1. NAME

The name of the Society shall be

The University of New England Surgical Society

(Hereinafter referred to as ‘UNESS’)

2. AIMS

2.1 The aims of UNESS shall be to:

i) to foster interest in and promote the practice of surgery to medical students at the University of New England;

ii) Provide surgical education for medical students at the University of New England;

iii) to foster and promote the development of the 9 surgical competencies as outlined by the Royal Australian College of Surgeons:

a) Technical expertise

b) Medical expertise

c) Judgement – clinical decision making

d) Communication

e) Collaboration

f) Management and leadership

g) Health advocacy

h) Scholar and teacher

i) Professionalism and ethics

iv) to promote and encourage communication between students and surgeons, with an emphasis upon the establishment of educational exchange and mentorship;

2.2 UNESS will undertake to organise and/or deliver the following activities to achieve its aims:

i) Practical sessions focused on developing technical skills; including, but not limited to: half-day or full-day workshops, and basic and advanced level skills courses.

ii) Experiences for members in operating theatres.

iii) Surgical case conferences and presentations

iv) Anatomy teaching including lectures, tutorials, dissection events and wet specimen demonstrations

v) Fostering of research interest, promoting research activity and publishing findings in journals and meetings at the state, national or international level.

vi) Development of teaching skills in UNESS members to facilitate knowledge and skill transfer.

2.3 UNESS will aim to organise and/or deliver the following activites to support its aims:

i) Health advocacy events including fundraising for charitable surgical organisations and raising awareness of significant healthcare related issues.

ii) A mentorship program

3. MEMBERSHIP

3.1 The classes of annual membership shall be:

i) Ordinary Membership

All persons enrolled in the Joint Medical Program as a student in the School of Rural Medicine at the University of New England shall be eligible for Ordinary Membership of UNESS. Any Ordinary Member shall hold one vote at all meetings and elections of UNESS at which they are present.

ii) Honorary Membership

Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. Honorary Membership may be terminated by a two-thirds majority vote at a General Meeting. Honorary Members are not eligible to hold Executive positions, vote in elections or vote at meetings of UNESS. Any member of the Executive or the Foundation Executive of UNESS who successfully completes a term in office shall automatically become an Honorary Member of UNESS.

iii) Academic Membership

Academic Membership can be granted to any person by unanimous agreement of the Executive. Academic Membership may be terminated by a two-thirds majority vote at a General Meeting. Academic Members are not eligible to hold Executive positions, vote in elections or vote at meetings of UNESS.

3.2 A person deemed an Ordinary Member or Honorary Member of UNESS is henceforth bound by this Constitution.

3.3 Academic Members serve to provide academic support and mentorship to UNESS and its members.

3.4 No subscription fees will be levied for Ordinary or Honorary Membership.

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

4. THE EXECUTIVE

4.1 UNESS shall have an Executive consisting of:

i) a President

ii) a Vice President

iii) a Secretary

iv) a Treasurer

v) an Executive Officer

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

4.3 Attendance of Executive Members at Ordinary 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 Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership in attendance at an Ordinary Meeting or a General Meeting.

4.4 No honoraria or fee is payable to any member of the executive

4.5 The Executive shall have power to conduct election for or to appoint Non-Executive Members whose function is required for the management and/or operation of UNESS.

5. DUTIES OF EXECUTIVE MEMBERS

5.1 The President shall:

i) Plan UNESS' activities in consultation with the Executive.

ii) Liaise with the Executive and any Committees formed by UNESS.

iii) Ensure an adequate handover, including any documents and materials, to the following Executive.

iv) Responsible for chairing UNESS meetings, or delegating the responsibility in to the Vice-President or next most suitable member in their absence.

5.2 The Vice-President(s) shall:

i) Deputise for the President.

ii) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.3 The Treasurer shall:

i) Manage UNESS' finances by undertaking the following activities:

a) Maintenance of UNESS' bank account with two signatories;

b) Issuance of receipts and retention of a copy where collection of income exceeds thirty dollars (AUD 30.00) from an individual;

c) Recording income and expenditure in UNESS cashbook;

d) Reconcile UNESS' cash book with UNESS' bank account quarterly; and

e) Preparation and delivery of an annual financial statement at UNESS' Annual General Meeting;

ii) Ensure an adequate handover, including any documents and materials, to the following Executive.

iii) Develop and maintain the Treasury and Sponsorship Policy of UNESS.

