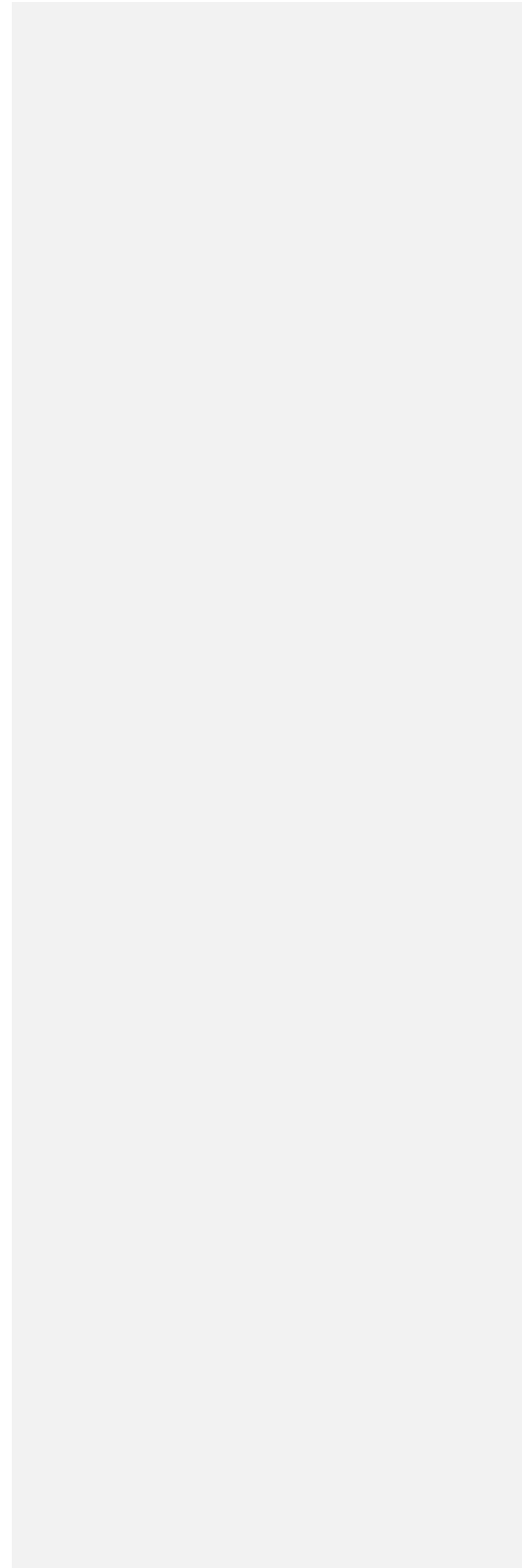


HEALTH STUDENTS' SOCIETY

UWA

CONSTITUTION



Updated: 10 September 2020

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1) Definitions and Interpretation

- a) "UWA" refers to the University of Western Australia
- b) "The Faculty" will refer to the Faculty of Health and Medical Sciences (FHMS)
- c) Herein "Members" will refer to both Financial and Non-Financial Members, unless specified.
- d) For interpretation please refer to the Regulations of the UWA Student Guild.

2) Name of Society

- a) The name of the Society is the Health Students' Society. It will herein be cited 'HSS'.

3) Objects

- a) The Objects of the Society shall be to:
 - i) encourage student interest in academic, social, benevolent and sporting events, activities or issues relevant to the Society.
 - ii) determine, represent and promote members' interests to the FHMS, the University, the wider Health Community and the UWA Student Guild.
 - iii) encourage, facilitate and promote co-operation between HSS and other Societies with similar or related interests; and
 - iv) do all such things, as may appear necessary and proper for the benefit and advancement of members of the HSS
- b) The property and income of the society shall be applied solely towards the promotion of the objects of the HSS
- c) No part of the property or income of the HSS may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in promotion of those objects.

