

CONSTITUTION OF THE FLINDERS MEDICAL STUDENTS' SOCIETY

1. Name

- 1.1. There shall be a Flinders Medical Students' Society, hereinafter known as the Society

2. Objectives

- 2.1. The objectives of the Society shall be to:
 - a) represent members in matters relating to their welfare in the School of Medicine, Flinders Medical Centre, allied hospitals and other affiliated teaching facilities;
 - b) promote participation and interaction of its members within the general community and within the Flinders Medical Centre, allied hospitals and other affiliated teaching facilities;
 - c) liaise with other medical societies having similar objectives and, when compatible with objectives of the Society, to assist Australian Medical Students' Association and the Australian Medical Association in the achievement of their roles as the national representative body of medical students and professionals;
 - d) seek and provide extracurricular activities for its members;
 - e) produce a magazine for its members;
 - f) provide a bookshop for its members; and
 - g) seek sponsorship to assist achieving the objectives.
- 2.2. The assets and income of the Society shall be applied solely in the furtherance of these objectives and not distributed directly or indirectly to the members of the Society, except as bona fide compensation for services rendered or expenses incurred on behalf of the Society.
- 2.3. In order to achieve these objectives, the Society shall hold a minimum of two (2) activities each semester, apart from the Annual General Meeting.

3. Membership

- 3.1. All members of Flinders Community Campus Services shall be eligible for membership of the Society on payment of the Society membership fee.
- 3.2. Honorary Life Membership may be awarded to a member who has given extraordinary service to the Society.
- 3.3. The Society membership fee shall be determined by the Council, provided that the fee shall be no less than the minimum set by Flinders Community Campus Services.

4. The Council and Office Bearers

- 4.1. The Council shall consist of:
 - a) The Executive Committee, consisting of the President, Senior Vice President, Vice President, Secretary, Treasurer, Sponsorship Officer and AMSA Representative Officer;
 - b) Directors of the following Committees:
 - i. Academic Activities;
 - ii. Community Activities;
 - iii. Social Activities;
 - iv. Society Ball;
 - v. Health, Wellbeing and Antidiscrimination
 - vi. Society Magazine;
 - vii. Society Website; and,
 - viii. Communications;
 - c) Assistant to the Treasurer and Assistant to the Sponsorship Officer;

- d) Assistants to the Director of Academic Activities, Director of Community Activities, Director of Social Activities, Director of Health, Wellbeing and Antidiscrimination, Director of Society Magazine, Director of Society Website and Director of Communications;
 - e) Representatives for the first year medical students;
 - f) Representatives for the second year medical students;
 - g) A representative for the third year medical students;
 - h) A representative for the fourth year medical students;
 - i) Representatives to the following organisations:
 - i. The Australian Medical Association (South Australian Branch);
 - ii. The South Australian Institute of Medical Education and Training; and,
 - iii. The Society's Bookshop.
 - j) Representatives for the Northern Territory Medical Program students;
 - k) Representatives for the Bachelor of Clinical Sciences/BMBS double degree students
 - l) Scrubs Week coordinator(s)
- 4.2. All the abovementioned positions are voluntary and shall be filled by ordinary members of the Society. No person shall hold more than one (1) position on the Council for that year. The duration of term shall be from the date of election to November 30 of that Council year.
- a) With the exceptions of the Treasurer, Sponsorship Officer and positions mentioned in 4.1 c), d) and e), the election of Office Bearers shall be held at the Annual General Meeting of the previous year.
 - b) The Senior Vice President shall be elected from members of the outgoing Council.
 - c) The election of the Assistant Treasurer and Assistant Sponsorship Officer shall be held at a General Meeting within one (1) month of the start of the academic year.
 - d) The Assistant Treasurer and Assistant Sponsorship Officer positions shall be filled by an ordinary member who is a first year medical student.
 - e) The Assistant Treasurer and Assistant Sponsorship Officer shall assume the positions of Treasurer and Sponsorship Officer in the following Council year.
 - f) The Representatives for the second year medical students shall be filled by two ordinary members who shall both be second year medical students.
 - g) The Representative for the third year medical students shall be filled by an ordinary member who shall be a third year medical student.
 - h) The Representative for the fourth year medical students shall be filled by an ordinary member who shall be a fourth year medical student.
 - i) The election of the positions mentioned in 4.1 d) and e) shall be held at a General Meeting within one (1) month of the start of the academic year.
 - i. The abovementioned positions shall be filled by ordinary members who shall be first year medical students.
 - j) Election of positions remaining unfilled at the close of any General Meeting shall be passed over to the subsequent General Meeting.
- 4.3. The Council may, at its own discretion, invite representatives from other clubs to attend Council meetings in a non-voting capacity.
- 4.4. The President shall serve as the official spokesperson for the Society.
- 4.5. The Vice-President will assist the President and take on the responsibility of the President in his/her absence.
- 4.6. The Senior Vice President shall serve as a mentor for the Society and advise the President and the Executive Committee in such a manner.
- 4.7. The Secretary shall keep accurate records of the Society's activities and membership.
- 4.8. The Treasurer shall keep proper books of accounts for the Society and shall prepare statements of the Society's financial affairs as the Council directs.

