

## **REGULATIONS OF THE FLINDERS MEDICAL STUDENTS' SOCIETY**

---

### **1. Council Meetings**

- 1.1. "The Council" and "Members of Council" shall consist of the Office Bearers as per Section 4.1 of the Constitution.
- 1.2. The Council shall meet at least once a month, at a time and place determined by the Secretary.
- 1.3. The Council Year shall commence after 30 November of the previous year.
- 1.4. At least three (3) days notice in writing of the Meeting of the Council shall be posted or emailed to each member of Council by the Secretary.
- 1.5. Extraordinary meetings of Council may be called by the Executive Committee with twenty-four (24) hours notice.
- 1.6. If a quorum, as per Section 15.1 of the Constitution, is not present within 30 minutes of the time set down for the meeting, the meeting may be adjourned until such time as may be determined by the members present.
- 1.7. All members of the Society shall be eligible to attend Council meetings and to address Council. Only Members of Council may be eligible to vote as per Section 14 of the Constitution.

### **2. Attendance**

- 2.1 Apologies made by members of Council shall be counted neither as attendance nor as absence.
- 2.2 Each member of Council must submit a written or oral report concerning the activities of his or her office at each Council meeting.
  - a) Any member who fails to do this for two (2) consecutive Council meetings without justifiable reason may be asked by the Council to forfeit his or her position.
  - b) The acceptability of the reason for failure of submission shall be decided by a simple majority of Council.

### **3. Sub-Committees**

- 3.1 Sub-Committees shall be appointed from time to time by the Council for such purposes as the Council sees fit.
- 3.2 Each member of any such Sub-Committee shall be eligible to vote on that committee. All motions before the Sub-Committee shall be determined by a simple majority of those voting.
- 3.3 Such Sub-Committees shall be convened by a member of the Council appointed by the Council for that purpose, and that member shall be answerable to the Council for the conduct and actions of such Sub-Committees, and shall be called the Convenor. The Convenor shall have a deliberative vote.

### **4. Standing Orders**

- 4.1 The Secretary shall circulate a detailed agenda and minutes of the previous meeting at least three (3) days prior to a proposed meeting of Council.
- 4.2 The order of business of any meeting of the Council other than the final meeting of the retiring Council shall be:
  - a) Welcome/Apologies
  - b) Acceptance of Previous Minutes of Council Meeting and General Meeting (if relevant)
  - c) Business Arising out of Previous Minutes
  - d) Reports (as relevant):
    - (i) President
    - (ii) Vice President
    - (iii) Senior Vice President
    - (iv) Secretary
      - Submitted Reports
      - Correspondence
    - (v) Treasurer

- Financial Statement
- Income and Expenditure
- (vi) Sponsorship Officer
- (vii) AMSA Representative Officer
- (viii) Representatives
  - AMA (SA)
  - SAIMET
  - Bookshop
- (vii) Directors
  - Academic Activities
  - Community Activities
  - Social Activities
  - Society Ball
  - Health, Wellbeing and Antidiscrimination
  - Society Magazine
  - Society Website
  - Communications
- (viii) Representatives
  - For the third year medical students
  - For the fourth year medical students
  - For the Indigenous students
  - For the Northern Territory Medical Program students
- e) Matters of Business
- f) Date of next Meeting
- g) Close

4.3 The order of business at a(n) (Annual) General Meeting of the Society shall be (as relevant):

- a) Welcome/Apologies
- b) Minutes of previous (Annual) General Meeting
- c) President's Report
- d) Treasurer's Report
- e) Appointment of the Returning Officer
- f) Election of Incoming Office Bearers
- g) Matters of Business
- h) Close

4.4 The order of business at the final meeting of the retiring Council shall be:

- a) Welcome/Apologies
- b) Minutes of previous Council meeting and the Annual General Meeting
- c) Business arising out of the minutes
- d) Financial Statement
- e) Matters of Business
- f) Handover
- g) Close

4.5 With the acceptance of the minutes of the Annual General Meeting at the final meeting of the retiring Council, the newly elected President shall take the Chair and the Council shall comprise the newly elected officers together with the outgoing officers.

4.6 A motion on matters of business shall be proposed by any member of Council present at the Council meeting.

4.7 The motion shall be supported by a seconder, who is another member of Council, before a vote can be conducted. A motion or amendment not seconded shall not be voted upon.

4.8 A motion may be amended or withdrawn by the proposer with the consent of the seconder. A motion may be withdrawn by the proposer without the consent of the seconder, but in such event the seconder shall have a primary option to move the motion as originally proposed.

