



## MUMUS INC. TRADING AS:

MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY  
INC. No: A00045940Y  
ABN: 89 612 334 553

# CONSTITUTION

(Adopted 22<sup>nd</sup> May 2009)

## 1. INTERPRETATION:

1.1 In this constitution, unless the contrary intention appears,

- (i) "AGM" means the Annual General Meeting;
- (ii) "AMA (Vic)" means the Australian Medical Association (Victoria);
- (iii) "AMSA" means the Australian Medical Students' Association;
- (iv) "BMedSc" means the Monash University Bachelor of Medical Science (Honours) course;
- (v) "CAV" means Consumer Affairs Victoria;
- (vi) "C&S" means the Clubs & Societies Council division of MSA;
- (vii) "C&S Executive" means the Executive of the Clubs & Societies Council;
- (viii) "Committee" means the MUMUS Inc. committee;
- (ix) "day" means a regular calendar day;
- (x) "EGM" means an Extraordinary General Meeting;
- (xi) "Executive" means the Executive of MUMUS Inc, as defined in §7;
- (xii) "Executive Meeting" means a meeting of the members of the Executive;
- (xiii) "Executive Committee Member" means a voting member of the Executive Committee, as defined in §7.1;
- (xiv) "Faculty" means the Monash University Faculty of Medicine, Nursing & Health Sciences;
- (xv) "General Meeting" means a general meeting of MUMUS Inc. members;
- (xvi) "MBBS" means the Monash University Bachelor of Medicine/Bachelor of Surgery course;
- (xvii) "MSA" means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);
- (xviii) "MSCV" means Medical Student Council of Victoria;
- (xix) "MUGSU" means Monash University Gippsland Student Union;
- (xx) "MUSO" means Monash University Studies Online;
- (xxi) "public notice" means an electronic notice displayed on the MUMUS Inc. website;
- (xxii) "Society" means MUMUS Inc;
- (xxiii) "Student" means a student enrolled in a the MBBS course administered at the Clayton or Gippsland campus of Monash University;
- (xxiv) "University" means Monash University (A.B.N. 12 377 614 012);



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

(xxv) “Written notice” means a printed notice delivered to a person’s residential address and/or an electronic message delivered to a person’s electronic mail account.

## **2. NAME:**

2.1 The name of the Society shall be MUMUS Inc. The Society shall trade under the name Monash University Medical Undergraduates’ Society.

## **3. AIMS & OBJECTIVES:**

3.1 The aims & objectives of the Society as set out in this Constitution shall be read & construed as widely & liberally as possible and as far as possible shall all be read and construed as principal aims & objectives.

3.2 The aims & objectives of the Society shall be :-

- (i) To foster the interests of students enrolled in the MBBS course;
- (ii) To be active in implementing students’ views and demands with regards to the role of MBBS students within the Society and within the Faculty & MBBS course, as well as catering for their needs;
- (iii) To act as a platform for debate and action on all matters pertinent to MBBS students, endeavouring to be representative of, and available to, all MBBS students;
- (iv) To edit, publish and circulate such periodicals, magazines and other literary undertakings as may be for the benefit or entertainment of the members of the Society;
- (v) To encourage such sports, games and other activities as the Committee may deem fit;
- (vi) To buy and sell to members such things as the Committee may deem fit;
- (vii) To keep and preserve all records which the Committee deems are likely to prove of value or historic interest to members;
- (viii) To join with any other person, association or corporation for the accomplishment of any of the objectives of the Society;
- (ix) To acquaint AMSA, AMA (Vic), the MSCV, the University, and the Faculty and their associated bodies to the students’ opinions on any subject pertaining to the Medical School, Medical Education and the practice of Medicine generally;
- (x) To raise funds for any of the following purposes:-
  - a) To promote any of the objectives of the Society;
  - b) To aid or otherwise subscribe to any charity or charities or other causes or organisations which may, in the opinion of the Committee, from time to time be desirable to aid;



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- 3.3 The Society may subscribe to, support with its funds, become a member of and co-operate with any other association or organisation, whether incorporated or not whose objectives are similar to those of the Society, provided that the Society shall not subscribe to or support with its funds or affiliate itself with any association or organisation which does not prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Society by virtue of the Society's non-for-profit status.

