1. NAME

1.1. The name of UNEPS shall be

The University of New England Paediatrics Society

(Hereinafter referred to as ‘UNEPS’)

2. AIMS

2.1. UNEPS is not-for-profit; meaning: the assets and income of UNEPS shall be applied solely in furtherance of the aims of UNEPS and no portion shall be distributed directly or indirectly to the members of UNEPS except as bona fide compensation expenses incurred on behalf of UNEPS

2.2. The aims of UNEPS shall be to:

2.2.1. Encourage and foster interest in the practise of paediatrics to medical students at the University of New England
2.2.2 Increase awareness for the discipline of paediatrics at the University of New England
2.2.3. Promote opportunities for medical students to interact and engage with children within the community
2.2.4. Provide paediatric education for medical students at The University of New England
2.2.5. Promote communications between medical students and child and adolescent healthcare workers, including but not limited to paediatricians
2.2.6. Advocate for children’s health in rural and regional Australia

2.3. UNEPS will undertake the following activities to achieve its aims:

2.3.1. Practical session focused on developing technical skills; including, but not limited to Paediatric basic skills, Paediatric emergency skills, Maternal skills
2.3.2. Embryology teaching sessions including workshops, tutorials and seminars
2.3.3. Information Seminars including career pathway sessions and speaker nights
2.3.4 Health education programs held at local schools, including ‘Teddy Bear Hospitals’
2.3.5. Health advocacy events including, fundraising for charitable organisations that support and raise awareness for sick children and their families, in rural and regional Australia

3. MEMBERSHIP

3.1. **Student Membership**

All students enrolled in the Joint Medical program in the School of Rural Medicine at the University of New England shall be eligible for Student Membership of UNEPS. Any Student Member shall hold one vote at all meetings and elections of UNEPS at which they are present.

3.3. No subscription fees will be levied for Student Membership

3.4. The Executive reserve the right to charge a fee to members for participation in any UNEPS event where full funding for that event has not been provided by a third party.

4. THE EXECUTIVE

4.1. UNEPS shall have an Executive consisting of:

4.1.1. President
4.1.2. Vice President
4.1.3. Secretary
4.1.4. Treasurer

4.2. The Executive shall have power to manage UNEPS in accordance with this Constitution.

4.3. Attendance of Executive Members at Student and General Meetings is obligatory. Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those Student Members in attendance at an Ordinary Meeting.

5. DUTIES OF EXECUTIVE MEMBERS [DETAIL EVERY EXECUTIVES' DUTIES]

5.1. The President shall:

5.1.1. Plan UNEPS' activities in consultation with the Executive.
5.1.2. Liaise with the Executive and any Committees formed by UNEPS.
5.1.3. Ensure an adequate handover, including any documents and materials, to the following Executive.
5.1.4. Responsible for chairing UNEPS meetings, or delegating the responsibility to the Vice-President or next most suitable member in their absence

5.2. The Vice-President(s) shall:

5.2.1. Deputise for the President.
5.2.2. Ensure an adequate handover, including any documents and materials, to the following executive

5.3. The Treasurer shall:

5.3.1. Maintain UNEPS' finances in accordance with the UNE Club Rules & Regulations
5.3.2. Recording income and expenditure in UNEPS cashbook
5.3.3. Reconcile UNEPS' cash book with UNEPS' quarterly
5.3.4. Present to the Annual General Meeting of UNEPS, a report detailing the financial activity and status of UNEPS.
5.3.5. Ensure an adequate handover, including any documents and materials, to the following Executive.

5.4. The Secretary shall:

5.4.1. Conduct the correspondence of UNEPS.
5.4.2. Maintain UNEPS' affiliations and memoranda of understanding
5.4.3. Keep minutes of the proceedings of all UNEPS meetings and ensure that minutes are uploaded to an accessible medium within 24 hours of the meeting
5.4.4. Maintain the records and documents of UNEPS.
5.4.5. Maintain a list of current Members of UNEPS.
5.4.6. Ensure an adequate handover, including any documents and materials, to the following Executive.

