CONSTITUTION

FOR ADOPTION 23 AUGUST, 2010

1. Interpretation

1.1 In this constitution, unless a contrary intention is made explicit,

1.1.1 "AGM" means the Annual General Meeting;

1.1.2 "AMA (Vic)"means the Australian Medical Association (Victoria);

1.1.3 "AMSA" means the Australian Medical Students' Association;

1.1.4 "BMedSc" means the Monash University Bachelor of Medical Science (Honours) course;

1.1.5 "CAV" means Consumer Affairs Victoria;

1.1.6 "C&S" means the Clubs & Societies Council division of MSA;

1.1.7 "C&S Executive" means the Executive of the Clubs & Societies Council;

1.1.8 "Committee" means the MUMUS Inc. Committee;

1.1.9 "day" means a regular calendar day;

1.1.10 "EGM" means an Extraordinary General Meeting;

1.1.11 "Executive" means the Executive of MUMUS Inc, as defined in §7;

1.1.12 "Executive Meeting" means a meeting of the members of the Executive;

1.1.13 "Executive Committee Member" means a voting member of the Executive Committee, as defined in §7.1;

1.1.14 "Faculty" means the Monash University Faculty of Medicine, Nursing & Health Sciences;

1.1.15 "General Meeting" means a general meeting of MUMUS Inc. members;

1.1.16 "MBBS" means the Monash University Bachelor of Medicine/Bachelor of Surgery course;

1.1.17 "MSA" means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);

1.1.18 "MSCV" means Medical Student Council of Victoria, or AMSAvic, whichever is more recent;

1.1.19 "MUGSU" means Monash University Gippsland Student Union;

1.1.20 "MUSO" means Monash University Studies Online;

1.1.21 “public notice” means an electronic notice displayed on the MUMUS Inc. website;

1.1.22 “Society” means MUMUS Inc;

1.1.23 “Student” means a student enrolled in a the MBBS course administered at the Clayton or Gippsland campus of Monash University;

1.1.24 “VDHP” means Victorian Doctors’ Health Program (A.B.N. 73 094 529 156);

1.1.25 “University” means Monash University (A.B.N. 12 377 614 012); and

1.1.26 “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 and Objectives

3.1 The aims and objectives of the Society shall be read and understood with as broad a definition as possible. As far as is possible, all aims shall be read and understood as being principal aims.

3.2 The aims and objectives of the Society shall be

3.2.1 To foster the interests of students enrolled in the MBBS course;

3.2.2 To be active in implementing students’ views and demands with regards to the role of MBBS students within the Society and within the Faculty and MBBS course, as well as catering for their needs;

3.2.3 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;

3.2.4 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;

3.2.5 To encourage such sports, games and other activities as the Committee may deem fit;

3.2.6 To buy and sell to members such things as the Committee may deem fit;

3.2.7 To keep and preserve all records which the Committee deems are likely to prove of value or historic interest to members;

3.2.8 To join with any other person, association or corporation for the accomplishment of any of the objectives of the Society;

3.2.9 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;

3.2.10 To raise funds for any of the following purposes:

3.2.10.1 To promote any of the objectives of the Society;

3.2.10.2 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;

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 any association or organisation which allows the distribution of its income and property amongst its members.

4. Affiliation

4.1 The Society is affiliated with C&S, and as such shall abide by the following C&S regulations:

4.1.1 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 ift hey were contained in this constitution;

4.1.2 No disposal of tangible assets through resale, donation, or transfer or by any other means can be made without the approval of C&S;

4.1.3 For the purposes of election to the C&S Executive, the Secretary shall be known as the Secretary, and the Pre-Clinical Vice President shall be known as the Vice President; and

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 Global Health Group) and WILDFIRE (Monash University Rural Health Club).

5. Membership

5.1 Ordinary membership of the Society:

5.1.1 Shall be automatically granted to all MBBS and BMedSc students;

5.1.2 Shall be free of financial cost, until such a time that the Committee deems this inappropriate; and

5.1.3 Shall continue until 31st December of the year of the student's graduation from the MBBS Course, or until the person ceases to be eligible, whichever occurs earlier.

5.2 Associate membership of the Society:

5.2.1 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; and

5.2.2 Shall grant all the rights of ordinary members, except eligibility to vote or hold committee positions.

5.3 Honorary life membership of the Society:

5.3.1 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;

5.3.2 Honorary life members of the Society who are eligible for ordinary membership shall have all the rights of ordinary members; and

5.3.3 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 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 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 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 seven (7) selected executive office bearers, three selected (3) core members, nineteen (19) elected year level representatives, eight (8) elected Sub-committee chairs and three (3) selected Major Event Convenors.