- 4.9. The Sponsorship Officer shall be responsible for the liaison with all current and potential sponsors of the Society.
- 4.10. The AMSA Representative Officer shall be responsible for representing the views of the Society to the AMSA Council.
- 4.11. The Directors and Assistant Directors mentioned in 4.1 b) and d) shall be responsible for the coordination of the activities held by the Society.
- 4.12. The Representatives mentioned in 4.1 f), g) and h) shall represent the Society to members within their respective year and shall serve as spokesperson for their year to the Council on any matters of significance to the Society.
- 4.13. The Representatives mentioned in 4.1 i) shall represent the Society at the meetings of the respective organisations and report to the Council any matters of significance to the Society.
- 4.14. The Council shall have the power to appoint from time to time officers and sub-committees, which shall be defined by the Council to which the said officers and subcommittees shall be responsible.

5. The Function of the Council

- 5.1. The function of the Council shall be to:
 - a) receive submissions from sub-committees and/or members of the Society and compile and post agendas for the General Meetings arising from these submissions;
 - b) oversee the day to day financial affairs of the Society decided by the Executive Committee;
 - c) ensure that all members are informed of the forthcoming activities of the Society and are provided with regular reports of the Society's activities.
- 5.2. The Council has the power to:
 - a) open and operate (a) bank account(s);
 - b) invest money;
 - c) enter into contracts;
 - d) appoint agents to act on behalf of the Society; and,
 - e) perform functions in accordance with Section 25 of the Associations Incorporation Act, 1985.
- 5.3. The Council shall meet at least once each month during the academic year.
 - a) All members of the Council are expected to attend meetings.
 - b) The Secretary shall give members three (3) days' notice of the Council meeting and its agenda.
- 5.4. The Council shall adopt regulations in order to govern:
 - a) i) The conduct of meetings;
 - b) ii) The duties of the Office Bearers; and,
 - c) iii) The conduct of the Society's general business.
- 5.5. Membership of the Council shall cease if the individual member:
 - a) submits their resignation in writing to the Secretary or President;
 - b) is absent from three (3) consecutive Council meetings without leave of absence being granted by the Council;
 - c) fails to satisfy the requirements of the position of the office bearer; or,
 - d) ceases to be a member of the Society.
- 5.6. Any Office Bearer who fails to satisfy the requirements of his or her position shall be given two written notices, which state the inappropriate action/s and include two signatures from the Executive Committee.
- 5.7. If the Office Bearer continues to act inappropriately, a third notice shall be issued, which states the intention of the Council to propose a motion for his or her resignation.
 - a) Any Office Bearer who is asked to resign will be allowed to show cause at the following Council meeting, after which a vote shall be held on that motion.

- 5.8. The Council shall have the power to fill vacancies on the Council as they occur, providing that such action is ratified by a General Meeting of the Society to be held within one (1) month of such an appointment.

6. Finance

- 6.1. A Savings/Cheque account shall be kept in the name of the Society.
 - a) The signatories shall be the President, Vice President and Treasurer.
 - b) Any two of these shall be required to make a transaction.
- 6.2. The financial year of the Society shall be from 1 July to 30 June.
- 6.3. The Treasurer shall prepare at the close of each financial year a statement of the Society's financial affairs, which shall be duly audited and forwarded to Flinders Community Campus Services.

7. Bookshop

- 7.1. The Council shall undertake to provide a Bookshop in order to achieve Objective 2.1 f). This means that the provision shall be at the discretion of the Council and any income derived from the provision of a Bookshop shall be fully accountable within the Society's financial accounts.
- 7.2. The Council may determine to lease management of the Bookshop to an accountable third party, providing that such a decision is ratified by the Council.
- 7.3. The Council may determine to cease provision of a Bookshop, providing such a determination is ratified by a General Meeting of the Society within one (1) month of the determination to cease provision of Bookshop services.