4) Membership

- a) Membership of HSS shall consist of:
 - i) **Financial Ordinary Members:** All students enrolled in a major under FHMS, excluding Medicine and Dentistry, and including the Medical Sciences and Integrated Medical Sciences and Clinical Practice major, who have filled out a membership form indicating their desire to be considered a member of HSS, giving the relevant detail and transferring the agreed funds to the Vice-President (Admin), as decided by

the current Executive Committee. Financial members are eligible to vote at the Annual General Meeting and Special General Meeting.

nominate for Committee positions and qualify for ticket discounts and benefits.

- ii) **Non-Financial Ordinary Members:** All students enrolled in a course under the FHMS, excluding Medicine and Dentistry, and including the Medical Sciences major and Integrated Medical Sciences and Clinical Practice major. Their membership does not entitle the member to qualify for financial benefits or nominate for election, however, non- financial members are entitled to vote at the Annual General Meeting and Special General Meeting.
- iii) **Associate Members:** Other students enrolled at the University of Western Australia, who are not eligible for ordinary membership, who have completed the registration requirements and paid the annual associate membership fee prescribed by the Committee. Students who have graduated from UWA are also eligible to become an associate member. Associate Members are eligible for ticket discounts and benefits.

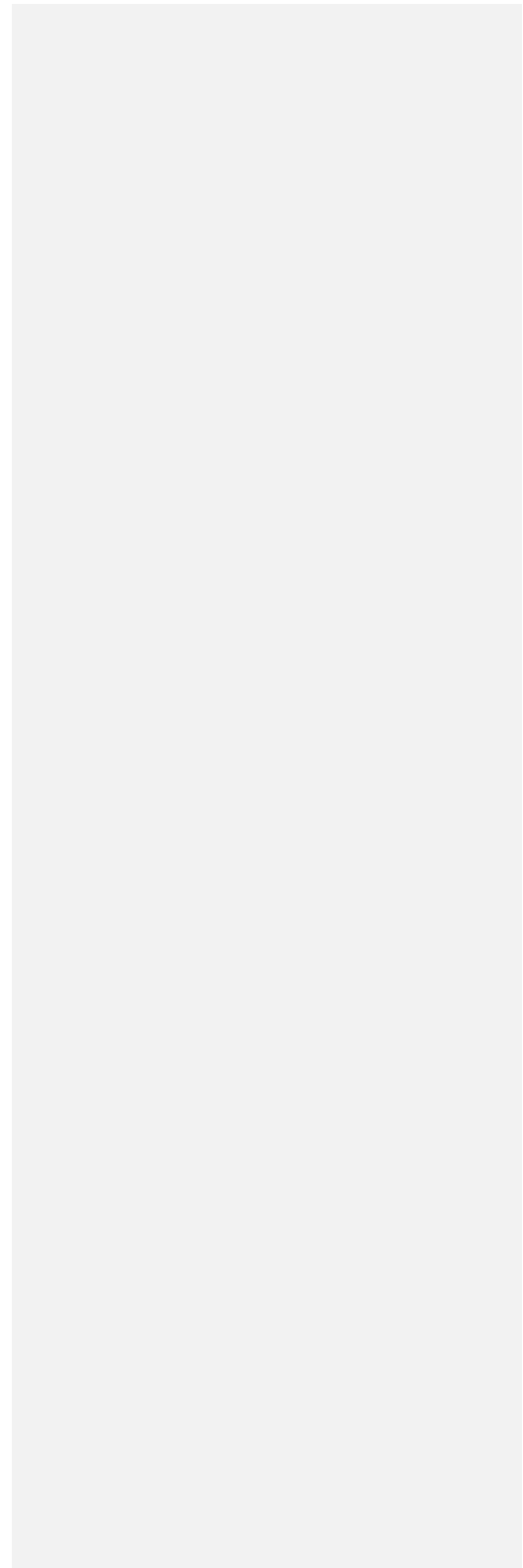
5) General Meetings

- a) **Annual General Meetings:** HSS shall hold its Annual General Meeting at some time determined by the Committee during the second semester.

