

REGULATIONS AND BYLAWS
OF THE
TASMANIAN UNIVERSITY MEDICAL STUDENTS' SOCIETY INC.

ABN 64 794 262 579

CORRECT AS AT 17 OCTOBER 2017
(REFLECTING CHANGES MADE AT 2017 AGM)

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1. Interpretation

The interpretation of these Regulations and By-Laws, their appendices and any other relevant documents will be conducted as specified in rule 2 of *the Constitution* –

- (a) to an extent which is deemed reasonable by the President; and
- (b) where such application is not inconsistent with the document or its meaning.

2. Meetings

- (1) The President will attempt to convene regular meetings on a schedule by which –
 - (a) regular committee meetings are held every four (4) weeks; and
 - (b) regular representative committee meetings are held two (2) weeks after each regular committee meeting.
- (2) All officers of the Association and ordinary committee members are expected to attend committee meetings.
- (3) All officers of the Association, ordinary committee members, and representative committee members are expected to attend representative committee meetings.
- (4) Any apologies are to be forwarded to the Secretary at least two (2) days before the meeting is to be held, otherwise, the apologies will be counted as absences.
- (5) The Secretary is to distribute the meeting agenda a minimum of twenty-four (24) hours before the meeting's scheduled time.
- (6) Teleconferencing is tantamount to physical presence at meetings.

3. AMSA

- (1) The Association will –
 - (a) maintain a close relationship with AMSA; and
 - (b) remain a Member of AMSA, and accept and execute the rights and responsibilities of that role.
- (2) The AMSA Representative, together with the President will –
 - (a) attend three AMSA Council meetings each year; and
 - (b) nominate guests to AMSA Council meetings in accordance with AMSA's Regulations and Bylaws.
- (3) The committee will –
 - (a) assist in recruiting bid teams as required for AMSA Events to be held in Tasmania; and
 - (b) promote and support AMSA Events being held in Tasmania.

4. AMA

The Association will –

- (a) maintain a close relationship with the AMA; and
- (b) engage the AMA on issues of relevance and importance to both the AMA and the Association.

5. TUU

- (1) The Association will, at the discretion of the committee, affiliate with the TUU Societies Council annually.
- (2) If the Association is affiliated with the TUU Societies Council –
 - (a) the Treasurer will attend TUU Societies Council meetings as required; and
 - (b) in the event that the Treasurer is unavailable, the President will attend TUU Societies Council meetings as required.

6. The School

The committee will –

- (a) maintain a close relationship with the School;
- (b) nominate two committee members to the School Learning and Teaching Committee; and
- (c) engage the School on issues of relevance and importance to both the School and the Association.

7. Conduct of members

The Committee shall have the power to make such rules and regulations pertaining to the conduct of the members as it shall from time to time deem necessary.

8. Eligibility to stand for election

- (1) In order to stand for election or re-election, all officers of the Association will be –
 - (a) a member of the Association;
 - (b) a medical student; and
 - (c) will not have held the office, for which they have nominated, for more than two (2) consecutive years.
- (2) In order to stand for election or re-election, the President will –
 - (a) have been on the Executive or General Committee for a minimum of one (1) year prior to taking office;
 - (b) have completed the first year of the Course when taking office;
 - (c) have not held office for two or more years immediately prior to taking office; and
 - (d) be based in Hobart for the duration of their term.
- (3) In order to stand for election or re-election, the Vice-President (Academic) will –
 - (a) have completed the first two years of the Course when taking office; and
 - (b) be based in Hobart for the duration of their term.

- (4) In order to stand for election or re-election, the Vice-President (Social) will –
(a) have completed the first year of the Course when taking office.
- (5) In order to stand for election or re-election, the AMSA Representative will –
(a) have completed the first two years of the Course when taking office; and
(b) have been an officer of the Association, ordinary committee member, or representative committee member for at least one (1) year when taking office.
(c) have attended at least one (1) AMSA Council prior to nomination being accepted
- (6) In order to stand for election or re-election, the Student Welfare Officer will –
(a) have completed the first year of the Course when taking office; and
(b) be based in Hobart for the duration of their term.
- (7) The International Student Officer will –
(a) be based in Hobart for the duration of their term.
- (8) In order to stand for election or re-election, the Junior AMSA Representative will –
(a) have completed the first year of the Course when taking office; and
(b) be a pre-clinical student based in Hobart for the duration of their term.

