



**CONSTITUTION
OF THE
AUSTRALIAN NATIONAL UNIVERSITY
MEDICAL STUDENTS' SOCIETY**

*Created March 2004
Amended 31 July 2018*

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1. NAME

- 1.1. The official name of the Society to which this constitution applies is “The Australian National University Medical Students’ Society”.

2. INTERPRETATIONS

- 2.1. In this constitution, unless the contrary intention appears:

- **Academic Day** means a 24 hour period during any day or days that do not fall on a weekend or public holiday, and that fall during a teaching period of The Faculties;
- **Academic Year** means the normal weeks of teaching as determined by ANU Medical School;
- **AMA** means the ACT Branch of the Australian Medical Association;
- **AMSA** means the Australian National Medical Students’ Association Limited;
- **Annual General Meeting (AGM)** means a general meeting held annually that fulfils the requirements as outlined in 18.1-18.3;
- **ANU** means the Australian National University;
- **ANUMS** means the Australian National University Medical School
- **ANUMSS** means the Australian National University Medical Students’ Society
- **ANUSA** means the Australian National University Students’ Association Incorporated;
- **Association** means the Australian National University Students’ Association Incorporated;
- **Clinical Years** means the third (3rd) and fourth (4th) years of the Medical Course;
- **Committee** means all Voting Officers of the Society;
- **Committee Meeting** means any meeting of the Committee of the Society;
- **Executive** means the Executive Committee of the Society
- **Faculty** means the Faculty of Medicine at ANU;
- **Financial year** means the year ending on 31st December;
- **General Meeting** means a general meeting held not for the purpose of holding an Annual General Meeting (AGM) or a Special General Meeting;
- **Medical Course** means the Degree of Bachelor of Medicine, Bachelor of Surgery (MBBS) or Medicinae ac Chirurgiae Doctoranda (MChD) at ANU, as appropriate;
- **Medical Student** means a person enrolled at the ANU in the Medical Course, or intermitting the Medical Course to obtain a research degree;
- **Member** means any ordinary or associate member of the Society;
- **Officer** means all Voting Officers and Ordinary Officers;
- **Ordinary Officer** means those Ordinary Officers as defined in Section 12;
- **PARSA** means the Australian National University Postgraduate and Research Students’ Association Incorporated;
- **Pre-clinical Years** means the first (1st) and second (2nd) years of the Medical Course;
- **Quorate Committee Meeting** means a minimum of fifty-one percent (51%) voting members of the ANUMSS Committee;

- **Quorate General Meeting** means a minimum of fifteen voting members of the ANU Medical Students' Society, this may include voting members of the ANUMSS Committee and must be advertised to all general members;
- **Society** means the Society named in Section 1 above;
- **Society Meeting** means a General Meeting, Special General Meeting, or Annual General Meeting of the Society;
- **Special General Meeting** means a meeting required by certain clauses in this constitution, such as enacting changes to this Constitution, or terminating the office of an ANUMSS Committee Member, which may be convened as an Annual General Meeting or a Special General Meeting;
- **Student** means any student of the University who retains membership of either PARSA or the Students' Association;
- **Subcommittee** means groups attached to and led by an ANUMSS Committee member(s) for the purpose of fulfilling their portfolio;
- **Subsidiary** means ANUMSS Subsidiaries are those groups entered into the "ANUMSS Subsidiary Agreement" with ANUMSS in the current year beginning 1 January and ending 31 December;
- **Teaching Hospitals** means those institutions affiliated with the ANUMS;
- **University** means the Australian National University;
- **Voting Officer** means all elected members of the Committee.

2.2. Words importing one gender shall be deemed to include all genders.

2.3. Words denoting natural persons shall include any corporation, body corporate, partnership, joint venture, association, trust, unincorporated association and vice versa.

3. AIMS AND OBJECTIVES

3.1. The aims and objectives of the Society are:

- a. to promote and foster an active interest in matters affecting the study and practice of medicine amongst members of the Society;
- b. to represent the medical students to the University, the Faculty, the Teaching Hospitals, the Association, AMSA, the AMA, the public, and any other person or organisation as deemed appropriate by the Committee;
- c. to promote and support high standards of medical teaching in the University and Teaching Hospitals;
- d. to encourage cooperation between Medical Students and the Faculty;
- e. to provide support and services to Medical Students to enrich their academic lives and further their academic interests;
- f. to endeavour to establish and maintain relationships with other medical student groups;
- g. to facilitate engagement between medical students in a personal and professional capacity.