- 4.9 Should the Chairperson decide to take part in the debate on any question he or she shall vacate the Chair and call upon another member to act as Chairperson according to the provisions of Section 14.1 of the Constitution until the conclusion of the debate and the vote (if any) thereon.
- 4.10 Any member desiring to speak shall address himself or herself to the Chair.
- 4.11 Where two (2) or more members desire to speak the Chairperson shall call upon the member who in his or her opinion first indicated such desire.
- 4.12 In all cases a reply shall be allowed to the proposer of a motion.
- 4.13 A motion shall be decided on by voting with a show of hands.
- 4.14 No member may speak to any motion after it has been voted upon.
- 4.15 Any of the standing orders or any part of any standing orders may be suspended by a simple majority of the Council.

## **5. Election of Office Bearers**

- 5.1 The Returning Officer shall be appointed from the Society to conduct the elections of Office Bearers
  - a) The appointment of the Returning Officer shall be made by the Council and ratified at the (Annual) General Meeting.
- 5.2 The Returning Officer shall call for nominations from members for the Office Bearer positions.
- 5.3 Nominations for the Office Bearer positions require a nominator and seconder.
- 5.4 Nominees may nominate for more than one position.
- 5.5 The Elections shall be held in the following order:
  - a) President;
  - b) Senior Vice President;
  - c) Vice President;
  - d) Secretary;
  - e) AMSA Representative Officer;
  - f) Director of Academic Activities;
  - g) Director of Community Activities;
  - h) Director of Social Activities;
  - i) Director of the Society Ball;
  - j) Director of Health, Wellbeing and Antidiscrimination;
  - k) Director of Society Magazine;
  - l) Director of Society Website;
  - m) Director of Communications;
  - n) Representatives for the second year students (two positions);
  - o) Representative for the third year students;
  - p) Representative(s) for the fourth year students;
  - q) Representative for the Australian Medical Association (South Australian Branch);
  - r) Representatives for the South Australian Institute of Medical Education and Training (two positions);
  - s) Representative for the Society's Bookshop;
  - t) Representative for the Northern Territory Medical Program students;
  - u) Admissions Committee Student Representative
- 5.6 A member that is elected to an Office Bearer position shall forfeit his/her nominations for any other position.
- 5.7 Upon notice of a General Meeting within six weeks of the start of the GEMP 1 academic year, the President shall call for nominations for the positions mentioned in 4.1 iv) – (vii) of the Constitution and any outstanding unfilled or vacated positions.
- 5.8 The Elections of these first year student positions shall be held in the following order:
  - a) Assistant(s) to the Director of Academic Activities (can be two positions);
  - b) Assistant(s) to the Director of Community Activities (can be two positions);
  - c) Assistant(s) to the Director of Social Activities (can be two positions);

- d) Assistant to the Director of Health, Wellbeing and Antidiscrimination;
  - e) Assistant to the Director of Society Magazine
  - f) Assistant to the Director of Society Website;
  - g) Assistant to the Director of Communications;
  - h) Scrubs Week Coordinator(s) (can be two positions);
  - i) Med Revue Coordinator(s) (can be two positions);
  - j) Year One Student Representatives (two positions);
  - k) Representatives for the Bachelor of Clinical Sciences/BMBS double degree students (two positions)
- 5.9 Upon notice of a General Meeting within six weeks of the start of the GEMP 1 academic year, the President shall call for nominations for the Assistant Treasurer and Assistant Sponsorship Officer and any outstanding unfilled or vacated positions.

## **6. Executive Committee**

- 6.1 The Executive Committee shall consist of the President, the Vice President, the Senior Vice President, the Secretary, the Treasurer, the Sponsorship Officer and the AMSA Representative Officer.
- 6.2 The Executive Committee shall have the powers of Council to take action on any urgent business which can not await a meeting of Council, provided always that any such action shall be reported to the Council at its next meeting.
- 6.3 The Executive Committee shall meet fortnightly and report on any issue and perform such functions as the Council directs.
- 6.4 A quorum for a meeting of the Executive Committee shall be three (3) members.
- 6.5 Any member of the Executive Committee shall give twenty-four (24) hours' notice of a meeting. This notice shall outline the business to be discussed.
- 6.6 Any member of the Society shall be entitled to attend and address the Executive Committee but not to vote.