B) Special General Meetings

- i) The Committee may at any time convene a Special General Meeting.
- ii) The Committee shall, within ten days of receiving a written request from twenty (20) Ordinary Members, convene a Special General Meeting.
- iii) The purpose of a Special General Meeting is to make an amendment to the constitution.

b) HSS shall use appropriate communication to convey:



- i) Notice of HSS Special General Meetings
 - ii) Agenda of such Meetings
 - iii) Reports of Committee Members
 - iv) Notice of Elections and Nominations
 - v) Any other such information as deemed appropriate by the Committee
- c)** The quorum of the General Meeting shall be 20 Members. This shall consist of at least two executive members and 50% of the current committee.
- d)** If quorum is not met, a motion passed at a General Meeting shall not be valid.
- e)** A resolution shall be deemed to have passed if it receives the support of half the Members present and voting plus one at any General Meeting.
- f)** Where the number of Members that vote for a motion is the same or less than the number that vote against it, the proposed resolution shall be deemed to have failed
- g)** It is the Committee's duty to put into effect any resolution(s) passed at any validly constituted General Meeting that does not conflict with the objects of HSS.

6) Finances

- a) All monies due and payable to HSS shall be received by the Vice President (Admin), or a member of the Committee acting on the Admin VP's behalf, who shall lodge them without undue delay into an appropriate Guild bank account for the credit of the Society; provided that the Vice President (Admin) may otherwise hold such monies as to enable the day to day running of the Society
- b) The Vice President (Admin) and selected members of the Executive Committee shall be empowered to sign cheques and forms of authority on behalf of the Society for withdrawal of any money standing to the credit of the Society.
- c) The financial year of the Society shall be the period commencing on December 1st and ending on November 30th of the following year.
- d) Vice President (Admin) shall be responsible for the receipt of all monies paid to the Society and shall issue receipts for those monies in the name of the Society.
- e) Any two members of the Executive may sign cheques and forms of authority for the payment of funds of the Society.

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7) Committee Structure

- a) The Executive shall consist of the President, the Vice-President (Education), the Vice-President (Admin), the Vice-President (Welfare), and the Vice-President (Social).
- b) The Committee shall consist of the:
 - i) President
 - ii) Vice-President (Education)
 - iii) Vice-President (Admin)
 - iv) Vice-President (Social)

v) Vice-President
(Welfare)

vi) Education
Officer

vii) Social Officer

viii) Welfare Officer (x2)

ix) Careers Officer

x) Sponsorships Officer

xi) Sports Officer (x2)

xii) Marketing Officers (x2)

xiii) Population Health
Representative

xi) Pharmacology Representative

xii) Pathology and Laboratory Medicine Representative

xiii) Microbiology and Immunology Representative

xiv) Medical Sciences Representative

xv) Integrated Medical Sciences and Clinical Practice Representative

xvi) International Students' Representative

xvii) Ordinary Committee Members (x2)

xviii) 1st Year Representatives (x5)

xix) Immediate Past President

c) The committee may approve additional Health and Medical Sciences major representatives as they arise, taking into consideration the number of students enrolled in said major.

d) In addition to the specific duties imposed in this Constitution, the Executive shall be responsible for the efficient organisation, administration and conduct of the activities and affairs of the Society.

e) Subject to this constitution and to the resolutions of the Society in General

Meeting, the Executive may do all things necessary or convenient for carrying

out the objects of the Society, and in particular may:

- i) Acquire, hold, deal with and dispose of any real or personal property
- ii) Open and operate bank accounts

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- iii) Co-ordinate and seek out sponsorship for the Society
- iv) Enter into any contract the Executive Committee considers necessary or desirable

f) The Elected Office-Bearers shall hold office from December 1st of the year of their election until November 30th of the subsequent year.

8) Roles of Committee Members

a) President: in addition to any provision set out in this Constitution or in any by-law or regulation made hereunder, it shall be the duty of the President:

- i) To coordinate and supervise the work of the Committee Members subject to the authority of the Society in General Meetings.
- ii) To see that all Committee Members are familiar with the HSS Constitution and their respective duties and responsibilities
- iii) To act as the Representative of the interests of the Society and its Members where no other such mechanism of representation is specified by the Constitution
- iv) To attend meetings of the Guild Educational Council and any other necessary meetings as a representative of the Society
- v) To generally carry out the policy of the Society
- vi) The President must have previously been on HSS committee

b) Vice-President (Education): in addition to any provision set out in this Constitution or in any by-law or regulation made hereunder, it shall be the duty of the Vice-President (Education):

- i) To aid the President in any way possible in coordinating and supervising

the Office-Bearers with regards to organising various educational and academic events.