9. Special elections

- (1) Election of the Year Representatives under subrules 2.6.2.2, 2.6.2.4 and 2.6.2.5.1 of *the Constitution* will –
(a) take place within fourteen (14) days of all years of the course resuming Semester 1 of the academic year rather than at the annual general meeting;
(b) be officiated by returning officer at each clinical school appointed by the President; and
(c) be limited to the year group of medical students they are nominated to represent.
- (2) Election of the Graduation Committee Chair will –
(a) be limited to the year group of medical students they are nominated to represent.

10. Powers and duties of the committee

- (1) The President will –
(a) call and chair meetings pertaining to the Association;
(b) have an ordinary and a casting vote at all meetings pertaining to the Association;
(c) be the official spokesperson of the Association;
(d) meet with the Head of the School, and other University officials as required;
(e) liaise and engage with medical students and School staff;
(f) oversee and coordinate the activities and the administration of the Association;

- (g)** ensure that the elected representatives of the Association perform their prescribed duties;
- (h)** dismiss any elected representatives of the Association whose conduct is negligent with respect to their prescribed duties and/or the objects of the Association;
- (i)** assist and advise other committee members with their duties;
- (j)** work with the Treasurer to ensure the budget of the Association is maintained;
- (k)** be the countersigner to financial transactions over one thousand (1000) Australian dollars, unless otherwise delegated;
- (l)** organise a formal handover process to the succeeding committee members;
- (m)** attend all regular Branch Council meetings of the AMA, where they are a voting member, to act as a liaison between the AMA and the Association. They will also encourage representation and participation of senior medical students within the medical workforce community;
- (n)** report to and gain approval from the Vice-President (Academic) as necessary, and
- (o)** take the role of Immediate Past President following their term as President, receiving the minutes of meetings of the succeeding committee and advising the new committee.

(2) The Vice-President (Academic) will –

- (a)** exercise the duties and powers of the President in their absence;
- (b)** be responsible for student advocacy through liaising with medical students and School staff;
- (c)** facilitate student representation on academic issues to the School;
- (d)** formally report relevant issues to the committee or medical student body as appropriate;
- (e)** coordinate extra-curricular academic activities including –
 - (i)** Careers Night; and
 - (ii)** the OSCE tutoring program;
- (f)** facilitate and coordinate the conference support application process;
- (g)** organise and run the annual Tasmanian Leadership Development Seminar (TLDS) in conjunction with the AMSA Representative, and
- (h)** report to and gain approval from the President as necessary.

(3) The Vice-President (Social) will –

- (a)** exercise the duties and powers of the President in the absence of both the President and the Vice-President (Academic);
- (b)** organise and promote a variety of social events, encouraging participation across all year groups and campuses;
- (c)** organise a Hobart-based subcommittee to aid in the organisation of social events in the event of not being based in Hobart for their term;

(d) liaise with the Student Welfare Officer to run first year orientation activities;

(e) ensure Association events occur within –

(i) a safe environment;

(ii) the limits of the law;

(iii) the policies of the Association and the School; and

(iv) financial limits as determined by the Treasurer; and

(f) report to and gain approval from the President as necessary.

(4) The Secretary will –

(a) uphold the requirements of their office as prescribed in *the Constitution*;

(b) be responsible for maintaining the minute book of the Association;

(c) give notice of all meetings, including general meetings;

(d) prepare and distribute the agenda for all meetings of the Association; **(e)**

distribute minutes to attendees within one week of meeting occurrence; **(f)**

maintain the Association's register of members;

(g) organise branded merchandise for members;

(h) be responsible for the maintenance of the TUMSS Online Marketplace on Facebook

(i) ensure TUMSS publications are appropriately archived; and

(j) report to and gain approval from the President as necessary.