## **7. President**

- 7.1 Unless otherwise stated in the Constitution, it shall be the duty of the President, as the official spokesperson, to represent the Society.
- 7.2 The President shall oversee the work of the Society's Office Bearers;
- 7.3 The President shall be the custodian of the Common Seal of the Society.
- 7.4 The President shall write to all new first year students to:
  - a) Congratulate and welcome them to the Flinders Graduate Entry Medical Program or the Bachelor of Clinical Sciences/BMBS double degree program, whichever is applicable;
  - b) Inform them of the activities of the Society.
- 7.5 The President, in consultation with the Vice President and any other Executive Committee members when necessary, shall be responsible for taking action regarding any complaints or concerns brought to their attention by the Director of Health, Wellbeing and Antidiscrimination. Any action taken shall be in accordance with any relevant FMSS policies and shall be referred to the School of Medicine or external sources when necessary.
- 7.6 The President shall sit on any relevant committees and address any matters arising from these committees. The committees shall include the Australian Medical Association South Australia – Council of Doctors in Training (AMASA-DIT) and the Australian Medical Students Association (AMSA) Council. The President should sit on or attend other meetings and/or conferences as deemed necessary by the FMSS Executive or Council.
- 7.7 The President shall be responsible for contact with the Dean of Flinders Medical School on the behalf of FMSS.
- 7.8 The President shall be responsible for writing a report for all FMSS publications and meetings where relevant.

- 7.9 The President shall be responsible for chairing, or appointing someone to chair all council meetings.
- 7.10 The President shall endeavour to be available for the society ball in order to promote FMSS, and to sit at the sponsors and key stakeholders table.
- 7.11 The President shall be responsible for assistance with other matters of the Executive where relevant.
- 7.12 The President shall support the Sponsorship Officer by representing FMSS to sponsors where relevant.

## **8. Vice President**

- 8.1 The Vice President shall:
  - a) Fulfil the role of the President in his or her absence. This will include attendance at meetings and conferences, and as a public spokesperson where relevant.
  - b) Co-ordinate the work of the Society's Office Bearers with a focus on those holding first year positions.
- 8.2 The Vice President shall be responsible for chairing, or appointing a chair for all meetings of the FMSS Executive.
- 8.3 The Vice President shall assist the Senior Vice President with the duties outlined below in 9.2
- 8.4 The Vice President shall be responsible for assistance with other matters of the Executive where relevant.
- 8.5 The Vice President shall be responsible for overseeing common room maintenance.
- 8.6 The Vice President shall be responsible for overseeing education activities within the Society which should include, but is not limited to;
  - a) organising monthly meetings with the Director of Academic Activities and year level representatives to keep the Society up to date with relevant academic activities in the School of Medicine;
  - b) attendance of the Medical Curriculum Committee and any other committees as required. If unable to attend, the Vice President shall delegate the responsibility to another member of the Executive Committee.

## **9. Senior Vice President**

- 9.1 The Senior Vice President shall act as a mentor for the Society and advise the Executive and the Council in such a manner.
- 9.2 The Senior Vice President shall be responsible for the following aspects regarding the Constitution and Regulations of the Society:
  - a) Regular updating and reviewing;
  - b) A working knowledge of them for reference in meetings of the FMSS Executive and/or Council;
  - c) Ensuring that Directors are aware of these where relevant;
  - d) Matters pertaining to the business activities of the Association and related legalities.
- 9.3 The Senior Vice President shall be responsible for preparing and updating the policies of the Society which will involve
  - a) Liaising with the Society representatives on various external committees and ensuring that any policies that are recommended by these external committees and adopted by the Society are designed with the individual needs of the Society remaining paramount.
- 9.4 The Senior Vice President shall act as the liaison between the Society and Flinders Community Campus Services:
  - a) Ensuring the Society complies with all affiliation requirements of Flinders Community Campus Services;
- 9.5 The Senior Vice President shall keep a register detailing the duties of the Society's Office Bearers

## 10. Secretary

10.1 The Secretary shall:

- a) Conduct and keep copies of all the correspondence to and from the Society;
- b) Keep a current record of members of the Society.
- c) Keep a record of the minutes of all meetings of the Society;
- d) Keep a record of the minutes of all meetings of the Council;
- e) Keep a record of the minutes of all meetings of the Executive Committee;
- f) Read and respond accordingly to all email sent to the Society email inbox – or delegate/share the responsibility with another member of the Executive Committee;
- g) Collect and distribute accordingly all mail sent to the Society care of the School of Medicine;
- h) Contact members of Council and ensure the submission of their reports;
- i) Maintain the archives; and
- j) Maintain the printing credits on the Society's computer account.

10.2 The Secretary shall be responsible for determining a proposed schedule of meetings and presenting it to Council members.

10.3 The Secretary shall be responsible for the formation and distribution of the FMSS meeting agendas and agenda papers to Council members.

10.4 The Secretary shall give all members at least three (3) business days' notice of the Council meeting and its agenda.

10.5 The Secretary shall be responsible for liaising with the Director of Society Website to ensure Minutes of FMSS Council Meetings and (Annual) General Meetings are made available online to all members of the Society.

