SEVEN (VII) – THE CONSTITUTION

- 7.1. INTERPRETATION: The sole interpreter of the Constitution shall be the President.
- 7.2. AMENDMENT: The Constitution may be amended at a general meeting by a two thirds (2/3) majority of members present. Notice of the prepared amendment must be given when notice of meeting is given.

PART EIGHT (VIII) – DISSOLUTION

- 8.1. The Society shall not be dissolved except by a three-fourths (3/4) majority of those financial members present at an Extraordinary General Meeting convened especially for the purpose.