5.4 The Secretary shall:

i) Conduct the correspondence of UNESS.

ii) Maintain UNESS' affiliations and memoranda of understanding;

iii) Keep minutes of the proceedings of all UNESS meetings and ensure that minutes are uploaded to an accessible medium within 24 hours of the meeting;

iv) Maintain the records and documents of UNESS.

v) Maintain a list of the names and contact details of all current Members.

vi) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.5 The Executive Officer shall:

i) Assist all members of the executive in the running of the society as required by this constitution.

ii) Represent the society to third parties as required to facilitate the running of events or other society functions.

iii) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.6 In the event that neither President or Vice President are available, any member of the Executive Committee are able to act as leader for the meeting.

8. ORDINARY MEETINGS

8.1 UNESS shall hold an Ordinary Meeting as required during the academic semester as defined in the Joint Medical Program's Year 1 academic calendar.

8.2 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 Ordinary Members of UNESS.

8.3 At least five (5) weekdays notice of the time and place of an Ordinary Meeting shall be given by email to all Ordinary, Honorary and Academic members.

8.4 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.

8.5 Quorum at Ordinary Meetings shall be five (5) Ordinary Members if UNESS' current membership is no greater than sixty (60) Ordinary Members, or ten (10) Ordinary Members if UNESS' membership is greater than sixty (60) Ordinary Members. Quorum must include not less than two (2) Executive Members.

8.6 The agenda for an Ordinary Meeting shall include:

i) Apologies and leaves of absence

ii) Minutes of the previous meeting

iii) Correspondence

iv) Reports of Executive Members

v) General Business

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

i) giving direction to the Executive

ii) determining the use of the finances and other assets of UNESS

iii) instituting Committees for any purpose of UNESS and co-opting UNESS members onto any Committee

iv) dismissing Executive Members under 4.3 of the Constitution

9. GENERAL MEETINGS

9.1 UNESS shall hold General Meetings as required during the academic semester as defined in the Joint Medical Program's Year 1 academic calendar.

9.2 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 Ordinary Members of UNESS 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.

9.3 The Secretary shall give at least seven (7) full days notice of the time and place of a General Meeting by email to all Ordinary, Honorary and Academic members. Notice of the time and place of a General Meeting must also be posted to an appropriate notice board in the School of Rural Medicine, University of New England's student common room and PBL reception.

9.4 Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or ten (10) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case, the meeting shall be adjourned to a date, time and place to be advised by the Secretary and no later than fourteen (14) days following the adjournment of the meeting.If, at such an adjourned meeting a quorum is not present, the meeting shall be dissolved.

9.6 The agenda for a General Meeting shall include:

i) Opening and welcome

ii) Apologies and leaves of absence

iii) Minutes of the previous meeting

iv) Business arising from the minutes

v) Correspondence

vi) Motions on notice

vii) Reports of Executive Members.

viii) Other reports

ix) General business

x) Date of the next meeting

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

i) granting Honorary Membership

ii) filling vacancies on the Executive

iii) repealing motions and the effect of motions carried at an Ordinary Meeting

iv) amending the Constitution

v) 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

vi) altering affiliation status with UNELife

vii) dissolving UNESS.

10. ANNUAL GENERAL MEETING

10.1 UNESS shall hold an Annual General Meeting annually in the second semester of the Joint Medical Program's Year 1 academic calendar.

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

i) to receive a report and statement of accounts for the preceding financial period

ii) to elect an Executive for the ensuing term

iii) to transact any other business, notice of which shall be duly submitted to the Secretary

10.3 The Secretary shall give at least seven (7) full days notice of the time and place of the Annual General Meeting by email to all Ordinary, Honorary and Academic members. Notice of the time and place of the Annual General Meeting must also be posted to an appropriate notice board in the School of Rural Medicine, University of New England's student common room and PBL reception.