## 11. Treasurer

11.1 The Treasurer shall:

- a) Direct and supervise the keeping of proper books and accounts of the finances and property of the Society;
- b) Supervise the receiving of all moneys paid to the Society and be responsible for the prompt banking thereof and for the issuing of receipts thereof;
- c) Promptly pay AMSA affiliation fees;
- d) Send invoices to all financial sponsors as per each individual sponsorship agreement;
- e) Prepare a financial statement of Society transactions for each meeting;
- f) Have an active involvement in all decisions pertaining to FMSS expenditure or income;
- g) Perform monthly reconciliations between bank statements and deposit and cheque records;
- h) Supervise the activities of the Society's Investment Account;
- i) Be responsible for training the Assistant Treasurer in financial duties and subsequently supervise the duties of the Assistant Treasurer which shall increase after the end of the financial year; and,
- j) Ensure that all the financial records are ready and available when requested by other members of the Executive or Committee.

11.2 Upon the first FMSS Council meeting of each Council year prepare a budget based on the outgoing Treasurer's Annual Budget to be presented at the first FMSS Council meeting of that Council year.

11.3 At the start of the financial year, which is 1 July, or as soon as possible thereafter, the Treasurer shall formulate and present to Council the budget for the Society for the coming financial year.

- a) Such a budget shall state the basis on which it is drawn up and include the detailed estimates and actual expenditure.

- 11.4 At the end of the financial year, which is 30 June, the Treasurer shall prepare any financial accounts and balance sheets as required by any third parties, especially Flinders Community Campus Services to ensure continuing affiliation requirements.
- 11.5 All Council expenditure shall be approved by the Treasurer.
- 11.6 The Treasurer shall be responsible for coordinating Student Grant Applications. Applications should be made anonymous and provided to the School of Medicine Grants Committee, which the Treasurer will sit on.
- 11.7 The Treasurer shall represent the Executive on any committees as determined by the Executive and attend to any matters arising from these committees.
- 11.8 The Treasurer shall be responsible for assistance with other matters of the Executive where relevant.

## **12. Assistant Treasurer**

- 12.1 The Assistant Treasurer shall assist the Treasurer in financial duties which shall include but is not limited to;
  - a) Assisting in drafting the budget for the coming financial year as referred to in section 11.4;
  - b) Participate in financial decisions made by the Treasurer in start of financial year that the Assistant Treasurer will then become Treasurer.
  - c) Active participation in the School of Medicine Grants Committee

## **13. Sponsorship Officer**

- 13.1 The Sponsorship Officer shall be responsible for seeking new sponsors for FMSS and/or specific FMSS projects.
- 13.2 The Sponsorship Officer shall be responsible for the continued liaison with current FMSS sponsors to ensure that the existing agreements are mutually satisfactory and that the maximum benefit is being obtained for the members of the Society.
- 13.3 The Sponsorship Officer shall be responsible for the negotiation/renegotiation of the terms of sponsorship agreements with potential and existing sponsors.
- 13.4 The Sponsorship Officer shall liaise with the Director of Society Magazine to aid in the preparation of advertising and sponsorship packages, as well as to ensure an effective relationship with advertisers.
- 13.5 The Sponsorship Officer shall be responsible for working with the Treasurer to research alternate forms of investment where applicable and ensure continuation and growth of the FMSS investment portfolio.
- 13.6 The Sponsorship Officer shall be responsible for keeping the Executive informed as meetings with sponsors;
- 13.7 The Sponsorship Officer shall endeavour to be available for the society ball in order to promote FMSS, and to represent FMSS at the Sponsors Table.

## **14. Assistant Sponsorship Officer**

- 14.1 The Assistant Sponsorship Officer shall assist the Sponsorship Officer in their duties, which shall include but is not limited to;
  - a) Assisting in organising sponsors for events held solely for first year students;
  - b) Accompany the Sponsorship Officer to meetings with current or potential sponsors, especially in the second half of the calendar year

## **15. AMSA Representative Officer**

- 15.1 The AMSA Representative Officer shall be the representative of the FMSS to the Australian Medical Students' Association (AMSA) and shall present the views of FMSS Council on relevant matters to AMSA and AMA(DIT);

- 15.2 The AMSA Representative Officer shall work with the Senior Vice President to ensure AMSA policies that are relevant to FMSS are adopted by FMSS in a way that benefits the Society and its members.
- 15.3 The AMSA Representative Officer shall keep the FMSS Executive and Council informed of AMSA's activities.
- 15.4 The AMSA Representative Officer shall;
  - a) Organise the FMSS delegation to the AMSA Developing World Conference, Convention, and Leadership Development Seminar;
  - b) Coordinate the AMSA Blood Drive at Flinders Medical School, and;
  - c) Represent FMSS at the ASMR(SA) Medical Research Week Dinner.
  - d) Organise an AMSA ThinkTank subcommittee to discuss and create policies relevant to FMSS to raise at AMSA Council