- ii) To attend meetings of the Guild Educational Council and any other necessary meetings as a representative of the Society
- iii) To work with the Faculty and other relevant parties in the interests of students to enhance the quality of education
- iv) To receive and administer appropriate action on submissions and concerns of students with respect to but not limited to matters pertaining the courses taught by the Faculty and School.
- v) To aid the President in any way possible with regards to items not otherwise outlined within this Constitution

c) Vice-President (Social): in addition to any provision set out in this Constitution or in any by-law or regulation made hereunder, it shall be the duty of the Vice-President (Social):

- i) To aid the President in any way possible in coordinating and supervising the Committee Members with regards to organising various social services and events as outlined by the HSS social calendar.
- ii) To ensure that all social events are of the highest quality possible, and are widely promoted and attended.
- iii) To aid the President in any way possible with regards to items not otherwise outlined within this Constitution.

d) Vice President (Admin): in addition to any provision set out in this Constitution or in any by-law or regulation made hereunder, it shall be the

duty of the Vice President
(Admin):

- i) To record all proceedings of the Society and the Committee.
- ii) To coordinate correspondence of the Society.
- iii) To keep, maintain and make available the Register, Records, and Constitution of the Society
- iv) To have custody of all books, documents, records and register of the Society
- v) Undertake other administrative tasks as they arise.
- vi) To keep proper books of account dealing with the property and finances of the Society and to explain the financial transactions and financial position of the Society.
- vii) To arrange and be responsible for the handling of petty cash.
- viii) To keep accounting records in such manner as will enable true and fair accounts of the Society to be conveniently and properly audited
- ix) To submit to members at each Annual General Meeting of the Society an account and presentation of the financial position of the Society.
- x) The Vice-President (Admin) shall keep and maintain an up-to-date condition a copy of the Constitution on the Society's website.
- xi) The Vice-President (Admin) shall keep and maintain in an up-to-date condition a register of the contact details of:
 - (1) Members
 - (2) Committee Members

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e) Vice President (Welfare): In addition to other responsibilities delegated by the Committee, the Vice President (Welfare), shall be responsible for:

providing welfare and

- a) guidance services to HSS members.
- b) Organising welfare awareness events and fundraisers

c) Organising internal relations events for the Committee.

f) Careers Officer: In addition to other responsibilities delegated by the Committee, the Careers Officer shall work with the Education Vice-President to be responsible for providing work experience opportunities and careers services and opportunities to health students.

g) **Sponsorship Officer:** The Sponsorship Officer shall work with the Admin Vice-President to liaise with appropriate external organisations in order to secure sponsorship for the Society. The Sponsorship Officer will be an appointed position.

h) **Education Officer:** The Education Officer shall work with the Education Vice-President to liaise with appropriate representatives for Postgraduate Students, the Health and Humanities major, and the Aboriginal Health and Wellbeing major, to communicate and represent these students' interests.

i) **Social Officer:** The Social Officer is responsible for aiding the Vice-President (Social) in organising social events throughout the year.

j) **Welfare Officers (x2):** The Welfare Officers are responsible for aiding the Vice-President (Welfare) in enabling the smooth operation of the Welfare portfolio throughout the year. They will also organise the orientation events throughout the year including Club Carnival and O Day.

k) **Sports Officer (x2, Male and Female or otherwise identifying as such):**

The Sports and Recreation Officers shall be responsible for organising interfaculty sports and liaising with external organisations about other recreational activities.

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l) **Marketing Officers (x2):** The Marketing Officers will be responsible for the generation of promotional materials for events and initiatives undertaken by HSS, as well as the managing of all club social media accounts. The Marketing Officers will be appointed positions.