6.2 A member of Ignite, Wildfire and other student groups as the Society sees fit shall be invited as an observer to all Committee meetings.

6.3 All the following members shall have one (1) vote on Full Committee with the exception of the three (3) Major Event Convenors, who will not have a vote. If a position is paired, they will have only one vote.

6.3.1 Executive

6.3.1.1 President

6.3.1.2 Academic Vice President

6.3.1.3 Social Vice President

6.3.1.4 Gippsland Vice President

6.3.1.5 Pre-Clinical Vice President

6.3.1.6 Treasurer

6.3.1.7 Secretary

6.3.2 Core Positions

6.3.2.1 Sponsorship Officers

6.3.2.2 IT Officers

6.3.2.3 Marketing and Merchandise Officers

6.3.3 Year Level Reps (19 positions)

6.3.3.1 Academic representatives for each of Years 1-5 and A-D

6.3.3.2 Social representatives for each of Years 1-5 and A-D

6.3.3.3 A representative for the Extended Rural Cohort, primarily academic

6.3.4 Sub-committee Chairs

6.3.4.1 AMSA Representative

6.3.4.2 Publications Chair

6.3.4.3 International Chair

6.3.4.4 Community and Wellbeing Chair

6.3.4.5 MUSIG Chair

6.3.4.6 MUKEG Chair

6.3.4.7 Med Revue Chair

6.3.5 Major Event Convenors

6.3.5.1 O-Week and MedCamp Convenor

6.3.5.2 Med Ball Convenor

6.3.5.3 Graduation Convenor

6.4 A Committee member may resign from his/her position at any time by giving notice in writing to the Secretary and such resignation shall take effect at the time such a notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date.

6.5 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.

6.6 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 MUMUS Executive Committee member, a General Meeting must be held within thirty-one (31) days.

6.7 The duties of the President shall be:

6.7.1 To chair fortnightly Executive meetings;

6.7.2 To chair six-weekly Full Committee meetings;

6.7.3 To coordinate all activities within the committee through close liaison with Vice Presidents;

6.7.4 To act as the official spokesperson for the Society;

6.7.5 To act as Returning Officer and coordinate MUMUS Committee Elections;

6.7.6 Assist with other matters of the Committee where relevant; and

6.7.7 Sit on Faculty and External Committees where necessary, including MBBS Faculty Board, AMSA Council, MSCV and Monash Alumni.

6.8 The duties of the Academic Vice President shall be to:

6.8.1 Chair monthly meetings of the Academic Committee;

6.8.2 Assist academic year level reps in voicing concerns and feedback to the Faculty;

6.8.3 Coordinate the allocation of to MUMUS Committee members to all relevant Faculty meetings;

6.8.4 Oversee the running and creation of events with an academic focus;

6.8.5 Assume the roles of President should the President be unavailable;

6.8.6 Assist with other matters of the Committee where relevant; and

6.8.7 Sit on Faculty and External Committees where necessary, including MBBS Course Management Committee and MBBS Assessment Sub-committee.

6.9 The duties of the Social Vice President shall be to:

6.9.1 Chair monthly social committee meetings;

6.9.2 Create and maintain templates for the running of events under MUMUS;

6.9.3 Ensure appropriate budgets are created for each event;

6.9.4 Ensure appropriate contracts are entered into on MUMUS' behalf;

6.9.5 Ensure events are safe and insurance is appropriate;

6.9.6 Assist the Major Event Convenors as required;

6.9.7 Liaise with Sponsorship Officers to ensure MUMUS obtains the maximum sponsorship funding as possible and that sponsors are accompanied throughout the running of an event;

6.9.8 Assist with other matters of the Committee where relevant; and

6.9.9 Sit on Faculty Committees where necessary.

6.10 The duties of the Gippsland Vice President shall be to:

6.10.1 Oversee the promotion and running of all MUMUS, AMSA and MSCV events held at Churchill or for GMS students;

6.10.2 To assist the President in the running of the Society;

6.10.3 Arrange a Sub-committee for and coordinate a GMS Students' Social Club ('MedClub');

6.10.4 Act as a driver for the development of MUMUS Policy in issues relevant to the GMS;

6.10.5 Assist with other matters of the Committee where relevant; and

6.10.6 Sit on Faculty Committees where necessary, including GMS Curriculum Committee, AMSA Council and the MSCV.

6.11 The duties of the Pre-Clinical Vice President shall be to:

6.11.1 Oversee the O-Week and Med Camp convenors;

6.11.2 To represent MUMUS to Monash Clubs and Societies;

6.11.3 To assist the President in the running of the Society;

6.11.4 Arrange a Sub-committee for and coordinate a Pre-Clinical Students' Social Club ('MedClub');

6.11.5 Assist with other matters of the Committee where relevant; and

6.11.6 Sit on Faculty and external Committees where necessary, including MBBS Course Management Committee, MBBS Assessment Sub-committee, C & S Council.