6. ORDINARY MEETINGS

6.1. UNEPS shall hold an Ordinary Meeting as required during the academic semester as defined in the Joint Medical Program's Academic Calendar

6.2. Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the Student Members of UNEPS.

6.3. At least five (5) weekdays notice of the time and place of an Ordinary Meeting shall be given by a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

6.4. The President shall chair Ordinary Meetings. In the absence of the President, the Vice President shall chair the Meeting. In the absence of the President and the Vice President, another Executive Member shall chair the meeting.

6.5. The agenda for an Ordinary Meeting shall include:

6.5.1. Apologies and leaves of absence
6.5.2. Minutes of the previous meeting
6.5.3. Correspondence
6.5.4. Reports of Executive Members
6.5.5. General Business

6.6. An Ordinary Meeting of UNEPS has power to carry motions relating to the affairs of UNEPS by a simple majority vote of those members present and voting, including:

6.6.1. Giving direction to the Executive
6.6.2. Determining the use of the finances and other assets of UNEPS
6.6.3. Instituting Committees for any purpose of UNEPS and co-opting Club members onto any Committee
6.6.4. Dismissing Executive Members under 4.3 of the Constitution

7. GENERAL MEETINGS

7.1. UNEPS shall hold General Meetings as required during the academic semester as defined in the Joint Medical Program's Academic Calendar

7.2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of Student Members of UNEPS stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.

7.3. Except as provided in Clause 8, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

7.4. The agenda for a General Meeting shall include:

7.4.1. Opening and welcome
7.4.2. Apologies and leaves of absence
7.4.3. Minutes of the previous meeting
7.4.4. Business arising from the minutes
7.4.5. Correspondence
7.4.6. Motions on notice
7.4.7. Reports of Executive Members.
7.4.8. Other reports

7.4.9. General business
7.4.10. Date of the next meeting

7.5. A General Meeting of UNEPS has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of UNEPS by a two-thirds majority vote of those members present and voting:

7.5.1. Filling vacancies on the Executive
7.5.2. Repealing motions and the effect of motions carried at an Ordinary Meeting
7.5.3. Amending the Constitution
7.5.4. Dismissing Executive Members for reasons other than that in 4.3 of the Constitution, provided that the Executive Member is given reasonable right of reply
7.5.5. Dissolving UNEPS.

7.6. No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

8. ANNUAL GENERAL MEETING

8.1. UNEPS shall hold an Annual General Meeting annually in the second semester of the Joint Medical Program's Academic Calendar

8.2. The Annual General Meeting shall be convened for the following purposes:

8.2.1. To receive a report and statement of accounts for the preceding financial period
8.2.2. To elect an Executive for the ensuing term
8.2.3. To transact any other business, notice of which shall be duly submitted to the Secretary

8.3. The Secretary shall give at least seven (7) clear days notice of the time and place of the Annual General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

8.4. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

8.5. The agenda for the Annual General Meeting shall include:
8.5.1. Opening and welcome
8.5.2. Apologies and leaves of absence
8.5.3. Minutes of the previous meeting

8.5.4. Business arising from the minutes
8.5.5. Correspondence
8.5.6. Motions on notice
8.5.7. Annual Reports
    8.5.7.1. President
    8.5.7.2. Treasurer
    8.5.7.3. Secretary
    8.5.7.4. Vice President
8.5.8. Election of the Executive
8.5.9. General business

8.6. No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

9. QUORUM AND ADJOURNMENT OF GENERAL AND ANNUAL GENERAL MEETINGS

9.1. Quorum will be Nine (9) members (being members entitled under this constitution to vote at a General Meeting). Members participating via live video or audio link ate considered to be in attendance for the purpose of a quorum.

9.2. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting is to be adjourned for a future time and Members must receive written communication of details of the future General Meeting.

9.3. If at the adjourned General Meeting a quorum is not present within half an hour after the time appointed for the commencement of the adjourned General Meeting, the members present (being at least 3) are to constitute a quorum.