#### **4. AFFILIATION:**

- 4.1 The Society is affiliated with C&S, and as such shall abide by the following C&S regulations:
- (i) The provisions of this constitution shall be construed subject to the constitution of C&S. Where this constitution is inconsistent with the constitution of C&S, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of C&S makes provisions for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution;
  - (ii) No disposal of tangible assets through resale, donation, or transfer or by any other means can be made without the approval of C&S.
  - (iii) For the purposes of election to the C&S Executive, the Clinical Secretary shall be known as the Secretary, and the Pre-Clinical Vice President shall be known as the Vice President.
- 4.2 The Society is also affiliated with AMA (Vic), AMSA, the Faculty, the MSCV, the Monash University Malaysia Medical Students' Society, IGNITE (Monash University International Health Club) and WILDFIRE (Monash University Rural Health Club).

#### **5. MEMBERSHIP:**

- 5.1 Ordinary membership of the Society:-
- (i) Shall be automatically granted to all MBBS students;
  - (ii) Shall be free of financial cost, until such a time that the Committee deems this inappropriate;
  - (iii) Shall continue until 31<sup>st</sup> December of the year of the student's graduation from the MBBS Course, or until the person ceases to be eligible, whichever occurs earlier.



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- 5.2 Associate membership of the Society:-
- (i) Shall be open to all persons not eligible for ordinary membership who subscribe to the aims of the club, and who pay the annual membership subscription (if any) as determined by the Committee;
  - (ii) Shall have all the rights of ordinary members, except that they shall not be eligible to vote or hold committee positions.
- 5.3 Honorary membership of the Society:-
- (i) May be conferred by the affirmative votes of at least two-thirds (2/3) of the voting members at a General Meeting of the Society, on a person who has made a substantial contribution to the Society;
  - (ii) Honorary life members of the Society who are eligible for ordinary membership shall have all the rights of ordinary members;
  - (iii) Honorary life members of the Society who are ineligible for ordinary membership shall have all the rights of associate members.
- 5.4 A person may only have her/his Society membership revoked, or membership application rejected, by the affirmative votes of at least two-thirds (2/3) of the voting members at a General Meeting of the Society, if at least seven (7) days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion.
- 5.5 A person whose Society membership has been revoked, or whose membership application has been rejected, may appeal to the C&S by serving on it, within fourteen (14) days of the revocation/rejection, a written notice of appeal, and that the C&S's decision shall be binding.
- 5.6 On request, the Clinical Secretary shall make available to any Society member a list of all Society members, containing only each member's name & membership type.
- 5.7 The Clinical Secretary shall ensure that C&S has an up-to-date copy of all Society membership records at all times.
- 5.8 Except as prescribed in §5.6-5.7, the Clinical Secretary shall ensure that all membership records are kept strictly confidential, and that all out-of-date membership records are destroyed.



## 6. COMMITTEE:

- 6.1 The Committee shall consist of eight elected executive office bearers and twenty-four elected non-executive positions:
- (i) President
  - (ii) Pre-Clinical & Clinical Vice President
  - (iii) Gippsland Chair
  - (iv) Pre-Clinical, Clinical & Gippsland Secretary
  - (v) Pre-Clinical, Clinical & Gippsland Treasurer
  - (vi) Pre-Clinical, Clinical & Gippsland Sponsorship Officer
  - (vii) Year Level Representatives (Years 1-5 & A-D)
  - (viii) Junior & Senior AMSA Representative
  - (ix) Pre-Clinical & Clinical Publications Officer
  - (x) Pre-Clinical, Clinical & Gippsland International Officer
  - (xi) Rural Representative
  - (xii) IT Officer
  - (xiii) Community and Wellbeing Officer
- 6.2 A Committee member may resign from his/her position at any time by giving notice in writing to the Clinical Secretary and such resignation shall take effect at the time such a notice is received by the Clinical Secretary unless a later date is specified in the notice, when it shall take effect on that later date.
- 6.3 The Committee may propose the removal of a Committee member at any time if it is deemed that the continuation of the person in his/her position compromises the effective functioning or reputation of the Committee. A Committee member may only be removed by the affirmative votes of at least two-thirds (2/3) of the members at a General Meeting, if at least seven (7) days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion;
- 6.4 The Committee has the power to co-opt extra members and fill Committee vacancies from members of the club of the same academic year as a departing Committee member. Where the co-opted is to fill a casual vacancy, the member co-opted shall hold office until the next General Meeting. Where the casual vacancy is in the office of an MBBS Executive Committee member, a General Meeting must be held within thirty-one (31) days.