6.12 The duties of the Treasurer shall be to:

6.12.1 Construct, review and update an annual budget;

6.12.2 Provide monthly financial reports;

6.12.3 Supervise event budgets;

6.12.4 Liaise with the IT Officers to receive money from online sales;

6.12.5 Maintain efficient procedures for submitting budgets and receiving reimbursements;

6.12.6 Reimburse students' expenses;

6.12.7 Provide invoices to sponsors;

6.12.8 Liaise with the Society's auditor and prepare the Society's books for audit;

6.12.9 To act as Public Officer of the Society;

6.12.10 Submit documents to and comply with requirements of the Australia Taxation Office in a timely fashion;

6.12.11 Submit documents to and comply with requirements of Consumer Affairs Victoria in a timely fashion;

6.12.12 Assist with other matters of the Committee where relevant; and

6.12.13 Sit on Faculty Committees where necessary.

6.13 The duties of the Secretary shall be to:

6.13.1 Arrange and attend executive, Full Committee and general meetings;

6.13.2 Prepare agendas for above meetings;

6.13.3 Record accurate, comprehensive and easy to read minutes for above meetings;

6.13.4 Distribute minutes within 48 hours of the meeting to all members of the relevant committee, as well as online;

6.13.5 Maintain files of legal documents such as minutes, constitutions, leases and titles

6.13.6 Handle inward and outward communication for the Society, including managing the Society email address and physical mailbox;

6.13.7 Assist with other matters of the Committee where relevant; and

6.13.8 Sit on Faculty Committees where necessary.

6.14 The duties of the Sponsorship Officers shall be to:

6.14.1 To liaise 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;

6.14.2 To seek new sponsors for the Society or specific projects;

6.14.3 To negotiate/renegotiate terms of sponsorship agreements with current and potential sponsors;

6.14.4 To collate feedback from event sponsors and event organisers to ensure MUMUS events continue to improve and remain marketable;

6.14.5 Assist with other matters of the Committee where relevant; and

6.14.6 Sit on Faculty Committees where necessary.

6.15 The duties of the IT Officers shall be to:

6.15.1 To develop, update, maintain and backup the Society website;

6.15.2 Liaise closely with the Marketing and Merchandise officers to ensure that posters, graphics and bulletins are created and publicised widely;

6.15.3 To coordinate the sending of a weekly bulletin;

6.15.4 To oversee online ticket sales and merchandise orders;

6.15.5 To regularly update content on the website (at least weekly);

6.15.6 To ensure the website contains no racist, sexist, homophobic or militaristic material or material that the executive deems to be offensive;

6.15.7 Set up email addresses for all committee members;

6.15.8 To assist in other IT related issues as necessary;

6.15.9 Assist with other matters of the Committee where relevant; and

6.15.10 Sit on Faculty Committees where necessary.

6.16 The duties of the Marketing And Merchandise Officers shall be to:

6.16.1 Create both print and online media for the advertisement of events as required by the Society;

6.16.2 Oversee the creation of an events calendar for the year;

6.16.3 Arrange merchandise for the Society, such as:

6.16.3.1 Stethoscopes, sphygmomanometers and other medical equipment;

6.16.3.2 Lab coats;

6.16.3.3 Hoodies; and

6.16.3.4 Key-rings;

6.16.4 Liaise with Academic and Social Vice-Presidents to understand the need for advertisements;

6.16.5 Collate and design the weekly bulletin in conjunction with the IT officers;

6.16.6 Develop a marketing plan to help Monash students know what MUMUS is, what it is doing and how to get involved;

6.16.7 Recruit others as necessary to assist in Marketing and Merchandise opportunities;

6.16.8 Assist with other matters of the Committee where relevant;

6.16.9 Sit on Faculty Committees where necessary.

6.17 The duties of the Academic Year Level Representatives shall be to:

6.17.1 To sit on the Academic Committee;

6.17.2 To represent the interests of their year level and express those opinions at Committee meetings and any other appropriate forum;

6.17.3 To assist in the planning, promotion and implementation of MUMUS events as appropriate, including careers nights, revision lectures and O-week information sessions;

6.17.4 To sit on relevant Year Management Committee and report back to students and Full Committee in a timely fashion; and