3.2. The assets and income of the Society shall be used only for the promotion of the Society's objectives and no portion may be paid or transferred directly or indirectly to members of the Society except as:

- a. bona-fide remuneration for services rendered by the members to the Society,

- b. repayment of expenses incurred on behalf of the Society,
- c. interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Society's bankers for money lent to the Society, and
- d. bona-fide rent for premises let to the Society.

4. POWERS OF THE SOCIETY

- 4.1. The Society has power to do all things that may be necessary or convenient to be done for or in connection with the Society's Aims and Objectives.
- 4.2. The Society may enter into a contract it considers necessary or convenient to achieve its Aims or Objectives.
- 4.3. The Society may only exercise its Powers and use its income and assets (including any surplus) for its Aims and Objectives.

5. AFFILIATION

- 5.1. The Society is affiliated to the Clubs Council of the ANU Students' Association and PARSA and anything in the Constitution which is inconsistent with the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency
- 5.2. The Club must fulfil its obligations under the Association's Clubs Regulations
- 5.3. The Society shall also be affiliated with:
 - a. AMSA;
 - b. AMA; and
 - c. Any other organisation(s) deemed appropriate by the Committee.

6. MEMBERSHIP

- 6.1. Ordinary membership is open to all ordinary members of ANUSA and all ordinary members of PARSA who have paid the relevant subscription fee of the Society.
- 6.2. Upon payment of a membership fee determined annually by the Committee, a student shall be admitted as an Ordinary Member of the Society with voting rights and membership benefits.
- 6.3. All Ordinary Members shall have the right to cast one vote at any General Meeting, AGM and Special General Meeting of the Society convened from time to time by the Committee.
- 6.4. Any Ordinary Member of the Society who is also a Medical Student shall be eligible for election to a position on the Committee. Students who are not paid members of the Society are ineligible to hold a position on the Committee.
- 6.5. Upon graduation, Ordinary Members shall be eligible for Associate Life Membership of the Society, with payment of an annual membership fee at the discretion of the Executive.
- 6.6. Associate membership is open to all other persons, subject to approval by the Society's Executive, who have paid the relevant subscription fee of the Society.
- 6.7. Associate members are ineligible to vote at any Society Meeting, may be charged a higher membership fee by the Society, and may be charged a higher fee to attend events staged by the Society, but otherwise are to have the same rights as Ordinary Members.

- 6.8. A roll recording the name and membership number of all Society members, and the student number of all Ordinary Members, is to be held and kept up to date by the ANUMSS Secretary.

7. TERMINATION OR SUSPENSION OF MEMBERSHIP

- 7.1. A member may, at any time, terminate his or her membership of the Society by giving written notice to the Secretary. Any membership termination shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice; in which case it shall take effect on that later date.
- 7.2. Membership may be suspended or terminated by a resolution carried by a two-thirds majority of full members present and voting at a Society Meeting of the Society. Appeals against such a decision may be directed to the Committee, whose decision is final.
- 7.3. The member whom the allegations are against shall not be entitled to vote on such resolution.
- 7.4. Should the Committee resolve to terminate or suspend a membership, the Secretary shall advise the member in writing accordingly.
- 7.5. Any member expelled or otherwise ceasing to be a member of the Society, whether permanently or temporarily, shall forfeit any rights to and claims upon the Society and its property and funds which he or she would have had by reason of membership.

8. APPEAL AGAINST REJECTION, SUSPENSION OR TERMINATION OF MEMBERSHIP

- 8.1. A student whose application for membership has been rejected, or a member whose membership has been suspended or terminated, may, within twenty eight days of receiving written notice from the Secretary, lodge written notice of intention to appeal against the decision of the Committee (the "Notice of Appeal") with the Secretary. The Notice of Appeal must state the grounds upon which the Appeal is sought.
- 8.2. Upon receipt of a Notice of Appeal, the Secretary shall convene, within twenty one days of receiving the Notice of Appeal, a Special General Meeting of the Society. At that meeting, the Secretary of the Society shall present the reasons for the rejection, suspension or expulsion. The appellant shall then present an argument, explanation, or defence as he or she sees fit. An Appeal shall not be successful unless upheld by a resolution of a two-thirds majority of the voting members present.
- 8.3. Should the Appeal be upheld, the rejection, suspension or expulsion shall be considered null and void and the medical student shall be permitted to join the Society, or the membership shall be reinstated. Should the Appeal be dismissed, the rejection, suspension or expulsion shall stand.