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m) **Health and Medical Science Major Discipline Representatives** (Population Health Representative, Pharmacology Representative, Medical Sciences Representative, Integrated Medical Sciences and Clinical Practice Representative, Pathology and Laboratory Medicine Representative, Microbiology and Immunology Representative)

i) The Discipline Representatives shall represent the views and interests of their discipline with respect to the educational, careers, sporting and social

activities of the Society, and assist with those activities and promote the Society and its activities amongst their peers

n) **International Students' Representative:** The International Students' Representative shall be responsible for representing the views and needs of international students under the FHMS. They will be the liaison between HSS the International Student Department (ISD). The International Students' Representative must be an international student.

o) **Ordinary Committee Members (x2):** An Ordinary Committee Member shall be responsible for aiding committee members with tasks that require more than one person.

p) **First Year Representatives (x5):** The 1st Year Representatives shall represent the views and interests of their year group with respect to the educational, careers, sporting and social activities of the Society. They will also assist with those activities and promote the Society and its activities amongst their peers.

q) **Immediate Past President:** The Immediate Past President will be an appointed position, held by the President of the previous year. Their role will be to advise the current executive and broader committee and provide support and assistance

where needed.

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9) Register and Records

- a) The Vice-President (Admin) or the President shall, at any reasonable time and without charge, make the Constitution, Register, documents, records and securities of the Society available for inspection by members of HSS or appropriate UWA Student Guild Office Bearers.
- b) A Member inspecting the Constitution or the Register may make a copy of, or take an extract from, the Constitution or the Register, but shall have no right to remove the documents for that purpose.
- c) Subject to Article 17.6, the Vice-President (Admin) shall be responsible for the custody of all books, documents, records and registers of the society.
- d) The Vice-President (Admin) shall be responsible for the custody of all securities, books and documents of a financial nature and accounting records of the Society.

10) Committee Meetings

- a) The President may at any time convene a Committee Meeting
- b) Two members of the Executive must be present in person to constitute a quorum at Committee Meeting.
- c) A resolution shall be passed by the affirmative vote of a majority of the members of the Committee present and voting, decided on a show of hands, provided that if there is a tied vote the President will have the casting vote.
- d) Subject to this Constitution, Committee Meetings shall be conducted in accordance with such procedure as the President may provide.
- e) The Committee in meeting may dismiss a Committee Member where, in the

opinion of 75% of the members of the Committee present and voting, that Elected or Appointed Committee Member has:

- i) Been absent from three consecutive Committee Meetings without providing a reasonable explanation, and has been given at least seven days' notice of that Committee Meeting and been accorded the opportunity to be present and to speak at that Committee Meeting.

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11) Elections

- a) Ordinary Members, both Financial and Non-Financial, shall vote in elections.
- b) Only Financial Ordinary Members shall be eligible for election as Committee Members.
- c) Committee Members, other than First Year Representatives and appointed positions, shall be elected as follows:
 - i) Ballot cards will be counted by at least two Returning Officers, who may or may not be an Ordinary Member and shall be ineligible to nominate for any elected position in that year.
 - ii) The Vice-President (Admin) shall post written notice on the Health Students' Society Facebook Page calling for nominations at least seven days before the Annual General Meeting.
 - iii) Nominations can be received via email to the Returning Officer email address up to 24 hours before the Annual General Meeting.
 - iv) Candidates may nominate for more than one position, but if elected to any position they shall not be eligible to any position lower in the list under 11d.
 - v) The election will take place at the Annual General Meeting.