6.17.5 To assist with other matters of the Committee where relevant.

6.18 The duties of the Extended Rural Cohort Representative shall be to:

6.18.1 Represent and advocate for all students enrolled in the ERC;

6.18.2 Represent and advocate for all students currently undertaking a rural rotation;

6.18.3 Act as liaison between Wildfire and MUMUS;

6.18.4 To organise activities for rural students;

6.18.5 To represent the Society on the committees of any relevant bodies involved in the promotion of rural health;

6.18.6 To represent the Society on all Faculty committees regarding rural medical students and rural Clinical Schools;

6.18.7 To be responsible for all matters pertaining to rurally placed students;

6.18.8 To assist with other matters of the Committee where relevant; and

6.18.9 To sit on Faculty committees as necessary.

6.19 The duties of the Social Year Level Representatives shall be to:

6.19.1 To sit on the Social Committee;

6.19.2 To represent the interests of their year level and express those opinions at Committee meetings and any other appropriate forum;

6.19.3 To assist in the planning, promotion and implementation of MUMUS events as appropriate, including

6.19.3.1 A minimum Four Pleasant Friday Evenings per year level per year;

6.19.3.2 Back-to-base events;

6.19.3.3 Cocktail evenings;

6.19.3.4 River cruise;

6.19.3.5 Sports days; and

6.19.3.6 Non-alcohol focussed social events (ie BBQs, Bowling, Paintball, Movies, etc.).

6.19.4 To assist with other matters of the Committee where relevant.

6.20 The duties of AMSA Representative shall be:

6.20.1 All duties as set forth in AMSA Rules and Regulations;

6.20.2 To arrange and chair meetings of the AMSA ThinkTank (the AMSA Sub-committee);

6.20.3 To oversee the creation of policy for submission to AMSA;

6.20.4 To act as liaison between MUMUS and AMSA and to represent MUMUS at an AMSA level for all relevant matters;

6.20.5 To produce articles for AMSA's *Panacea* magazine;

6.20.6 Attend Convention and oversee the Monash Convention Delegation;

6.20.7 To liaise closely with MUKEG regarding the Convention Delegation and Convention-related events;

6.20.8 To liaise with other AMSA reps around the country regarding issues affecting Victorian medical students;

6.20.9 Assist with other matters of the Committee where relevant; and

6.20.10 Sit on Faculty and external committees where necessary, including AMSA Council, MSCV, AMA (vic) DiT Subdivision, AMA Council and MBBS Faculty Board.

6.21 The duties of the Publications Officer shall be to:

6.21.1 Recruit and chair the publications Sub-committee;

6.21.2 Oversee and contribute to draft layouts for the four editions of the Varicocele;

6.21.3 Oversee and contribute to draft design and copy-editing of each edition;

6.21.4 Write a 500-800 word article for each edition;

6.21.5 Write a 100 word editorial for each edition;

6.21.6 Contribute other "filler" segments for each edition;

6.21.7 Negotiate and commission other students to write articles for each edition;

6.21.8 Organise printing and distribution of each edition;

6.21.9 Maintain the publications email account;

6.21.10 Assist with other matters of the Committee where relevant; and

6.21.11 Sit on Faculty Committees where necessary.

6.22 The duties of the International Chair shall be to:

6.22.1 Be responsible for matters pertaining to international medical students;

6.22.2 Organise events for international students, such as information evenings or social gatherings;

6.22.3 Assist with other matters of the Committee where relevant; and

6.22.4 Sit on Faculty Committees where necessary including the MBBS Student Support Sub-committee and the Equity and Diversity Committee.

6.23 The duties of the Community and Wellbeing Officer shall be to:

6.23.1 Recruit and chair a Community and Wellbeing Sub-committee;

6.23.2 Coordinate the organisation of various charity and fundraiser events such as: Shave for a cure, Winter sleepout, Live below the line, 40-Hour Famine, Mothers' Day Fun Run, Movember, Red-Cross Door Knock, Red-shield appeal, and AMSA 'Vampire Cup' National Blood Drive;

6.23.3 Plan and coordinate lectures/forums to promote and encourage wellbeing;

6.23.4 Oversee the implementation of projects such as the Teddy Bear Hospital;

6.23.5 Develop and maintain relationships with organisations such as BeyondBlue, Victorian Doctors' Health Program and seek to create new relationships with charitable organisations;

6.23.6 Assist with other matters of the Committee where relevant; and

6.23.7 Sit on Faculty and external committees where necessary, including the MBBS Student Support Sub-committee and the VDHP Consultative Council.