(5) The Treasurer will –

(a) uphold the requirements of their office as prescribed in *the Constitution*;

(b) act to ensure the Association's total expenditure does not exceed its total income by –

(i) ensuring a proposed and finalised budget is submitted and documented for all expenditures; and

(ii) approving budgets and expenditures in consultation with the President;

(c) invoice sponsors in consultation with the Partnerships and Sponsorship Officer;

(d) present the audited annual financial statement to the annual general meeting and/or TUU Societies Council, as required;

(e) submit grant applications to the TUU on behalf of the Association; and

(f) report to and gain approval from the President as necessary.

(6) The AMSA Representative will –

(a) act as a liaison between AMSA and the Association;

(b) submit a report on behalf of the Association to AMSA Council meetings and Panacea;

- (c)** liaise with the AMSA Representative of other Australian medical student societies, and share any relevant policy and experience on specific issues as they arise;
- (d)** supply a copy of Centaur to other Australian medical student societies, on request;
- (e)** coordinate the Tasmanian delegations to AMSA events;
- (f)** chair the TUMSS ThinkTank, with the aim of assisting with AMSA's advocacy efforts nationally;
- (g)** organise and run the annual Tasmanian Leadership Development Seminar (TLDS) in conjunction with the Vice President Academic;
- (h)** organise an AMSA health and wellbeing initiative in Tasmania; and
- (i)** coordinate the AMSA National Blood Drive in Tasmania;
- (j)** fulfil any other duty to AMSA, as long as they do not conflict with the interests of TUMSS; and
- (k)** report to and gain approval from the President as necessary.

(7) The Student Welfare Officer will –

- (a)** coordinate events that promote mental and physical student wellbeing;
- (b)** coordinate the first-year orientation activities in conjunction with the Vice-President (Social);
- (c)** assist the AMSA Representative with the organisation of the AMSA health and wellbeing initiative in Tasmania;
- (d)** promote student welfare by taking steps to inform members and visitors to student areas of relevant University policies and guidelines regarding the use of University premises;
- (e)** refer immediate building management issues in student areas to the President for follow-up with the School; and
- (f)** report to and gain approval from the President and Treasurer

(8) Partnerships and Sponsorship Officer will –

- (a)** communicate with sponsors prior to, during, and after any sponsored event or publication;
- (b)** produce a sponsorship prospectus and distribute this to existing and potential sponsors at the start of every calendar year and when a function deems it necessary;
- (c)** coordinate the Association's Member Benefits program;
- (d)** oversee the sponsorship raised for subcommittees;
- (e)** liaise with other members of the committee as necessary regarding sponsorship matters; and
- (f)** seek new sponsors for the Association or specific projects;
- (g)** negotiate/renegotiate terms of sponsorship agreements with current and potential sponsors;
- (h)** maintain open dialogue with fellow student societies and act as the first person of contact for partnership opportunities; and
- (i)** report to and gain approval from the President and/or Treasurer as necessary.

(9) The Information Technology Officer will –

(a) maintain the Association’s website, including –

- (i)** posting recent news, event reports, publications, photos, information, and other promotional material;
- (ii)** managing online sales of tickets, memberships and merchandise;
- (iii)** ensuring domain name and hosting services are paid for and up to date; and
- (iv)** providing prompt management of technical problems as they arise;

(b) maintain and update the Association’s social media presence;

(c) ensure that the Association’s social media presence is used appropriately;

(d) advocate on information technology issues that are relevant to medical students; and

(e) report to and gain approval from the Secretary as necessary.

(10) The Publications Officer will –

(a) produce the Association’s publications, including *The Medic* and *Centaur*

(b) organise an official photographer for the Association’s events;

(c) ensure copies of *Centaur* are provided to AMSA and the University’s library;

(d) liaise with other committee members to ensure that issues relevant to medical students are included in *The Medic*;

(e) distribute *The Medic* to medical students, including via the website in conjunction with the Information Technology Officer;

(f) produce the promotional material for the Association’s events and initiatives; and

(g) report to and gain approval from the Vice-President (Social) as necessary.