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- 6.5 The duties of the President shall be:-
- (i) To chair Committee, Executive and General Meetings;
  - (ii) To co-ordinate activities within the Committee;
  - (iii) To submit a report to each Committee meeting & an annual report to the AGM;
  - (iv) To act as the official spokesperson for the Society and oversee the work of all Committee members;
  - (v) To sit on any relevant committees & address any matters arising from these committees. The committees shall include those of the Faculty, the AMA (Vic) Council, the AMSA Council, the MSCV and any other committees that are deemed necessary by the MUMUS Committee;
  - (vi) To assist with other matters of the Committee where relevant.
- 6.6 The duties of the Clinical Vice President shall be:-
- (i) To chair Committee, Executive and General Meetings in the absence of the President;
  - (ii) To assist the President to co-ordinate activities within the Committee;
  - (iii) To co-ordinate appointment of students to all relevant Faculty Committees;
  - (iv) To co-ordinate & communicate with all MUMUS sub-committees;
  - (v) To submit a report to each Committee meeting;
  - (vi) To assist with other matters of the Committee where relevant.
- 6.7 The duties of the Pre-Clinical Vice President shall be: -
- (i) To assist the President to co-ordinate activities within the Committee;
  - (ii) To liaise with C&S on any relevant issues;
  - (iii) To oversee the Pre-Clinical members of the MUMUS Committee in running activities including O-Week and Med Camp;
  - (iv) To attend C&S Meetings (unless another nominated delegate attends the Meeting);
  - (v) To submit a report to each Committee meeting;
  - (vi) To assist with other matters of the Committee where relevant.
- 6.8 The duties of the Clinical, Pre-Clinical & Gippsland Secretaries shall be: -
- (i) To arrange Committee, General and Executive Meetings and ensure that proper notice is given;
  - (ii) To prepare agendas and minutes for Committee, General and Executive Meetings, in consultation with the Chairperson, and to liaise with C&S/MUGSU to ensure such documents meet C&S/MUGSU requirements;
  - (iii) To collect & collate reports from MUMUS Committee members;
  - (iv) To ensure that the minutes of any meeting are duly confirmed by the



next succeeding meeting and subsequently placed on the Society website;

- (v) To handle inwards and outwards correspondence for the Society, and to check the Society's letter boxes & email accounts;
- (vi) To keep an up-to-date register of all members of the Society;
- (vii) To ensure attendance is taken at all Society events;
- (viii) Maintain files of legal documents such as constitutions, leases and titles;
- (ix) To assist with other matters of the Committee where relevant.

6.9 The duties of the Clinical, Pre-Clinical & Gippsland Treasurer shall be: -

- (i) To keep the Society's financial books up-to date and in accordance with prescribed accounting requirements at all times;
- (ii) To prepare an overall Society budget and monthly financial reports, including both income and expenditure, to be presented at Committee Meetings;
- (iii) To supervise event budgets, including both income and expenditure, and advise the Committee of financial status of each event at Committee Meetings;
- (iv) To collect and bank all income in the Society's cheque account;
- (v) To ensure all accounts payable are paid in a timely manner;
- (vi) To liaise with the Society's auditor & prepare the Society's books for audit;
- (vii) To present a financial report to the A.G.M.;
- (viii) To liaise with C&S on any prescribed financial requirements;
- (ix) To apply for C&S grants where applicable;
- (x) To research alternate forms of investment where applicable;
- (xi) To Act as the Public Officer of the Society (Treasurer only), liaising with affiliated bodies and government agencies;
- (xii) To submit all documents pertaining to taxation with the Australian Taxation Office within the specified time;
- (xiii) To submit an Annual Statement and Change of Public Officer form to CAV following the Society's AGM;
- (xiv) To assist with other matters of the Committee where relevant.

6.10 The duties of the Clinical, Pre-Clinical & Gippsland Sponsorship Officers shall be: -

- (i) To seek new sponsors for the Society and/or specific Society projects;
- (ii) To continue liaising with existing Society sponsors to ensure that the existing agreements are mutually satisfactory and that the maximum benefit is being obtained for the members of the Society;
- (iii) To negotiate/re-negotiate the terms of sponsorship agreements with potential and existing sponsors;