8. Publication

- 8.1. The publication of the Society shall be entitled 'Placebo'.
- 8.2. The purpose of Placebo shall include providing members of the Society with information regarding the Society's activities and events.
- 8.3. The Director of Society Magazine shall be responsible for producing Placebo four times a year.

9. Website

- 9.1. The Council shall undertake to provide a website of the Society.
- 9.2. The purpose of the Website shall be to provide members of the Society and the general public with information regarding the Society's activities and events.
- 9.3. The Director of Society Website shall be responsible for maintaining and updating the Website with news and future events as they occur.

10. Annual General Meeting

- 10.1. There shall be an Annual General Meeting of the Society to be held in the final semester of the academic year to:
 - a) receive a report from the Council;
 - b) receive the audited financial statements of the affairs of the Society for the previous financial year;
 - c) elect the incoming Council Office Bearers;
 - d) Conduct such other business as is properly brought before the meeting.
- 10.2. The Secretary shall give fourteen (14) days' notice of the Annual General Meeting and the agenda by means of an a notice placed conspicuously on the Society's notice board in the School of Medicine and by an email sent to all members.

11. General Meetings

- 11.1. General Meetings shall be convened by the Executive Committee as required. At such a meeting, the Executive Committee shall present a current statement of the Society's activities and financial position to the membership, and conduct any such business as required.
- 11.2. A General Meeting shall also be called by the Secretary on the request in writing of at least fifteen members to discuss such specific matters as they may request.
- 11.3. The Secretary shall give seven (7) days' notice of the General Meeting and the agenda for that meeting by means of a notice placed conspicuously on the Society's notice board in School of Medicine and by an email sent to all members.

12. Voting

- 12.1. The Chairperson at each meeting shall be an executive member as determined by the Council.
- 12.2. Persons eligible to vote shall be:
 - a) at Council meetings, the members of the Council present;
 - b) at Executive meetings, the members of the executive present;
 - c) at General and Annual General Meetings, full members of the Society present.
- 12.3. The Chairperson of each meeting shall have a deliberative vote only.
- 12.4. All motions before meetings of the Society shall be determined by a simple majority of those voting. Amendments to the Constitution require a two-thirds (2/3) majority.
- 12.5. For the election of the Office Bearers of the Council, a returning officer shall be appointed from within the members of the Society with the approval of the members present at the (Annual) General Meeting. The role of the Returning Officer is to organize and govern election of Office Bearers at the (Annual) General Meeting.

13. Quorums

- 13.1. A Quorum for Council Meetings shall be two-thirds (2/3) of the Council, or seven (7) Council members, whichever is fewer.
- 13.2. A Quorum for Executive Meetings shall be three (3) Executive members.
- 13.3. A Quorum for General Meetings shall be one-third (1/3) of the ordinary members of the Society or thirty (30) ordinary members, whichever is fewer.
- 13.4. A quorum for Subcommittee meetings shall be three (3) members or two-thirds (2/3) of the Subcommittee, whichever is fewer.

14. Common Seal

- 14.1. The Common Seal of the Society shall be kept in the custody of the President.
- 14.2. The Common Seal shall not be used without the authority of the Council.
- 14.3. The Common Seal shall be accompanied by the signatures of the President and one other member of Council.

15. Interpretation and Alterations to this Constitution

- 15.1. The President shall be responsible for the interpretation of this Constitution.
- 15.2. Proposed amendments shall be submitted to the Council.
 - a) The proposed amendments shall be set out in full and posted conspicuously on the Society's notice board in the School of Medicine and emailed to all members at least fourteen (14) days before the (Annual) General Meeting.
 - b) The amendments shall be agreed to by at least two-thirds (2/3) of the members of the Society present at the (Annual) General Meeting at which they are discussed.
 - c) The amendments shall be subsequently approved by Flinders Community Campus Services

16. Winding Up

- 16.1. The Society may be wound up in the manner provided for in the Associations Incorporation Act, 1985.
- 16.2. If, after winding up of the Society, there remains 'surplus assets', such surplus assets shall be distributed to Flinders Community Campus Services.

Last amended at the Annual General Meeting on September 29th 2010.