6.24 The duties of the MUSIG Chair shall be to:

6.24.1 Recruit and chair the MUSIG Subcommittee;

6.24.2 Coordinate activities across the pre-clinical, clinical and Gippsland cohorts;

6.24.3 Act as official spokesperson for the subcommittee and oversee all the work of the subcommittee;

6.24.4 Liaise regularly with the MUMUS Executive;

6.24.5 Ensure that MUSIG activities are in line with MUMUS Policy;

6.24.6 Assist with other matters of the Committee where relevant; and

6.24.7 Sit on Faculty Committees where necessary.

6.25 The duties of the MUKEG Chair shall be to:

6.25.1 To promote the AMSA Convention to all Monash medical students

6.25.2 To organise and host meetings for all students interested in ASMA convention prior to and after each AMSA convention allowing delegates to interact with one another and with other Monash students;

6.25.3 To organise the delegation to the AMSA Convention, including the organisation of teams for all inter-university competitions;

6.25.4 To encourage and foster pride in Monash amongst all students;

6.25.5 To support Monash convention delegates prior to, during and after the convention in any matters which pertain to the convention;

6.25.6 To organise any uniform or other requirements required by Monash delegates;

6.25.7 To complete the above in co-operation with and conjunction with the Monash AMSA Rep;

6.25.8 To organise and facilitate all meetings of the MUKEG committee;

6.25.9 To co-ordinate the activities of the committee; and

6.25.10 To act as the official spokesperson for the committee.

6.26 The duties of Med Revue Chair shall be to:

6.26.1 Recruit and chair a Med Revue Sub-committee;

6.26.2 Recommend to Full Committee to which charity funds raised should be given;

6.26.3 Liaise closely with the treasurer to ensure budgets are revised regularly and thoroughly;

6.26.4 Liaise closely with the executive to ensure all contracts are acceptable to MUMUS;

6.26.5 Oversee:

6.26.5.1 the location of a venue for Med Revue;

6.26.5.2 the writing of a script, rehearsals and casting;

6.26.5.3 ticketing and promotion of Med Revue in conjunction with the Marketing and Merchandise Officers and IT Officer; and

6.26.5.4 all other tasks as necessary; and

6.26.6 Ensure Med Revue is financially viable and that adequate insurance is sought.

6.26.7 Create and oversee other events as the Sub-Committee deems appropriate.

6.27 The role of Med Ball Convenor shall be to:

6.27.1 Recruit and chair a Med Ball Sub-committee;

6.27.2 Liaise closely with the treasurer to ensure budgets are revised regularly and thoroughly;

6.27.3 Liaise closely with the executive to ensure all contracts are acceptable to MUMUS;

6.27.4 Oversee:

6.27.4.1 the location of a venue for Med Ball;

6.27.4.2 the arrangement of catering;

6.27.4.3 the choosing of a theme for the evening;

6.27.4.4 ticketing and promotion of Med Ball in conjunction with the Marketing and Merchandise Officers and IT Officers; and

6.27.4.5 all other tasks as necessary;

6.27.5 Ensure Med Ball complies with all MUMUS Policy;

6.27.6 Ensure Med Ball is safe, with sufficient well-being / first-aid officers; and

6.27.7 Ensure Med Ball is financially viable and that adequate insurance is sought.

6.28 The duties of O-Week and MedCamp Convenor shall be to:

6.28.1 Recruit and chair a O-Week/Med Camp Sub-committee

6.28.2 Liaise closely with the treasurer to ensure budgets are revised regularly and thoroughly

6.28.3 Liaise closely with the executive to ensure all contracts are acceptable to MUMUS

6.28.4 Arrange at least the following O-Week events:

6.28.4.1 Futures forum (advice about the course, mental health, where med can take you, etc.)

6.28.4.2 MedFest (a BBQ with stalls from sponsors, Sub-committees and other student groups such as Ignite, Wildfire, Friends4Fiji, Team:MED, etc.)

6.28.4.3 A social evening

6.28.5 Oversee the arrangement of MedCamp, including

6.28.5.1 Ticketing (in conjunction with IT)

6.28.5.2 Promotion (in conjunction with Marketing)

6.28.5.3 Adherence to all MUMUS Policies, particularly the MUMUS Alcohol Policy

6.28.5.4 Older student helpers

7. Executive

7.1 The Executive shall comprise:

7.1.1 President;

7.1.2 Academic Vice-President;

7.1.3 Social Vice-President;

7.1.4 GMS Vice-President;

7.1.5 Pre-Clinical Vice-President;

7.1.6 Treasurer; and

7.1.7 Secretary.

7.2 The duties of the executive shall be to:

7.2.1 To be responsible for the general administration of the Society's affairs;

7.2.2 To attend and participate in Committee, General and Executive Meetings;

7.2.3 To initiate projects, provided such projects do not contravene any policy laid down by the Constitution and provided the Committee is informed of such projects;

7.2.4 To maintain a bank account at the University and to establish or close other accounts as considered necessary;

7.2.5 To interpret the Constitution, should such occasion arise where the meaning of any part of the Constitution is unclear; and

7.2.6 To organise elections.

8. Elections

8.1 Committee positions shall be open to the following students. Eligible years levels are in brackets. 'Clinical students' refer to students in years 3/4/5/B/C/D. 'Preclinical students' refer to students in years 1/2/A. A BMedSc student is considered to be the year level above that which they have most recently passed.