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- (iv) To ensure that members are made aware of the services available to them, and that any promotion of sponsors are undertaken where required;
  - (v) To submit a report to each Committee meeting;
  - (vi) To assist with other matters of the Committee where relevant.
- 6.11 The duties of the Year Level Representatives shall be:-
- (i) To represent the interests of their year level and express those opinions at Committee meetings and any other appropriate forum;
  - (ii) To assist in the planning, promotion & implementation of MUMUS events as appropriate;
  - (iii) The 3<sup>rd</sup> Year & Year B representatives will be responsible for co-ordinating the Clinical Site Liaison's (CSLs) at the Faculty's clinical school sites;
  - (iv) To submit a report to each Committee meeting;
  - (v) To assist with other matters of the Committee where relevant.
- 6.12 The duties of the Junior & Senior AMSA Representatives shall be in accordance with the Rules & Regulations of AMSA, §2.2. Other duties shall include:-
- (i) To chair meetings of the AMSA Sub-Committee;
  - (ii) To represent the Committee on the MSCV, AMSA Council, AMA DiT sub-committee & AMA (Vic) Council;
  - (iii) To submit a report to each Committee meeting;
  - (iv) To assist with other matters of the Committee where relevant.
- 6.13 The duties of the Clinical & Pre-Clinical Publications Officers shall be: -
- (i) To co-ordinate the publications of the society as per §12 of this constitution;
  - (ii) To advise each Committee member of their required contributions for Society publications;
  - (iii) To produce all promotional material that may be required for the Society's events, including posters & fliers;
  - (iv) To promote the Society through the broader advertising of its competitions, events & services;
  - (v) To co-ordinate the printing of business cards for each newly elected Committee;
  - (vi) To submit a report to each Committee meeting;
  - (vii) To assist with other matters of the Committee where relevant.
- 6.14 The duties of the Clinical & Pre-Clinical International Officers shall be: -
- (i) To promote International Health issues and incentives to all Society members;
  - (ii) To represent the Society on the committees of any relevant bodies



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- (iii) involved in the promotion of International Health;
- (iii) To be responsible for matters pertaining to international medical students. This includes both international Society members studying in Australia and Australian Society members studying overseas;
- (iv) To organise activities for international students;
- (v) To submit a report to each Committee meeting;
- (vi) To assist with other matters of the Committee where relevant.

6.15 The duties of the Rural Representative shall be:-

- (i) To promote rural health issues and incentives to the Society members;
- (ii) To organise activities for rural students;
- (iii) To represent the Society on the committees of any relevant bodies involved in the promotion of rural health;
- (iv) To represent the Society on all Faculty committees regarding rural medical students & rural Clinical Schools;
- (v) To be responsible for all matters pertaining to rural students;
- (vi) To submit a report to each Committee meeting;
- (vii) To assist with other matters of the Committee where relevant.

6.16 The duties of the Gippsland Chair shall be:

- (i) To oversee the running of the GMS Committee (including events both academic and social);
- (ii) To attend Gippsland Curriculum Committee meetings;
- (iii) To serve as a channel for constructive feedback between students and staff on matters pertaining to their medical education;
- (iv) To oversee the promotion of MUMUS, MSCV and AMSA events at pre-clinical and clinical Gippsland campuses
- (v) To act as a driver for the development of MUMUS Policy in issues relevant to the GMS;
- (vi) To serve as liaison between MUMUS IT and Publication Officers and the Gippsland Medical School Branch;
- (vii) To submit a report to each Committee meeting;
- (viii) To assist with other matters of the Committee where relevant.

6.17 The duties of the IT Officer shall be:-

- (i) To develop and maintain the Society website, electronic bulletin boards and any other computer-based methods of publications and mass-communications;
- (ii) To maintain the Society's online payment system;
- (iii) To keep all online Society information & news updated at least every seven (7) days;
- (iv) To promote the Society through the broader advertising of its



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- competitions, events & services;
- (v) To ensure that the website at no time contains material which may be deemed to be of a racist, sexist, homophobic or militaristic nature, or which may be otherwise offensive;
- (vi) To submit a report to each Committee meeting;
- (vii) To assist with other matters of the Committee where relevant.

6.18 The duties of the Community and Wellbeing Officer shall be:

- (i) To attend and contribute to monthly MUMUS meetings;
- (ii) To serve on the Student Support Sub-Committee;
- (iii) To chair the Community and Wellbeing subcommittee, open to students from all year levels;
- (iv) Help to develop and maintain MUMUS' working relationship with not-for-profit and charitable organisations including but not limited to the Victorian Doctors Health Program (VDHP), and liaise with other medical student organisations;
- (v) To plan and co-ordinate community-focused events throughout the year;
- (vi) To liaise with Monash students who have existing charitable ties that may be expanded to cohort-wide projects;
- (vii) To submit a report to each Committee meeting;
- (viii) To assist with other matters of the Committee where relevant.