## **16. Directors and Assistant Directors**

- 16.1 The Directors and Assistant Directors mentioned in 4.1 ii), v) and vi) of the Constitution shall be responsible for the coordination of the activities held by the Society.
- 16.2 At the conclusion of every event of the Society, the Director responsible for the event must submit a written report for the next Council meeting. The report shall include the following:
  - a) A description of the event;
  - b) The date and venue of the event;
  - c) The final budget for the event;
  - d) Details of goods and services used for the event;
  - e) A timeline of the organization of the event;
  - f) An estimate of the attendance; and,
  - g) Suggestions for future Directors on improving future events.
- 16.3 The Directors and Assistant Directors mentioned in 4.1 ii), v) and vi) of the Constitution must liaise with the Treasurer to discuss budget allocation prior to planning an event.
- 16.4 The Directors and Assistant Directors mentioned in 4.1 ii), v) and vi) of the Constitution are responsible for providing an article describing one event from their portfolio to the Director of Society Magazine for each society magazine publication. They may either write it themselves or source the article from another student.
- 16.5 The Directors and Assistant Directors mentioned in 4.1 ii), v) and vi) of the Constitution shall distribute posters/fliers and talk in lectures announcing FMSS information which is to be publicised.
- 16.6 The Directors and Assistant Directors shall work together as a subcommittee in organising various events across the year.

## **17. Director of Academic Activities**

- 17.1 The Director of Academic Activities shall:
  - a) Direct and supervise the organisation of academic seminars and other academic based activities to benefit members;
  - b) Assist the Vice President in overseeing education activities within the Society;
  - c) Inform all members of current issues in medical education;
  - d) Inform all members of upcoming conferences; and,
  - e) Assist the School of Medicine in the organisation of student meetings/student dedicated sessions which specifically relate to medical issues.
  - f) Assist the Representative for the Society's Bookshop with the running of second hand booksales.
- 17.2 The Director of Academic Activities should maintain academically oriented activities as best as possible, dependent on the co-operation of relevant organisations.
- 17.3 The Director of Academic Activities shall facilitate, where possible, other academic activities coordinated by the Flinders University Rural Health Society, the Flinders Health and Human

Rights Group, the Flinders University Surgical Society and any other student societies organised by medical students and predominantly for medical students.

**18. Director of Community Activities**

18.1 The Director of Community Activities shall:

- a) Appoint members of the Community Activities Committee/s;
- b) Assist and support the Scrubs Week Coordinator
- c) Assist and support the AMSA Representative with the organisation of Blood Drive,
- d) Liase with the Adelaide Medical Students Society (AMSS) to endeavour to organise at least one joint AMSS-FMSS social activity annually
- e) Liase with AMSS to maintain inter-society invitations for academic activities,
- f) Liase with the third and fourth year representatives to organize an activity that introduces the first years to the senior year students and;
- g) Inform all members of upcoming community activities.

**19. Director of Social Activities**

19.1 The Director of Social Activities shall:

- a) Appoint members of the Social Activities Committee/s;
- b) Direct and supervise the organisation and provision of orientation activities;
- c) Direct and supervise the organisation of social events;
- d) Assist the Director of the Society Ball in organising the Society Ball;
- e) Inform all members of upcoming social activities.

**20. Director of Society Ball**

20.1 The Director of Society Ball shall appoint members of the Med Ball Subcommittee, one of whom must be the Treasurer who is to be consulted for all major financial decisions;

20.2 The Director of Society Ball shall convene the organization of the FMSS Med Ball;

20.3 The Director of Society Ball shall submit a proposed budget to council for approval prior to expenditure of greater than \$1000.

20.4 The Director of Society Ball shall be responsible for coordinating the "Half Way Party" that occurs at the end of second year.

20.5 The Director of Society Ball shall assist the Director of Social Activities with their duties as needed, especially after the Society Ball has occurred.

**21. Director of Health, Wellbeing and Antidiscrimination**

21.1 The Director of Health, Wellbeing and Antidiscrimination shall be responsible for directing and supervising the organisation of events that promotes student mental health and wellbeing.

21.2 The Director of Health, Wellbeing and Antidiscrimination shall be responsible for providing a health and wellbeing booklet during Orientation Week for first year medical students.

21.3 The Director of Health, Wellbeing and Antidiscrimination shall act as a liaison between FMSS and other student societies to ensure that events regarding the health and wellbeing of medical students are well coordinated;

- a) This will include, but is not limited to, liaising with the Health and Human Rights Group and the Flinders University Rural Health Society in the organisation of Close the Gap day.

21.4 The Director of Health, Wellbeing and Antidiscrimination shall promote themselves as the central contact within the Society for any complaints or concerns regarding how a member has been treated by another member of the Society, or any of the other medical student societies or a member of staff.