9. THE EXECUTIVE

- 9.1. The Society's Executive consists of at least 4 Voting Officers and must include the Society trustees who are:
 - a. the President; and
 - b. the Vice President; and
 - c. the Treasurer; and

- d. the Secretary.
- 9.2. The Executive includes such other members as the Society from time to time determines.
- 9.3. All members of the Executive must be Ordinary Members of the Society.
- 9.4. The Executive is to be elected each year by a vote of the Ordinary Members of the Society
- 9.5. The Executive are responsible for the daily management of the Society.
- 9.6. The quorum for a meeting of the Executive is the next full number above half the number of members of the current Executive.
- 9.7. The Executive has the power to fill any vacancy in the Executive of the Society that may occur between AGMs.
- 9.8. The Executive has the power to do all things it believes to be in the best interest of the Society subject to the provisions of this Constitution.
- 9.9. The Executive may exercise all the powers of the Society except those powers that require to be exercised by Society Meetings of the members of the Society.

10. THE COMMITTEE

- 10.1. The Committee shall consist of Voting Officers from each year of the Medical Course, as set out in the Regulations and By-Laws of the Society, each of whom shall have the right to move, second, or speak to motions and to cast one vote at Committee meetings.
- 10.2. The Committee shall also consist of Ordinary Officers, as set out in the Regulations and By-Laws of the Society, who shall have the right to move, second or speak to motions, but who shall not have the right to vote at Committee meetings.
- 10.3. Positions on the Society year will run for one calendar year, with offices held from the 1 January to the 31 December.
- 10.4. No person shall hold more than one position as a Voting Officer of the Society at any time.

11. ELECTION OF COMMITTEE VOTING OFFICERS

- 11.1. The Voting Officers of the Committee may be undertaking any year of the Medical Course.
- 11.2. Voting Officers shall be elected by anonymous ballot, with elections beginning at the conclusion of the AGM of the Society.
- 11.3. Year Representatives shall be elected by anonymous online ballot, from the members of that year group only.
- 11.4. First year representatives shall be elected at the beginning of the Society year, before the first Committee meeting, by anonymous online ballot.
- 11.5. A candidate for election to a given office shall be deemed elected if:
 - a. He or she receives more votes than other candidates for that office; or
 - b. If there is only one candidate for that office.
- 11.6. The timing of elections and announcement of results shall be held in line with the Regulations and By-laws of the Society and shall occur at a time to allow sufficient time for Committee transition to occur.
- 11.7. If there is a vacancy in the Committee after voting has closed, the Executive may appoint a member of the Society to fill the vacancy, or may re-open nominations and elections for the position in the standard manner above.

12. ORDINARY OFFICERS

- 12.1. The number, title(s), roles and responsibilities of such Ordinary Officers shall be decided by the Committee as appropriate. Ordinary Officers may be elected as deemed necessary by the Committee, to fulfil the aims of the Society.
- 12.2. Ordinary Officers include the designated representative from each ANUMSS Subsidiary and Subcommittee. These Ordinary Officers may be appointed or elected by the Subcommittee or Subsidiary.
- 12.3. Where an Ordinary Officer is the organiser of an official Society event or function, he or she is bound by the ANUMSS Constitution, the ANUMSS Event Management Agreement, and any other policies and procedures as deemed appropriate by the Executive.

13. TERMINATION OF OFFICE OF THE SOCIETY

- 13.1. An Officer of the Society shall cease to hold such office in the following circumstances:
 - a. Upon receipt and acknowledgment by the Committee of a written notice of resignation signed by the Officer; or
 - b. Upon the Officer ceasing to be a Member of the Society; or
 - c. If an Officer misses three consecutive Committee meetings of the Society; or
 - d. If an Officer is not fulfilling their duties to the Society as defined by their position description and determined by a majority vote of the Society's Executive
 - e. If an Executive member is not fulfilling their duties as defined by their position description and determined by a unanimous vote of the remaining Executive members
- 13.2. It is the responsibility of the Secretary to inform the Officer of his or her termination. The Officer may appeal, as noted in Section 7, and explain why his or her reinstatement would be of benefit to the Committee and the Society.
- 13.3. If an Officer is guilty of any conduct which, in the opinion of the Committee, is not in the best interests of the Society, the Committee shall have the power, by a resolution of at least a two-thirds majority of the Committee, to expel the Officer from office. At least one week before the Committee Meeting at which such a resolution is to be moved, the Officer shall be given written notice of the meeting, details of the allegation, and the intended resolution. The Officer shall have the opportunity to give an oral or written explanation in their defence.
- 13.4. The member whom the allegations are against shall not be entitled to vote on such resolution.
- 13.5. Should the Committee resolve to expel an Officer of the Society, the Secretary shall advise the member in writing accordingly.
- 13.6. An Officer who has been terminated may, within twenty eight days of receiving written notice from the Secretary, lodge written notice of intention to appeal against the decision of the Committee (the "Notice of Appeal") with the Secretary. The Notice of Appeal must state the grounds upon which the Appeal is sought.
- 13.7. Upon receipt of a Notice of Appeal, the Secretary shall convene, within twenty one days of receiving the Notice of Appeal, a Special General Meeting of the Society. At that meeting, the Secretary of the Society shall present the reasons for the rejection, suspension or expulsion. The appellant shall then present an argument, explanation, or defence as he or