## **7. EXECUTIVE:**

7.17 The Executive shall comprise:-

- (i) President
- (ii) Clinical Vice President
- (iii) Pre-Clinical Vice President
- (iv) Gippsland Chair
- (v) Clinical Secretary
- (vi) Clinical Treasurer
- (vii) Senior AMSA Representative
- (viii) Clinical Sponsorship Officer

7.18 The duties of the Executive shall be: -

- (i) To be responsible for the general administration of the Society's affairs;
- (ii) To attend and participate in Committee, General and Executive Meetings;
- (iii) To initiate projects, provided such projects do not contravene any policy laid down by the Constitution and provided the Committee is informed



MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.

- of such projects;
- (iv) To maintain a bank account at the University and to establish or close other accounts as considered necessary;
- (v) To interpret the Constitution, should such occasion arise where the meaning of any part of the Constitution is unclear;
- (vi) To organise elections [refer §8].

## 8. ELECTION OF THE COMMITTEE:

- 8.1 Committee positions shall be open to members enrolled at the Clayton & Churchill campuses of the University depending on their current year of study, (with the exception of the President, Clinical Treasurer, Clinical Secretary and Clinical Vice President, who must be Clayton campus students):
- (i) The President shall be elected from 5<sup>th</sup> year MBBS;
  - (ii) The Clinical Vice President, Clinical Secretary, Clinical Sponsorship Officer, Senior AMSA Representative, Rural Representative, Clinical International Officer and Clinical Publications Officer shall be elected from 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year MBBS, or BMedSc;
  - (iii) The Clinical treasurer shall (preferably) have prior treasury experience and be elected from 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year MBBS, or BMedSc;
  - (iv) The Pre-Clinical Vice President, Junior AMSA Representative, Pre-Clinical Publications Officer, Pre-Clinical Treasurer, Pre-Clinical Secretary, Pre-Clinical Sponsorship Officer and Pre-Clinical International Officer shall be elected from 2<sup>nd</sup> year MBBS;
  - (v) The Gippsland Chair, Gippsland Secretary, Gippsland Treasurer, Gippsland Sponsorship Officer and Gippsland International Officer shall be elected from Year B
  - (vi) The IT Officer may be elected from any year of the MBBS course, or BMedSc;
  - (vii) A Year Level Representative shall be elected from each year of the MBBS course, with Central and Gippsland year representatives elected independently of each other;
  - (viii) The Community and Wellbeing Officer shall be elected from 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year of MBBS, or BMedSc
- 8.2 The term of office for all Committee members is one (1) year.
- 8.3 No person shall fill more than one Committee position.
- 8.4 Two students may co-nominate for all positions except the President, the Clinical Vice President, the Pre-Clinical Vice President, the Clinical Treasurer and



Clinical Secretary.

- 8.5 Any member may be nominated for a maximum of three (3) positions provided that:
- (i) Such a candidate shall indicate to the Returning Officer in writing at the time of his/her nomination his/her nominations in order of preference;
  - (ii) In such an instance, the candidate shall provide separate nomination forms for each position and the Returning Officer shall publish all relevant preference lists during the time of election.
- 8.6 Elections for all Committee positions shall:-
- (i) Be co-ordinated by the incumbent President, who shall act as Returning Officer and be entrusted with the whole conduct of the election.
    - a) The Returning Officer shall accept such nominations only as appear to him/her to be of persons eligible under this Constitution and to comply with this Constitution in all respects, but shall treat such nominations in confidence before closure of nominations;
    - b) The election shall occur during the months of September and October, with the exception of 1<sup>st</sup> year representatives (to be elected during April); via secure online voting (MUSO) [refer §8.7]. This will be co-ordinated by the MUSO Administrators, under the instruction of the Returning Officer;
  - (ii) Require electronic nominations consisting of at least the name, student number, year level & University email address of both the nominee & seconder of the nomination. Nominations must be emailed from the University email address of the nominee.
    - a) Nominations shall be accepted for a period of no less than fourteen (14) days;
    - b) Such nominations must be received by the Returning Officer at least three (3) days prior to the election;
    - c) A short statement shall be included by the nominee to support the election of him/her to the position in which he/she was nominated.
- 8.7 Voting shall be open to all members for a period of no less than seven (7) days.
- 8.8 Voting shall be conducted utilising a preference system, with members ranking every nominee in order from most preferred candidate to least preferred candidate.
- 8.9 In the counting of the votes, the nominees will be ordered in terms of the most first preferences received to the least. The nominee receiving the least amount of first preferences will be removed from the list of candidates, and all of the votes for this nominee will be allocated to the remaining candidates. This process will