21.5 The Director of Health, Wellbeing and Antidiscrimination is required to be approachable, accessible and to maintain confidentiality at all times. They are to be supportive towards the complainant but to ensure they remain neutral within the situation.

- 21.6 The Director of Health, Wellbeing and Antidiscrimination should inform the President or Vice President of any complaints or concerns that may be reported to them. If they are unable to pass on the complaint or concern to the President or Vice President for any reason, they shall speak to another member of the Executive Committee.
- 21.7 The Director of Health, Wellbeing and Antidiscrimination is required to attend any equal opportunity or similarly themed course provided by Flinders Community Campus Services or the University generally.

**22. Assistant to the Director of Health, Wellbeing and Antidiscrimination**

- 22.1 The Assistant to the Director of Health, Wellbeing and Antidiscrimination shall be responsible for overseeing any health and wellbeing event specifically targeted at first year students.
- 22.2 The Assistant to the Director of Health, Wellbeing and Antidiscrimination is to promote themselves as a specific contact for first year medical students for any complaints or concerns regarding how a member has been treated by another member of the Society, or any of the other medical student societies or any member of staff.
- 22.3 The Assistant to the Director of Health, Wellbeing and Antidiscrimination is required to attend any equal opportunity or similarly themed course provided by Flinders Community Campus Services or the University generally where possible.

**23. Director of Society Magazine**

- 23.1 The Director of Society Magazine shall appoint members of the Placebo subcommittee as required;
- 23.2 The Director of Society Magazine shall direct and supervise the editing and publishing of a minimum of four (4) editions of Placebo each academic year;
- 23.3 The Director of Society Magazine shall direct the distribution of Placebo to off-campus sites wherein members shall be studying; and,
- 23.4 The Director of Society Magazine shall be responsible for all content within Placebo and shall ensure it is not contrary to the aims and policies of the Society. Any potential conflict shall be resolved in consultation with the Executive Committee.

**24. Assistant to the Director of the Society Magazine**

- 24.1 The Assistant to the Director of the Society Magazine shall be responsible for collecting articles from first year students for the Placebo Magazine and ensuring they are submitted in a timely fashion.

**25. Director of Society Website**

- 25.1 The Director of Society Website shall direct and supervise the website design and material posted on the Society Website;
- 25.2 The Director of Society Website shall update the website with necessary information at least once a month and;
- 25.3 The Director of Society Website shall ensure that the material posted on the Society Website is not contrary to the Policies of the Society.

**26. Director of Communications**

- 26.1 The Director of Communications shall be responsible for updating online media such as Facebook on a regular basis with relevant information pertaining to the Society;
- 26.2 The Director of Communications shall be responsible for taking photographs at all major Society events and making them available to the Director of Society Magazine and Director of Society Website as requested.
- 26.3 The Director of Communications shall be responsible for creating posters for events when required upon request from other Directors;

26.4 The Director of Communications shall be responsible for contacting local media and other key stakeholders when necessary to promote society events.

## **27. Assistant Directors**

27.1 The positions of Assistant Directors to the Director of Academic Activities, the Director of Community Activities and the Director of Social Activities can be jointly held by two first year students or by one first year student alone.

27.2 The Assistant Directors shall assist the Directors in their respective duties and take on the organization of Society activities as appropriate.

27.3 In the event of resignation of the Director to which the Assistant is responsible, the Assistant shall take on the responsibilities of the Director in an acting capacity until such a time as the Director's position is filled, or the academic year comes to a close, whichever is sooner.

27.4 The Assistant Directors shall be responsible for the events that primarily involve first year students and shall report to the Director of their relevant position.

## **28. Representative to the Australian Medical Association (South Australian Branch)**

28.1 The Representative to the Australian Medical Association (South Australian Branch) (AMA (SA)) shall:

- a) Present the views of FMSS Council on relevant matters to AMA (SA) and AMA(DIT);
- b) Keep Council informed of and involved with AMA (SA)'s activities;
- c) Organise delegates to represent FMSS at AMA functions;
- d) Any other such duties that arise that can promote the Society

## **29. Representatives to South Australian Institute of Medical Education and Training**

29.1 The Representatives to the South Australian Institute of Medical Education and Training (SAIMET) shall comprise of one fourth year student, who shall be the primary representative, and one third year student, who shall be the alternate representative;

- a) The primary representative shall attend all relevant SAIMET meetings where possible.
- b) In the event of the primary representative being unable to attend a SAIMET meeting, the alternate representative shall be required to attend.
- c) It is the responsibility of the primary and alternate representatives to arrange, between themselves, who shall attend each meeting and to ensure open and full communication with one another on all matters relevant to the position.