10.4 The Annual General Meeting shall be held between 9am and 9pm on the main campus of The University of New England during the second semester of the Joint Medical Program's Year 1 academic calendar. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

10.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or ten (10) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a date, time and place to be advised by the Secretary and no later than one (1) month following the adjournment of the meeting. If at such an adjourned meeting a quorum is not present, the meeting shall be adjourned once more to a date, time and place to be advised by the Secretary and no later than one (1) month following the adjournment of the second meeting.

10.6 The agenda for the Annual General Meeting shall include:

i) Opening and welcome

ii) Apologies and leaves of absence

iii) Minutes of the previous meeting

iv) Business arising from the minutes

v) Correspondence

vi) Motions on notice

vii) Annual Reports

a. President

b. Treasurer

c. Secretary

d. Other Executive Members

viii) Election of the Executive

ix) Vote for reaffilliation with Student, UNELife for the upcoming year

x) General business

11. ELECTIONS

11.1 The Executive shall be elected at the Annual General Meeting each year.

11.2 Only Ordinary Members, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote in the election.

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

11.4 The Secretary shall give notice of the Annual General Meeting as required by 9.3 of the Constitution. The notice shall state:

i) the day on which nominations open, which day shall be at least seven (7) full days before the day of the elections;

ii) the day and time on which nominations close, which shall be no later twenty-four hours before the meeting at which the elections are to occur;

iii) the time, date and venue of the election;

iv) that only Ordinary Members, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote.

11.5 In order to stand for election, nominees must notify the secretary of their intention to stand at least twenty-four hours prior to the Annual General Meeting at which election will take place.

11.6 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.

11.7 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Electoral Arbiter. The Electoral Arbiter shall receive any appeals against the decisions of the Returning Officer.

11.8 Voting by members present shall be conducted by secret ballot.

11.9 The nominee receiving the most votes for a position is elected with each present and correspondence vote being counted equally.

11.10 The General Body of UNESS may, in a General Meeting, elect any Ordinary Member of UNESS 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.)

11.11 In the event of a casual vacancy occurring in the membership of the committee, the Executive may appoint a member of the Society in a manner of the Executive's discretion, and the member is to hold office subject to this constitution until the next Annual General Meeting.

12. ALTERATION TO THE CONSTITUTION

This Constitution may be amended by a two-thirds majority of those Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership in attendance at any General Meeting, provided that:

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

ii) the Secretary has given at least seven (7) full days notice of those proposed changes to all Members by email to all Ordinary, Honorary and Academic members. Notice of the time and place of the General Meeting must also be posted to an appropriate notice board in the School of Rural Medicine, University of New England's student common room and PBL reception.

13. PROPERTY AND FINANCES

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

13.2 UNESS shall maintain a bank account, the management of which is the responsibility of the Treasurer.

13.3 All payments of UNESS shall be made by an appropriate banking method, approved by at least two members of the Executive, one of whom must be the Treasurer and the receipt must retained.

14. DISSOLUTION

14.1 UNESS may be dissolved by resolution of:

i) a two-thirds majority vote of those members present and voting at a General Meeting.

ii) UNELife by virtue of the Club's continued inactivity for a period of Twelve (12) months.

14.2 If on the dissolution there remain any monies or property, they shall be transferred to UNELife for storage, with the understanding that if students supported by the School of Rural Medicine Faculty wanted to restart the UNESS it would be returned in full. If UNELife are unable to take possession of these properties they will be transferred to a cultural, charitable or educational organization benefitting the education of surgical training of Australian medical students.

14.3 The Secretary shall give at least seven (7) days notice of the time and place of such a General Meeting by email to all Ordinary, Honorary and Academic members. Notice of the time and place of the General Meeting must also be posted to an appropriate notice board in the School of Rural Medicine, University of New England's student common room and PBL reception.

15. Non Profit Clause

The assets and income of UNESS shall be applied solely in the furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of UNESS.