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- continue until one nominee receives over fifty percent of the votes.
- 8.10 In the event of one candidate being successful in more than one position he/she shall be declared elected to the position shown highest in his/her order of preference [refer §8.5]. In such case the candidate polling the next highest number of votes for the position thus left vacant shall be declared elected to such position.
- 8.11 The Returning Officer shall have power to and shall:–
- (i) Provide for the due secrecy and peaceful nature of the election in such manner as he/she shall deem fit;
  - (ii) Direct and regulate the manner of voting and of recording votes;
  - (iii) Retain and safely keep all election results and at the end of seven (7) days after the conclusion of the AGM such results shall be destroyed;
  - (iv) Generally do all things necessary expedient or advisable in his/her opinion for the proper conduct of the election;
  - (v) Comply with any regulations not inconsistent with this constitution duly made by the Committee amplifying or specifying more particularly his/her powers and duties hereunder.
- 8.12 The newly elected Committee shall be announced to all year levels at the Annual Medicine Ball and their term shall be effective following their official election at the AGM.

## **9. MEETINGS:**

- 9.1 The Society shall have four (4) types of meetings:
- (i) Executive meetings
  - (ii) General meetings
  - (iii) Committee meetings
  - (iv) Elective meetings
- 9.2 The Committee shall meet at least eight times each year.
- 9.3 Presence of more than half of the Committee members to the meeting shall constitute a quorum for MUMUS Committee meetings.
- 9.4 If a quorum for the meeting is not achieved at the appointed commencement time, the meeting shall be adjourned until a quorum can be obtained.
- 9.5 Notice of forthcoming Committee meetings shall be posted by the Secretary on the MUMUS website or by email or written notice at least five (5) calendar days prior to such meetings.



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- 9.6 A Committee member who is absent from three (3) consecutive Committee meetings without apology or who has a motion of no confidence passed in him/her at a General Meeting is deemed to have resigned.

## **10. GENERAL MEETINGS:**

- 10.1 At least two General Meetings shall be held annually at a time and place to be determined by the Committee. One of these shall be the AGM, which shall be held during the month of October.
- 10.2 Voting rights in a General Meeting shall be restricted to members of at least eight (8) calendar days standing.
- 10.3 Quorum for a General Meeting shall be fifty (50) eligible voting members [refer §10.2] or ten (10) per cent of the Society, whichever is greater.
- 10.4 The Committee may, whenever it sees fit, convene an Extraordinary General Meeting, subject to §10.7. In such a case, the Committee must give twenty-one (21) days notice of this.
- 10.5 An Extraordinary General Meeting shall be called by the Committee within five (5) days of the Secretary receiving a written petition signed by at least five (5) per cent of ordinary members of the Society. The petition must state the objectives of the proposed meeting. The meeting shall be held within twenty (20) academic days of such a notice.
- 10.6 If the Committee fails to call an Extraordinary General Meeting of the Society as required by this constitution, the Clubs & Societies Executive may call an EGM of the Society.
- 10.7 Notice of a General Meeting shall be posted by the Clinical Secretary at least fourteen (14) days prior, on the MUMUS Website.

## **11. FINANCIAL MANAGEMENT:**

- 11.1 The Society shall adhere to the Finance Regulations of C&S. In addition, the following regulations shall be adhered to:-
- (i) The Society shall operate through a cheque account, and may also invest money in secure savings accounts and other investments that the Committee deems appropriate;



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- (ii) Four signatories shall be registered for the Society account – The President, Treasurer, Pre-Clinical Vice President & Assistant Treasurer;
  - (iii) The Society may receive money deposited into the account electronically, provided an income receipt is issued for the deposit. The Society may also electronically transfer funds from the account, provided that a valid Tax Invoice has been obtained and the expenditure has been approved by the Committee;
  - (iv) The Society may not withdraw cash from the account at any time.
- 11.2 The Society shall be audited by an external auditor, who shall be a fully qualified Certified Practising Accountant. The Treasurer shall have the responsibility of ensuring the occurrence & success of the audits, as per §6.9(vi) of this constitution.
- 11.3 The Treasurer shall, upon the direction of the Committee, reimburse any member of the Society who has incurred expenses while engaged on official Society business upon presentation of relevant receipts and a completed Reimbursement Form. Such reimbursement shall include phone calls, postage costs and travel expenses. The term “Official Society Business” shall be taken in this context to mean business that the Committee has moved that the member of the Society attend.