8.1.1 President (Year 5/D)

8.1.2 Academic Vice President (Clinical students)

8.1.3 Social Vice President (Clinical students)

8.1.4 Gippsland Vice President (Years B/C/D)

8.1.5 Pre-Clinical Vice President (Year 2)

8.1.6 Treasurer (Clinical students)

8.1.7 Secretary (All students)

8.1.8 Sponsorship Officers (All students)

8.1.9 IT Officers (All students)

8.1.10 Marketing Officers (All students)

8.1.11 Academic year representatives for each of Years 1-5 and A-D

8.1.12 Social year representatives for each of Years 1-5 and A-D

8.1.13 A representative for the Extended Rural Cohort, primarily academic (Clinical ERC students)

8.1.14 AMSA Representative (Clinical students)

8.1.15 Publications Chair (All students)

8.1.16 International Chair (All international students)

8.1.17 Community and Wellbeing Chair (Clinical students)

8.1.18 MUSIG Chair (Clinical students)

8.1.19 MUKEG Chair (All students)

8.1.20 O-Week and MedCamp Convenor (All students)

8.1.21 Med Ball Convenor (All students)

8.1.22 Med Revue Convenor (All students)

8.1.23 Graduation Convenor (Year 5/D)

8.2 The official term of office for all committee members shall be one (1) year.

8.3 No person shall fill more than one (1) Committee position, with the exception of Major Event Convenors.

8.4 Two (2) students may co-nominate for each of the following positions:

8.4.1 Sponsorship Officer;

8.4.2 Marketing Officer; and

8.4.3 IT Officer.

8.4.4 Gippsland Vice-President;

8.4.5 Pre-Clinical Vice-President;

8.4.6 Publications Chair;

8.4.7 International Chair;

8.4.8 Community and Wellbeing Chair;

8.4.9 MUSIG Chair;

8.4.10 O-Week/MedCamp Convenor;

8.4.11 Med Ball Convenor;

8.4.12 Med Revue Chair; and

8.4.13 Graduation Convenor.

8.5 Any student may be nominated for a maximum of three (3) positions provided:

8.5.1 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; and

8.5.2 In such an instance, the candidate shall provide separate nominations 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:

8.6.1 Shall be co-ordinated by the incumbent President, who shall act as Returning Officer and be entrusted with the whole conduct of the election.

8.6.1.1 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.

8.6.2 Shall require electronic nominations consisting of at least the name, student number, year level and University email address of both the nominee and seconder of the nomination. Nominations must be emailed from the University email address of the nominee.

8.6.2.1 Nominations shall be accepted for a period of no less than fourteen (14) days;

8.6.2.2 Such nominations must be received by the Returning Officer at least three (3) days prior to the election;

8.6.3 May include the following documents from a nominee to support the election of him/her to the position in which he/she was nominated.

8.6.3.1 President

8.6.3.1.1 Cover Letter

8.6.3.1.2 Curriculum Vitae

8.6.3.1.3 Platform Statement

8.6.3.2 Other Executive Positions

8.6.3.2.1 Cover Letter

8.6.3.2.2 Curriculum Vitae

8.6.3.3 Core

8.6.3.3.1 Cover Letter

8.6.3.3.2 Curriculum Vitae

8.6.3.3.3 Portfolio which may consist of up to five (5) pages of the nominees own original work as evidence of his/her skills and abilities. For IT Officer the submissions may be web pages.

8.6.3.4 Year Representatives and ERC Representative

8.6.3.4.1 Short Statement of not more than one hundred and fifty (150) words. Up to ten (10) additional words may be allowed at the discretion of the Returning Officer.

8.6.3.5 Sub-committee Chairs

8.6.3.5.1 Short Statement of not more than two hundred (200) words. Up to 10 additional words may be allowed at the discretion of the Returning Officer.

8.6.3.6 Major Event Convenors

8.6.3.6.1 Supporting documentation requirements to be determined by the Executive.

8.6.4 The election of the Core shall:

8.6.4.1 Be carried out by a selection committee comprised of the most recently elected Executive even if their term has not officially commenced.

8.6.4.2 Be conducted during the months of September and October.

8.6.4.3 Utilise a paper ballot system whereby the successful nominee must receive over fifty (50) percent of the votes.

8.6.4.3.1 Should no nominee receive over fifty (50) percent of the votes, prior to casting another ballot the committee may move that the nominee with the least votes be removed from contention. Such a motion will require a simple majority to pass.