29.2 The Representatives to the South Australian Institute of Medical Education and Training (SAIMET) shall:

- a) Present the views of Council on relevant matters to SAIMET and,
- b) Keep Council informed of and involved with SAIMET's activities.
- c) Any other such duties that arise that can promote the Society

## **30. Representatives for Second Year Students**

30.1 The Representatives for Second Year Students are responsible for representing the views of the students of their respective year level on various course committees including, but not limited to;

- a) Years One and Two Course Committee

30.2 The Representatives for Second Year Students are responsible for ensuring the students of their year level know who they are and inform them of any issues, concerns or comments they wish to have raised at the course committees.

30.3 The Representatives for Second Year Students are to communicate with the Vice President as required.

### **31. Representative for the Third Year Students**

- 31.1 The Representative for the Third Year Students shall represent the students of third year on Council and present their views to appropriate authorities wherever necessary or desirable.
- 31.2 The Representative for the Third Year Students is responsible for liaising with third year students that are placed within the PRCC, OCEP and NT programmes to ensure their individual needs are met through the Year Three Student Course Committee or in any other way that is required.
- 31.3 The Representative for the Third Year Students is responsible for organising the Year Three Course Committee Student Representatives which shall constitute;
- a) Two Flinders student representatives
  - b) One Onkaparinga Clinical Education Programme student representative
  - c) One Northern Territory student representative
  - d) One Riverland Student Representative
  - e) One Greater Green Triangle Student Representative
  - f) One Hills Mallee-Fleurieu Student Representative
  - g) One Barossa Valley Student Representative
- 31.4 The Year Three Course Committee Student Representatives are required to keep in contact with one another on a regular basis about any concerns or issues of the students within their respective regions as well as work to ensure parity of student learning.

### **32. Representative(s) for the Fourth Year Students**

- 32.1 The Representative(s) for the Fourth Year Students shall:
- a) Represent the Society to members within their year and shall serve as spokesperson for their year to the Council on any matters of significance to the society;
  - b) Represent the members within their year on any Course Committee or other committee that may be relevant to them;
  - b) Coordinate and ensure the formation of a Grad Week Committee;
  - d) Organise social events for fourth year students where possible;
  - e) Call for nominations for suitable candidates for the AMA(SA) Students Awards
  - f) Ensure suitable handover of the portfolio is conducted at the end of their term
  - g) Liaise with the third and fourth year representatives to organise an activity that introduces the first years to the senior year students.
- 32.2 If the Representatives for the Fourth Year Students position is jointly held, each Representative is required to be in communication with the other Representative and the rest of the FMSS Council to ensure full and proper representation of the Fourth year students.

### **33. Representative to the Society's Bookshop**

- 33.1 The Representative to the Society's Bookshop shall:
- a) Act as a liaison between the Society and Bookshop Management;
  - b) Organise the annual second-hand book sales with the Director of Academic Activities;
  - c) Be employed by the Bookshop;
  - d) Inform all members of Bookshop specials; and,
  - e) Promote the Bookshop as a service for all students.

### **34. Representative for Northern Territory Medical Program Students**

- 34.1 The Representative for Northern Territory Medical Program Students shall be a student who is currently enrolled in the Northern Territory Medical Program and based in the Northern Territory.
- 34.2 The Representative for Northern Territory Medical Program Students shall be responsible for liaising between the Northern Territory students and FMSS.
- 34.2 The Representative for Northern Territory Medical Students shall keep in regular contact with the FMSS Executive Committee;
- a) Monthly reporting to the Executive Committee is required and shall be via email or videoconference if necessary

**35. Scrubs Week Coordinator(s)**

- 35.1 The position of Scrubs Week Coordinator may be jointly held by two first year students.
- 35.2 The Scrubs Week Coordinator(s) shall be first year Medical Student(s) at Flinders University.
- 35.3 The Scrubs Week Coordinator(s) shall be responsible for producing and promoting Scrubs Week;
- 35.4 The Scrubs Week Coordinator(s) shall act as a liaison between the Flinders Medical Centre Foundation and the Society;
- 35.5 The Scrubs Week Coordinator(s) shall be responsible for appointing the Organising Committee for Scrubs Week.