## **12. PUBLICATIONS:**

- 12.1 The Society shall co-ordinate the publication & distribution of two (2) journals and one (1) electronic newsletter:-
- (i) An annual Graduation Yearbook
  - (ii) A quarterly journal (Varicocele)
  - (iii) An electronic newsletter (MUMUS E-News)
- 12.2 The publication & distribution of these shall be co-ordinated by the Clinical, Pre-Clinical & Gippsland Publications Officers (Varicocele & MUMUS E-News) and the 5<sup>th</sup> Year Representatives (Graduation Yearbook): -
- (i) The Senior Publications Officer shall be the Editor for Varicocele & MUMUS E-News;
  - (ii) The Graduation Sub-Committee shall nominate an Editor for the Graduation Yearbook;
  - (iii) The role of the Editors of Varicocele, MUMUS E-News and the Graduation Yearbook shall be to determine the content of publication with regard to the opinion of the student body;
  - (iv) It shall be the Editors’ responsibility to ensure that publications do not



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UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.

contain material that is deemed sexist, racist or defamatory towards individuals or staff;

(v) The Editors shall have the right to exclude articles at their discretion.

12.3 If either publication is deemed by the Committee to be unsatisfactory in meeting these requirements, the Committee, on a two-thirds (2/3) majority decision, shall have the power to dismiss the Editors.

12.4 A member of the Executive shall be required to approve each edition of both Varicocele and the Graduation Yearbook before publication to ensure that the publications adhere to this constitution.

12.5 If individual articles in these publications fail to meet these requirements, on a two thirds (2/3) majority, when a journal is presented to the Committee for approval, according to their discretion, but subject to §12.4, the Committee may move that individual articles be vetoed.

12.6 The articles published in Varicocele, MUMUS E-News and the Graduation Yearbook shall not necessarily represent the official opinion of the Society or the Faculty unless specifically stated.

### **13. SUB-COMMITTEES:**

13.1 The Committee may delegate any of its powers to sub-committees as it sees fit for any such time as it deems necessary.

13.2 Such sub-committees shall be responsible to the Committee of the Society, and must submit a report for every Full Committee meeting

13.3 Sub-committee chairs

(i) In forming a sub-committee, the Committee may delegate the role of sub-committee chair to a member of the Committee, or they may call for members of the society to nominate for the position

(ii) Sub-committee chairs will be invited to attend full committee meetings, and must submit a report if they are unable to attend.

13.4 Sub-committee membership

(i) Any member of the society can join a sub-committee



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UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- (ii) Sub-committee members must conduct themselves in a manner consistent with the aims & objectives of the Society
- 13.5 Each sub-committee will act in accordance with the Terms of Reference that are applied to them by the Committee
- 13.6 All sections of this constitution are binding on all sub-committees of the Society.

#### **14. BURSARIES:**

- 14.1 Subject to financial constraints, the Society may offer bursaries to students who are undertaking voluntary student placements or attending conferences:-
- (i) Responsibility for administration of the bursaries will lie with the Committee;
  - (ii) Closing dates for applications shall be no earlier than May. Advertising for the bursaries shall include the closing date for applications and the date of the announcement of the bursaries must be broadly distributed at least three (3) months before the closing date;
  - (iii) The number and value of these bursaries is determined by the Committee and the donating bodies (if relevant). Current funding provides for 1 x \$1000 bursary and 5 x \$200 bursaries;
  - (iv) All Society members excepting shall be eligible to apply for these bursaries to undertake voluntary student medical placements or attend medical conferences, subject to §14.1(v)-14.1(x).
  - (v) Bursaries shall not be awarded for BMedSc projects, the compulsory Year 5 Elective, John Flynn Scholarship projects or to attend AMSA Convention or other AMSA events;
  - (vi) Applications must include:-
    - a) Full name, date of birth, address for correspondence, telephone number and medical school year level;
    - b) Detailed academic record and any previous experience in the student's field of interest;
    - c) Other funding applied for/obtained;
    - d) Signed declaration that the details in the application are correct and that the student agrees to abide by the conditions of the award.
  - (vii) To be eligible, placement/conference must occur within the same calendar year as the bursary is to be awarded;
  - (viii) No student shall receive a bursary more than once in the same calendar year;
  - (ix) Applications shall be short listed by the Executive and subsequently judged by the Committee;



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UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.