she sees fit. An Appeal shall not be successful unless upheld by a resolution of a two-thirds majority of the voting members present.

- 13.8. Should the Appeal be upheld, the rejection, suspension or expulsion shall be considered null and void and the Officer shall be reinstated to office. Should the Appeal be dismissed, the rejection, suspension or expulsion shall stand.

14. POWERS AND DUTIES OF THE COMMITTEE

- 14.1. The Committee shall have the power to make regulations and resolutions necessary to put into effect this Constitution, provided that such regulations or resolutions are not inconsistent with the objectives of the Society.
- 14.2. The Committee shall have the power to conduct activities in the name of the Society either directly or through Officers, whether specifically elected by the Society or appointed by the Committee.
- 14.3. The Committee shall have the power to set up such Subcommittees as shall from time to time be deemed desirable, the duties and composition of which shall be decided by the Committee.
- 14.4. The Committee shall have the power to organize extra elections to elect such Officers as shall from time to time be deemed necessary.

15. SUBCOMMITTEES AND SUBSIDIARIES

- 15.1. Any members of the Society may from time to time be elected or appointed, with their consent, by the Committee to form a Subcommittee.
- 15.2. Each Subcommittee and Subsidiary shall appoint or elect a member to be the Ordinary Officer.
- 15.3. Each Subcommittee shall be established for the purpose of addressing a particular issue, topic, or question which shall be deemed its portfolio. Each Subcommittee is responsible to the Committee for its designated portfolio for the period for which it was established.
- 15.4. Individuals making up formed Subcommittees and Subsidiaries are bound by the ANUMSS Constitution, ANUMSS Event Management Agreement, and any other policies and procedures as deemed appropriate by the Executive.
- 15.5. Any Subcommittee may be disbanded, and any Chairperson of any Subcommittee may be removed from office as a Chairperson, by a resolution of a majority of Voting Officers of the Committee.
- 15.6. Any committee independent from ANUMSS may become a subsidiary of ANUMSS should they choose.

16. MEETINGS OF THE COMMITTEE

- 16.1. The Secretary shall convene all meetings of the Society by giving not less than three days' notice of any such meeting to the Voting Officers of the Committee and all other persons entitled to receive such notice.
- 16.2. Notice of a meeting shall clearly state the nature of the business to be discussed at the meeting.

- 16.3. No business shall be transacted at any Committee Meeting unless a quorum of Voting Officers is present at the time when the meeting proceeds to business. Save as otherwise provided for in this Constitution, a number representing at least 50% of the total Voting Officers of the Committee shall be a quorum. For the purposes of this article, "Voting Officer" includes a person attending as a proxy of a Voting Officer.
- 16.4. Any resolution of a quorate Committee Meeting binds all members of the Committee to the extent that the resolution directly relates to their activities as a member the Committee.
 - a. Any resolution of the committee made under this section is invalid to the extent of any inconsistency with a resolution of a General Meeting made under section 17.2
- 16.5. The President shall preside as Chairperson at every Meeting of the Society, or if there is no President of the Society, or if the President is not present within fifteen minutes after the time appointed for the holding of the meeting, or is unwilling to act, then a Voting Officer present shall be elected by the Committee to be Chairperson of the meeting.
- 16.6. Unless otherwise provided for by this Constitution or the Regulations and By-laws, at every Committee Meeting:
 - a. The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
 - b. Every question, matter or resolution shall be decided by a majority of votes of the Voting Officers present;
 - c. Every Voting Officer present shall be entitled to one vote. In the case of an equality of votes, the Chairperson of the meeting shall have a casting vote;
 - d. Voting shall be by a show of hands or a division of Voting Officers, unless a secret ballot is demanded according to the Standing Orders of the Society, in which case there shall be a secret ballot;
 - e. Should a secret ballot be demanded, the Chairperson shall appoint two Voting Officers to conduct the secret ballot in such manner as the Chairperson shall determine, and the result of the ballot, as declared by the Chairperson, shall be deemed to be the resolution of the question or matter in respect of which the ballot was demanded;
 - f. Unless directed otherwise by the Society, the Secretary must keep a record of the proceedings of the meeting; and
 - g. Subject to any objection, the Chairperson of the meeting or the next such meeting must certify that the minutes are a true and correct record of the proceedings of the meeting.
- 16.7. A Voting Officer may vote in person or by proxy. The instrument appointing a proxy shall be in writing under the hand of the appointor. A Voting Officer shall be entitled to instruct his or her proxy in favour or against any proposed resolution. Unless otherwise instructed, the proxy may vote as he or she thinks fit.