**36. Med Revue Coordinators**

- 36.1 The position of Med Revue Coordinator may be jointly held by two first year students.
- 36.2 The Med Revue Coordinator(s) is responsible for organising an annual Med Revue to raise money for the Society
- 36.3 The Med Revue Coordinator(s) shall jointly appoint a Med Revue Subcommittee
- 36.4 The Med Revue Coordinator(s) shall submit a proposed budget to Council for approval prior to expenditure greater than \$1000
- 36.5 The Med Revue Coordinator(s) shall be responsible for arranging the venue, promoting the event and providing a full report of the event to Council as outlined in section 16.2 of these Regulations

**37. Year One Student Representatives**

- 37.1 The Year One Student Representatives are responsible for representing the views of the students of their respective year level on various course committees including, but not limited to;
  - a) Years One and Two Course Committee
- 37.2 The Year One Student Representatives are responsible for ensuring the students of their year level know who they are and inform them of any issues, concerns or comments they wish to have raised at the course committees.
- 37.3 The Year One Student Representatives are to communicate with the Vice President as required

**38. Admissions Committee Student Representative**

- 38.1 The Admissions Committee Student Representative shall be a second year student and shall liaise with the appropriate people within the School of Medicine in order to fulfil the requirements of their position
- 38.2 The Admissions Committee Student Representative is to keep the Vice President informed of the outcome of any meetings they may attend.

**39. Representatives for the Bachelor of Clinical Sciences/BMBS double degree students**

- 39.1 The Representatives for the Bachelor of Clinical Sciences/BMBS double degree students shall comprise one student from the first year and one from the second year of the Bachelor of Clinical Sciences component of the double degree.
- 39.2 The Representatives for the Bachelor of Clinical Sciences/BMBS double degree students shall be responsible for representing the views of the other students within their cohort, across their respective years.
- 39.3 The Representatives for the Bachelor of Clinical Sciences/BMBS double degree students are to communicate with the Vice President as required.

**40. Indigenous Student Representative**

- 40.1 The Indigenous Student Representative shall be selected by AIDA (Australian Indigenous Doctors Association) to represent the views of any Indigenous medical students within the Society
- 40.2 The Indigenous Student Representative is required to keep the FMSS Council informed about matters relating to Indigenous health, education and representation

40.3 The Indigenous Student Representative is required to liaise with the Senior Vice President to bring about the implementation of any policy that may be recommended by AIDA for FMSS to adopt.

#### **41. Correspondence**

41.1 Any written correspondence relating to the policy and financial affairs of the Society shall be approved and minuted by the Executive Committee before being sent.

#### **42. Petty Cash**

42.1 The Council may maintain a box of petty cash at the discretion of the Treasurer.

42.2 Petty cash shall be kept to a minimum of \$20 and shall be replenished only on a cheque drawn on the Society Account.

#### **43. Financial Discretion**

43.1 Major events of the Society are those that are allocated a working budget of \$500 or over.

- a) If the event coordinator wishes to exceed the budget:
  - i) Expenses within a \$200 overload or 20% margin, whichever is lesser, must be ratified by the Treasurer; and,
  - ii) Expenses that exceed the \$200 overload or 20% margin, whichever is lesser, must be ratified by the Executive Committee.

43.2 Minor events are those with an allocated budget of less than \$500.

- a) If the event coordinator wishes to exceed the budget, expenses must be ratified by the Treasurer.

43.3 Any non-event purchases below \$100 must be ratified by the Treasurer.

43.4 Any non-event purchases that exceed \$100 must be ratified by a majority vote at a Council meeting.

#### **44. Reimbursement**

44.1 If a member is required to make payments on the Society's behalf they shall be entitled to full reimbursement on the provision of official receipt(s) to the Treasurer, provided that the expenditure has been previously approved.

#### **45. Student Grants**

45.1 The Allocation of grants to Society Members is to be done by the School of Medicine Grants Committee

45.2 The total sum of money that FMSS will allocate for distribution by the School of Medicine Grants Committee shall be determined by the Treasurer and approved by Council as part of the budget.

45.3 The Treasurer and Assistant Treasurer shall be responsible for changing the regulations of the School of Medicine Grants Committee to reflect the directives of the Council and the funding allocated to the School of Medicine Grants Committee by the Society.

#### **46. Second Hand Book Sales**

46.1 The Representative to the Society's Bookshop, with the assistance of the Director of Academic Activities shall organise an annual Second-hand Book Sale.

46.2 The Society shall receive ten percent (10%) of the price of each book sold as a charge for providing the service.

46.3 Students who submit books for the Sale shall be given a six (6) week period to collect any unsold books.

46.4 Any unclaimed books shall be donated to the Medical Library.

**47. Computer and Email Access**

- 47.1 Members of the Executive Committee shall have access privileges to the Society's computer account.
- 47.2 The Password to the account shall be changed at the start of every Council Year and remain confidential.
- 47.3 The Secretary shall be responsible for maintaining printing credits on the account.
- 47.4 Members of the Executive Committee shall only use the Society's computer account for the Society's business.

**48. Keys**

- 48.1 The President and the Treasurer shall be custodians of the keys to the Society's property.

**49. Amendment to these Regulations**

- 49.1 These Regulations may be amended by a simple majority of Council.
  - a) Proposed amendments shall be circulated to all members with the agenda paper for the meeting.

*Last updated at Council Meeting 8 September 2010.*