- (x) Applications shall be judged on the basis of the following primary criteria:-
  - a) Merit of the placement/attendance at the conference;
  - b) Academic record & Curriculum Vitae.
- (xi) The Committee shall notify winners, and at the same time they will be forwarded the conditions of the bursary. The recipients and their projects will be announced in the edition of Varicocele immediately subsequent to their being awarded, including a written justification of the Committee's choice/s;
- (xii) The Committee shall be responsible for payment of the bursary upon notification of the winners. This shall be by means of a cheque for the bursary value immediately. Prizes not claimed within one year of completion of the project shall lapse, and the recipient will no longer have any claim upon the Committee.
- (xiii) Conditions of the bursary are that:-
  - a) Upon completion of the placement/conference the recipient shall submit a report of their project to the Committee. This may be published in Varicocele;
  - b) In the event of the placement/conference not being attended the recipient shall return any monies received;
  - c) Incorrect information knowingly provided in applications will make the application ineligible and any monies awarded shall be refunded;
  - d) Where applicable, the recipient shall make every attempt to be available to speak at Society events upon invitation, at a time following their project. This may include an Electives Night or the Cocktails & Careers Night.

## 15. DETERMINED STUDENT POLICY:

- 15.1 For the purposes of these rules the policy hereinafter shall be considered Determined Student Policy and the MUMUS Committee shall be bound by this.
- (i) Smoking is a health hazard which should be discouraged and as such the cafeteria, student common rooms & MUMUS Office are declared non-smoking areas;
  - (ii) Racism defined as the belief in the superiority of a particular race is wrong and should be actively opposed;
  - (iii) Sexism, defined as the belief in the superiority of a person solely on the basis of his/her particular sex is wrong and should be actively opposed;
  - (iv) The advocating of extreme idealist policies, as decided by Committee, is wrong and should be actively opposed.



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

## **16. AMENDMENTS TO THE CONSTITUTION:**

- 16.1 Every member of the Society may obtain a copy of the constitution from the Clinical Secretary.
- 16.2 The Constitution of the Society may be amended only:-
- (i) At an Extraordinary General Meeting called for the purpose of considering constitutional changes subject to §10.2-10.4 of this constitution;
  - (ii) At any other General Meeting, provided that the proposed amendments are received by the Clinical Secretary in writing at least five (5) days before the General Meeting and that notices of such amendments will be considered at the meeting are posted by the Clinical Secretary on the MUMUS website at least four (4) days prior to the meeting;
  - (iii) The proposed amendments shall first be approved by the Executive of the Clubs and Societies Council, and if successful, shall be passed as a Special Resolution as per CAV's requirements, which shall require a three-quarters (3/4) majority of members at a General Meeting of the Society.
- 16.3 The General Meeting may be adjourned for a period of at least one (1) week and not greater than four (4) weeks where the Chair deems that a situation which necessitates consideration of constitutional amendments, other than those scheduled for consideration at the meeting, has arisen.
- 16.4 Notices advertising the date, place and time of continuation of the General Meeting, and incorporating the reason for adjournment of the meeting, shall be advertised electronically via the MUMUS website, student email or MUSO by the Clinical Secretary before the commencement of the General Meeting.

## **17. SCHEDULES:**

- 17.1 Subject to §17.2, schedules to this constitution shall have the same force as this constitution.
- 17.2 In schedules to this constitution, unless the contrary intention appears, words and expressions shall have the same meaning as they have in this constitution.
- 17.3 Where a schedule to this constitution is inconsistent with the constitution, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.



**MONASH  
UNIVERSITY  
MEDICAL  
UNDERGRADUATES'  
SOCIETY INC.**

- 17.4 Subject to §17.3, a breach of any schedule to this constitution shall be deemed to be a breach of the constitution.
- 17.5 Changes to these schedules shall require a two-thirds (2/3) majority at a Committee meeting to be passed.
- 17.6 The schedules to this constitution are
- (i) The MUMUS Inc. Standing Orders;
  - (ii) The MUMUS Inc. Pharmaceutical Policy;
  - (iii) The MUMUS Inc. Student Representation Policy;
  - (iv) The MUMUS Inc. Responsible Alcohol Use Policy.

#### **18. GENERAL:**

- 18.1 Unless contrary intention appears, all words & expressions in this constitution shall have the same meaning as they have in the Constitution of C&S.
- 18.2 The regulations of the Society, (those motions passed by the Committee binding on individuals or other bodies) shall become effective immediately upon a simple majority vote at a Committee meeting. However, any regulation conflicting with this constitution shall be null and void thereupon.
- 18.3 Neither the Society nor any of its Executive or Committee members shall be liable or responsible except as required by law, for any injury suffered by any persons taking part in the Society's activities.

This constitution was enacted in November 2005

This constitution was amended by Belinda Hibble (President) in October 2007

This constitution was amended by Claire Wise (President) in October 2008

This constitution was amended by Sam Merriel (President) in May 2009