8.6.5 The election of the Executive, Year Representatives and Sub-Committee Chairs, with the exception of the MUKEG chair, and Med Revue chair shall:

8.6.5.1 Be conducted during the months of September and October, with the exception of Year 1 and Year A representatives who shall be elected during March and April;

8.6.5.2 Be conducted via secure online voting either on the MUMUS website or Monash network. This will be co-ordinated by the relevant IT staff or System Administrators, under the instruction of the Returning Officer;

8.6.5.3 Have voting open for a period of no less than seven (7) days;

8.6.5.4 Allow members to vote for their relevant Year Representative;

8.6.5.5 Allow all members to vote for the Executive;

8.6.5.6 Allow all members to vote for all Sub-Committee Chairs, subject to §8.7.7;

8.6.5.7 Allow members who are enrolled in the ERC to vote for the ERC Representative in addition to their Year Representative;

8.6.5.8 Be conducted utilising a preference system, with members ranking every nominee in order from most preferred candidate to least preferred candidate; and

8.6.5.9 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 continue until one nominee receives over fifty percent of the votes.

8.6.6 The election of the MUKEG and MedRevue chair will occur via an internal process decided by the standing MUKEG and MedRevue sub-committees respectively.

8.6.7 The election of Major Event Co-ordinators shall:

8.6.7.1 Be conducted at any time(s) during the year as deemed appropriate by the incumbent Executive.

8.6.7.2 Be carried out by a selection committee comprised of the incumbent Executive.

8.7 In the event of one (1) candidate being successful in more than one (1) position he/she shall be declared elected to the position shown highest in his/her order of preference subject to §8.3. In this case, the candidate polling the next highest number of votes for the position thus left vacant shall be declared elected to such position.

8.8 The Returning Officer shall have power to and shall:

8.8.1 Provide for the due secrecy and peaceful nature of the election in such as he/she shall deem fit;

8.8.2 Direct and regulate the manner of voting and of recording votes;

8.8.3 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;

8.8.4 Generally do all things necessary or advisable in his/her opinion for the proper conduct of the election;

8.8.5 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.

8.9 At the conclusion of any election, the newly elected Committee members shall be announced to all year levels online via the MUMUS website and MUSO.

8.10 The term of newly elected Committee members shall be effective following their official election at the AGM, with the exception of Major Event Convenors, whose term will commence upon announcement of the successful nominee.

8.11 The newly elected Executive must actively engage with and shadow the incumbent Executive for the period between their election and the commencement of their term.

9. Meetings

9.1 The Society shall have four (4) types of meetings:

9.1.1 Executive meetings;

9.1.2 General meetings;

9.1.3 Committee meetings; and

9.1.4 Elective meetings.

9.2 The Committee shall meet at least six (6) 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) days prior to such meetings.

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) 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.

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) 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 Secretary at least twenty-one (21) days prior, on the MUMUS Website.

11. Financial Management

11.1 The funds of the Association shall be derived from ticket sales, merchandise sales, donations and such other sources as the committee determines.

11.2 The Society shall adhere to the Finance Regulations of C&S. In addition, the following regulations shall be adhered to:

11.2.1 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;

11.2.2 Four signatories shall be registered for the Society account – the President, Treasurer, Pre-Clinical Vice President and Social Vice President;

11.2.3 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 Executive, subject 11.2.5; and

11.2.4 The Society may not withdraw cash from the account at any time.

11.2.5 Expenses exceeding AUD $2,000 must be approved by the Full Committee.

11.3 The Society shall be audited by an external auditor, who shall be a fully qualified Certified Practicing Accountant. The Treasurer shall have the responsibility of ensuring the occurrence and success of the audits, as per §6.11.8 of this constitution.

11.4 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 Executive has moved that the member of the Society attend.

12. Publications

12.1 The Society shall co-ordinate the publication and distribution of two (2) journals and one (1) electronic newsletter:

12.1.1 An annual Graduation Yearbook;

12.1.2 A quarterly journal (Varicocele); and

12.1.3 An electronic newsletter (MUMUS Bulletin).

12.2 The publication and distribution of these shall be co-ordinated by the Publications Officers (Varicocele), the IT officers (MUMUS Bulletin) and the Graduation Convenor (Graduation Yearbook):

12.2.1 The Publications Officer shall be the Editor for Varicocele;

12.2.2 The Marketing Officer shall be the Editor for the MUMUS Bulletin;

12.2.3 The Graduation Sub-committee shall nominate an Editor for the Graduation Yearbook;

12.2.4 The role of the Editors of Varicocele, MUMUS Bulletin and the Graduation Yearbook shall be to determine the content of publication with regard to the opinion of the student body;

12.2.5 It shall be the Editors' responsibility to ensure that publications do not contain material that is deemed sexist, racist or defamatory towards individuals or staff; and

12.2.6 The Editors shall have the right to exclude articles at their discretion.

12.3 If any 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 the Varicocele, the Graduation Yearbook and the MUMUS Bulletin before publication to ensure that the publications adhere to this constitution.