11. Powers and duties of the representative committee

(1) The Year Representatives will –

(a) assist the organisation and promotion of all TUMSS events and publications;

(b) raise pertinent issues from their year group with the committee;

(c) in the third year of the Course, the Academic Representative will organise second year OSCE tutoring;

(d) collate their year group contributions to *Centaur*;

(e) in the penultimate year of the Course, collate their class’ information for the graduation book, in association with the Graduation Subcommittee; and

(f) report to and gain approval from the Vice-Presidents as necessary.

(2) The International Student Officer will –

- (a) liaise with international students to offer guidance, involving the Student Welfare Officer as required;
- (b) organise the an international student mentoring program in conjunction with the School;
- (c) sit on the AMSA International Student Network; and
- (d) coordinate events and support programs pertinent to international students, in association with the Student Welfare Officer; and
- (e) report to and gain approval from the Vice-President (Academic) as necessary.

(3) The Sports Officer will –

- (a) assist the Student Welfare Officer in organising sporting activities, namely:
 - (i) intra-society competitions; and
 - (ii) inter-society competitions (e.g. soccer); and
- (b) report to and gain approval from the Student Welfare Officer as necessary.

(4) The Philanthropy Officer will –

- (a) aim to engage medical students in charitable pursuits;
- (b) bring local, national and international concerns to the minds of members;
- (c) facilitate awareness campaigns and fundraising pursuits; and
- (d) report to and gain approval from the Student Welfare Officer as necessary.

(5) The Junior AMSA Representative will –

- (a) support the AMSA Representative in all duties;
- (b) act as voting proxy for the AMSA Representative at any AMSA Council meetings should the AMSA representative be unable to attend;
- (c) encourage participation in AMSA events and activities from students particularly within the preclinical year groups

12. Centaur

The official record of the Association shall –

- (a) be entitled *Centaur*;
- (b) be published annually; and
- (c) be published before the graduation ceremony of the leaving class of the Course.

13. The Medic

The official newsletter of the Association shall –

- (a) be entitled *The Medic*;

(b) be published regularly during the normal University session; and

(c) be published no less than twice per semester.

14. Insurance

The Association will carry public liability insurance up to the amount of 10,000,000 Australian dollars.

15. Subsidiaries

(1) In these Regulations and Bylaws, subsidiary means a special subcommittee of the Association

(2) Each subsidiary is subject to additional privileges and requirements, namely –

(a) the chairperson of the subsidiary will be elected in accordance with the Constitution along with other elected representatives at the annual general meeting;

(b) the chairperson of the subsidiary will be a full member of the representative committee;

(c) the subsidiary will maintain a separate account at the Association's normal authorised deposit-taking institution, on which the chairperson of the subsidiary is a countersigner; and

(d) the sponsorship and accounts of the subsidiary will be handled by the committee in consultation with the chairperson of the subsidiary.

16. Tasmanian Anatomy and Surgery Interest Network

(1) The Tasmanian Anatomy and Surgery Interest Network (TASIN) will be a subsidiary of the Association.

(2) The Patron of TASIN shall be a Professor of Surgery at the University, provided they accept the appointment.

(3) All medical students, teaching staff, and staff at affiliated hospitals of the University shall be eligible to be members of TASIN at no cost.

(4) Membership status in TASIN does not constitute membership in the Association.

(5) Members of TASIN that have made contributions to TASIN or to surgery in general may be appointed Honorary Fellows at the discretion of TASIN Committee.

(6) The objects of TASIN shall be to –

(a) provide an avenue for students to further their understanding of anatomy and surgery;

(b) provide clinical context to the study of anatomy;

(c) provide students with avenues to research the anatomical underpinnings of disease;

(d) facilitate good relationships between the Royal Australasian College of Surgeons, the Association, the University, and the medical student population;

- (e) facilitate students' understanding of surgery as a discipline with higher aims within society, namely professionalism, integrity, excellence and humanity; and
 - (f) facilitate students' understanding and participation of surgery as a benevolent discipline;
- (7) TASIN shall be administered by the TASIN Committee.
- (8) The TASIN Committee will be members of TASIN, and shall be composed of –
- (a) the Chair; and
 - (b) four Deputy Chairs.
- (9) The responsibilities the TASIN Committee are to –
- (a) organise educationally fulfilling events for medical students at the University;
 - (b) provide good role models for medical students; and
 - (c) establish in the minds of medical students the charitable role of surgery in Australia and the world.
- (10) The members of the TASIN Committee other than the Chair are to be elected by a call for nominations by the Chair at the beginning of each academic year.
- (11) Elections to the TASIN Committee, if necessary, to be run by the Chair as returning officer.