17. SPECIAL GENERAL MEETING

- 17.1. A Special General Meeting must be called by the Executive within fourteen days of being presented with a petition signed by five members of the Society, including at least one Officer, setting out the purpose for which such a meeting is requested.

- 17.2. A Special General Meeting must be convened in line with the requirements outlined in Section 16.
- 17.3. A resolution of a quorate general meeting is binding on all members of the committee to the extent that the resolution directly relates to their activities as a member of the committee.
 - a. Any resolution of the committee made under section 16.4 is invalid to the extent of any inconsistency with a resolution made under this section.

18. ANNUAL GENERAL MEETING

- 18.1. An AGM of the Society is to be held at least once each year, not more than 14 months after the previous AGM of the Society.
- 18.2. An AGM must be convened in line with the requirements outlined in Section 16.
- 18.3. The business to be conducted at the AGM of the Society shall be:
 - a. to hear a report by the President on the activities and resolutions of the Society in the period since the previous AGM and on any other matters which the President may think fit;
 - b. to hear a report by the Treasurer on financial matters pertaining to the Society and on any other matters which the Treasurer may think fit, and to receive from the Treasurer the financial statements of the Society for the period to 30 June in that Society Year;
 - c. to hear a report by the AMSA Representative on the activities and resolutions of the Australian Medical Students' Association in the period since the previous AGM and on any other matters which the AMSA Representative may think fit;
 - d. to hear an address by one or more guest speaker(s), as the Committee or the Executive may determine;
 - e. to announce the commencement of elections for offices of the Committee for the following Society Year; and
 - f. to discuss any other business duly brought before the Committee and tabled for discussion at the AGM.

19. WINDING UP OR DISSOLUTION OF THE SOCIETY

- 19.1. The Society may be wound up or dissolved under the following circumstances:
 - a. by a resolution of a three-fourths majority of the voting members of the Society at a Society Meeting;
 - b. when the Society ceases to operate due to no members being elected to the executive positions; or
 - c. the Society ceases to function through natural attrition.
- 19.2. If, upon the winding up or dissolution of the Society, there remains, after satisfaction of all its debts and liabilities, any property at all, that property must not be paid to or distributed among the members of the Society.
- 19.3. Upon dissolution, any property received from ANUSA must be given or transferred back to ANUSA. In the case of assets funded in part by ANUSA, the Society must reimburse ANUSA

in equivalent part of the current value of that asset. This requirement may be waived or varied by the Clubs Council Executive.

- 19.4. Any property, outside of that which has been received by ANUSA, must be given or transferred to the ANU Medical School which sits within ANU College of Health & Medicine.

20. INTERPRETATION AND AMENDMENT

- 20.1. If a dispute arises as to the interpretation of this Constitution, or a dispute arises for which there is no provision made in this Constitution, or a dispute arises for which there is no provision made in this Constitution, the matter must be referred to the Executive of the Clubs Council of the ANU Students' Association whose decision is final.
- 20.2. Any article or articles of this Constitution may be amended at any Society Meeting of the Society, provided that such proposed amendment is included in the business to be transacted at the Society Meeting as set out in the notice to members of the meeting.
- 20.3. This Constitution may be amended by a resolution carried by a two-thirds majority of voting members present and voting at a Society Meeting of the Society – however such amendments are subject to rectification by the Clubs Council Executive.

21. ENACTMENT OF CONSTITUTION

- 21.1. This Constitution shall take effect and be deemed enacted from the date of its adoption.
- 21.2. All previous Constitutions of the Society are rescinded and annulled by the adoption of this Constitution.

Enacted at a Special General Meeting of the Australian National University Medical Students' Society on 31 July 2018.

Dane Lyons
President 2018

Katriana Milne
Vice-President 2018

Catherine Hall
Secretary 2018

Claudia King
Treasurer 2018