12.5 At their discretion, Committee may direct individual articles be removed from any publication subject to two-thirds (2/3) majority.

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 to the Executive or Full Committee upon the request of the Executive or Full Committee respectively.

13.3 Sub-committee chairs

13.3.1 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.

13.3.2 Sub-committee chairs will be invited to attend Full Committee meetings, and must submit a report if requested by Full Committee.

13.4 Sub-committee membership

13.4.1 Any member of the Society may join a Sub-committee.

13.4.2 Sub-committee members must conduct themselves in a manner consistent with the aims and 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:

14.1.1 Responsibility for administration of the bursaries will lie with the Committee;

14.1.2 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;

14.1.3 The number and value of these bursaries is determined by the Committee and the donating bodies (if relevant).

14.1.4 All Society members shall be eligible to apply for these bursaries to undertake voluntary student medical placements or attend medical conferences, subject to §14.1.5-14.1.10.

14.1.5 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.

14.1.6 Applications must include:-

14.1.6.1 Full name, date of birth, address for correspondence, telephone number and medical school year level;

14.1.6.2 Detailed academic record and any previous experience in the student's field of interest;

14.1.6.3 Other funding applied for/obtained; and

14.1.6.4 Signed declaration that the details in the application are correct and that the student agrees to abide by the conditions of the award.

14.1.7 To be eligible, placement/conference must occur within the same calendar year as the bursary is to be awarded;

14.1.8 No student shall receive a bursary more than once in the same calendar year.

14.1.9 Applications shall be judged on merit and any other conditions the Committee deems appropriate.

14.1.10 All students receiving a bursary must fulfil the following conditions:

14.1.10.1 Upon completion of the placement/conference the recipient shall submit a report of their project to the Committee. This may be published in Varicocele; and

14.1.10.2 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 and 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.

15.1.1 Smoking is a health hazard which should be discouraged and as such the student common rooms and MUMUS Office are declared non-smoking areas;

15.1.2 Racism, defined as the belief in the superiority of a particular race, is wrong and should be actively opposed;

15.1.3 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;

15.1.4 The advocating of extreme idealist policies, as decided by Committee, is wrong and should be actively opposed.

16. Amendments to the Constitution

16.1 Every member of the Society may obtain a copy of the constitution from the Secretary.

16.2 The Constitution of the Society may be amended only:

16.2.1 At an Extraordinary General Meeting called for the purpose of considering constitutional changes subject to §10.2-10.4 of this constitution;

16.2.2 At any other General Meeting, provided that the proposed amendments are received by the 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 Secretary on the MUMUS website at least four (4) days prior to the meeting;

16.2.3 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 Secretary before the commencement of the General Meeting.

17. Grievance processes

17.1 The grievance procedure set out in this rule applies to disputes under these Rules between:

17.1.1 A member and another member; or

17.1.2 A member and the Society.

17.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

17.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

17.4 The mediator must be:

17.4.1 A person chosen by agreement between the parties; or

17.4.2 An the absence of agreement:

17.4.2.1 In the case of a dispute between a member and another member, a person appointed by the committee of the Society; or

17.4.2.2 In the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

17.5 A member of the Society can be a mediator.

17.6 The mediator cannot be a member who is a party to the dispute.

17.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

17.8 The mediator, in conducting the mediation, must:

17.8.1 Give the parties to the mediation process every opportunity to be heard; and

17.8.2 Allow due consideration by all parties of any written statement submitted by any party; and

17.8.3 Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

17.9 The mediator must not determine the dispute.

17.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

18. Schedules

18.1 Subject to §17.2, schedules to this constitution shall have the same force as this constitution.

18.2 In schedules to this constitution, unless the contrary intention appears, words and expressions shall have the same meaning as they have in this constitution.

18.3 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.

18.4 Subject to §17.3, a breach of any schedule to this constitution shall be deemed to be a breach of the constitution.

18.5 Changes to these schedules shall require a two-thirds (2/3) majority at a Committee meeting to be passed.

18.6 The schedules to this constitution are

18.6.1 The MUMUS Inc. Standing Orders;

18.6.2 The MUMUS Inc. Pharmaceutical Policy;

18.6.3 The MUMUS Inc. Student Representation Policy;

18.6.4 The MUMUS Inc. Alcohol Policy.

19. General

19.1 Unless explicit contrary intention appears, all words and expressions in this constitution shall have the same meaning as they have in the Constitution of C&S.

19.2 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.

19.3 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

This constitution was amended by Tim Fazio (President) in September 2010.