17. Tasmanian Student Pathology Society

- (1) The Tasmanian Student Pathology Society (TSPS) will be a subsidiary of the Association.
- (2) All medical students, teaching staff, and staff at affiliated hospitals of the University shall be eligible to be members of TSPS at no cost.
- (3) Membership status in TSPS does not constitute membership in the Association.
- (4) Members of TSPS that have made contributions to TSPS or to pathology in general may be appointed Honorary Fellows at the discretion of the TSPS Committee.
- (5) The objects of TSPS shall be to –
- (a) provide an avenue for students to further their understanding of pathology;
 - (b) promote integration of pathology with other areas of medicine;
 - (c) promote research opportunities in pathology for students; and
 - (d) facilitate good relationships between the Royal College of Pathologists of Australasia, the Association, the University, and the medical student population.
- (6) TSPS shall be administered by the TSPS Committee.
- (7) The TSPS Committee will be members of TSPS, and shall be composed of –
- (a) the Chair; and
 - (b) the Deputy Chair.
- (8) The responsibilities of the TSPS Committee are to –

- (a) organise supplementary lectures and tutorials for medical students at the University;
- (b) provide good role models for medical students;
- (c) inform students of the University about scholarship opportunities in pathology; and
- (d) be a voice for pathology teaching on behalf of students at the University.

(9) The members of the TSPS Committee other than the Chair are to be elected by a call for nominations by the Chair at the beginning of each academic year.

(10) Elections to the TSPS Committee, if necessary, to be run by the Chair as returning officer.

18. Graduation Committee

(1) The Graduation Committee will be a subsidiary of the Association.

(2) The objects of the Graduation Committee shall be to –

- (a) organise the official celebrations for the class of students graduating from the Course each year; and
- (b) contribute to the practice-readiness of Tasmanian junior doctors.

(3) The Graduation Committee will be final year medical students when taking office, and shall be composed of –

- (a) the Chair; and
- (b) other members appointed by the Chair.

(4) The Graduation Committee will coordinate the organisation of graduation events and activities, including but not limited to, the Life in the Real World seminar, breakfast, ball, book, and end of year trip.

(5) The members of the Graduation Committee other than the Chair are to be selected by the Chair after a formal application period.

(6) The Chair will be responsible for the graduation sponsorship, in close liaison with the Partnerships and Sponsorship Officer on all sponsorship relating to graduation events.

19. Tasmanian Medical Training Pipeline Task Force

(1) The Tasmanian Medical Training Pipeline Task Force will be a subsidiary of the Association.

(2) The objects of the Tasmanian Medical Training Pipeline Task Force shall be to –

- (a) engage with government and health bureaucrats to represent Tasmanian medical students on issues relating to employment in the medical training pipeline; and
- (b) promote the efficient delivery of Tasmanian medical students into the healthcare system to improve the health of patients in Tasmania.

(3) The Tasmanian Medical Training Pipeline Task Force shall be composed of –

- (a) the President;

(b) the Chair of the Graduation Committee; and

(c) one other member appointed by the committee.

20. TUMSS Award

(1) The TUMSS Award will –

(a) be awarded to the student adjudged by the Executive to have made the greatest contribution to the Association and to medical students over a number of years;

(b) be awarded to a student in the final 2 years of the course; and

(c) be presented by the President to the winner at Med Ball.

21. Events

(1) Events run by the Society will have a risk management plan.

22. Positions awarded by TUMSS

(1) Positions awarded by TUMSS will be decided on a panel.

(a) Positions awarded by TUMSS are defined as positions in which any member of the organisation is a representative, that is not subject to an election process

(b) The panel will be formed by at least three (3) members of the general committee

(c) The panel will be disclosed in the application process