9.4. The Chair of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

9.5. If a General Meeting is adjourned for 14 days of more, the Secretary must give written or oral notice of the adjourned meeting to each member of UNEPS stating the place, date, and time of the meeting and the nature of the business to be transacted at the meeting.

10. ELECTIONS

10.1. The Executive shall be elected annually at the Annual General Meeting.

10.2. Only Student Members shall be eligible to be candidates for election or to vote in the election.

10.3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.

10.4. The Secretary shall give at least seven (7) clear days notice of the time and place of the annual elections through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.
The notice shall state:

10.4.1. The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
10.4.2. The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
10.4.3. The time, date and venue of the election;
10.4.4. That only Student Members shall be eligible to be candidates for election or to vote.

10.5. In order to stand for election, nominees must accept nomination.

10.6. Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

10.7. The Director of UNE Life shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

10.8. Voting by members shall be by secret ballot

10.9. The General Body of UNEPS may, in a General Meeting, elect any Student Member of UNEPS to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

11. ALTERATION TO THE CONSTITUTION

11.1. This Constitution may be amended by a two-thirds majority of those Student Members in attendance at any General Meeting, provided that:

11.1.1. Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting,

11.1.2. Said changes do not contravene UNE Club Rules & Regulations or the University of New England policies,
11.1.3. The Secretary has given at least seven (7) clear days' notice of those proposed changes to all Members through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.
11.1.4. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to UNE Life Student Experience within fourteen (14) days of the meeting,
11.1.5. UNE Life Student Experience receive the amendments and the amendments are ratified by UNE Life

11.2. Constitutional amendments do not become effective until approved by the Board of UNE Life.

12. ASSETS AND FINANCES

12.1. All property of UNEPS shall be vested in the Executive, and shall be dealt with in such manner as directed by UNEPS in an Ordinary Meeting.

12.2. UNEPS shall maintain a bank account.

12.3. UNEPS bank account will have a branch located in the city of Armidale, NSW, Australia.

12.4. All payments of UNEPS shall be by Electronic Funds Transfer or cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.

12.5. The finances of UNEPS shall be maintained in accordance with the UNE Club Handbook for Treasurers and be submitted to UNE Life Student Experience, annually, for the purposes of re-affiliation.

12.6. Notwithstanding anything contained in this Constitution, all assets and funds of UNEPS shall be used solely to further the Objects of UNEPS and no portion of those funds shall be paid or distributed to members of UNEPS except as compensation for out-of-pocket expenses.

13. DISSOLUTION

13.1. UNEPS may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall be held in trust with UNE Life for a period of two (2) years, after which time the funds will be reallocated to other student services within the University.

13.2. The Secretary shall give at least fourteen (14) clear days' notice of the time and place of such a General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

14. INACTIVITY

14.1. UNEPS shall be deemed inactive after any continuous 18 month period in which UNEPS does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, they shall be held in trust with UNE Life for a period of three (3) years, and will be returned to UNEPS should it reform. After three (3) years, funds will be reallocated to other student services within the University.

15. RECOGNITION & AFFILIATION

15.1. UNEPS is permitted to use the name 'UNE' or 'University of New England' as well as branding of the University as long as it remains affiliated with UNE Life
15.2. UNEPS shall comply with all requirements of UNE Club Rules Regulations and The University of New England for recognition as a registered Club of The University of New England
15.3. UNEPS must, within 14 days of the Annual General Meeting, provide a completed Affiliation Form, as well as any required documents as detailed in the UNE Life Club Affiliation process, to UNE Life Student Experience
15.4. UNEPS' affiliation with UNE Life may be cancelled if UNEPS is in breach of UNE Club Rules & Regulations, University of New England policy or if they are unable to maintain the minimum requirements for a UNE Club

This Constitution was adopted on the 7th day of June, 2021.

President's Signature  Gillian Wu

Secretary's Signature:  Nina Marquard-Karp