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- vi) Nominees for each position will have the opportunity to address the meeting with their reasons for being elected.
- vii) Voting by ballot will take place directly after all nominees have given their address for said position.
- viii) Collation and counting of votes will occur directly after the Annual General Meeting and the successful candidate will be notified once the ballots have been counted.
- ix) If eligible voters are unable to attend the AGM because of other commitments, they will be permitted to designate a proxy to vote on their behalf. To designate a proxy, the student must notify the Returning Officers at least 24 hours before the commencement of elections via email. This email must include a screenshot of the student's StudentConnect providing evidence of their relevant FHMS major, the name and student number of whom they are proxying to, and the reason they cannot attend the AGM. The proxy may be outside of Health and Medical Sciences but must be a UWA student and may not proxy for multiple people.
- x) A person may only carry 1 vote. They may carry their own vote OR proxy for someone else.

d) The order of the positions for voting will be:

- i) President
- ii) Vice-President (Education)
- iii) Vice-President (Admin)
- iv) Vice-President (Social)
- v) Vice-President (Welfare)
- vi) Careers Officer
- vii) Social Officer

viii) Two Sports Officers, one Male, one Female

ix) Population Health Representative

x) Pharmacology Representative

xi) Pathology Representative

xii) Microbiology and Immunology Representative

xiii) Medical Sciences Representative

xiv) Integrated Medical Science and Clinical Practice Representative

xv) International Student Representative

xvi) Two Ordinary Committee Members

xvii) Five First Year Representatives

- e)** Nominations for First Year Representatives shall be taken at such time in the first University Semester as shall be provided by the Committee; provided that such nominations shall be called no later than the fourth week of the first University Semester
- f)** First Year Representatives shall be elected by ballot voting and the votes shall be counted directly after voting closes. Successful candidates will be notified immediately after the votes have been counted.
- g)** Office of First Year Representative will be held from date of election until the Annual General Meeting.
- h)** A vacancy shall occur in the position of a Committee Member where that Committee Member:
- i) Dies or is permanently incapacitated by mental or physical ill-health;
 - ii) Resigns or as dismissed as covered under Section 13.

iii) Ceases to be an Ordinary member

i) Any position that falls into vacancy shall be treated as an Appointed Position under Section 12 and filled as soon as possible.

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j) Campaigning will be kept strictly to in person conversation or individual messaging. Lecture bashing, Facebook posts, or any form of mass messaging is strictly prohibited. Negative messaging about other nominees is also strictly prohibited. Evidence of a breach of these campaigning regulations will result in a strike, with three strikes culminating in the forced withdrawal of candidacy.

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12) Appointed Positions

A) The Executive may fill any vacant position on committee via an application and interview process.

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- I. Applications must be opened on the HSS Website and the link cross-posted to the HSS Facebook page no later than one week before applications close.
- II. Interviews must be conducted by at least 2 members of the Executive.
- III. Interviews must be recorded and available upon request to any member of the Executive.
- IV. Vacancies must be filled in a timely manner.

B) The following Appointed Positions shall be filled after the Annual General Meeting but before commencement of the University semester:

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- a) Sponsorships Officer
- b) Marketing Officer
- c) Immediate Past President

13) Resignations and Dismissals

A) A Committee Member may resign from committee for any reason by submitting two weeks' written notice to the Admin VP.

B) A Committee Member must resign from committee, effective immediately if they:

- I. Are a Health and Medical Science Major Discipline Representative and are no longer studying the major they are representing
- II. Are no longer a student of The University of Western Australia

C) A Committee Member may be dismissed from committee if they are:

- i. found guilty of a criminal act of a serious nature
- ii. voted out by committee as in 10e).

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14) Common Seal

a) The Society shall have a common seal on which its corporate name appears

in legible characters. Unless the executive decides otherwise, the Vice President (Admin) shall have custody of the common seal. The common seal shall not be used without the express authority of the executive. The affixing of the common seal shall be witnessed by any two members of the executive.

15) Amendments to the Constitution

- a) Any five Ordinary Members may, at least five days before a General Meeting, submit to the Vice-President (Admin) a written request, signed by them, specifying their intention to propose a resolution to amend this Constitution and the particulars of that proposed resolution.

- b) This Constitution may be amended as follows:
- c) A resolution to amend this Constitution shall be passed by the affirmative vote of at least 75% of the Ordinary Members present and voting at a General Meeting, decided on a show of hands.
- d) Within one month of the passing of a resolution in accordance with Article 18.2.1, the Vice-President (Admin) shall lodge with the relevant statutory authority:
 - i) Notice of the resolution setting out particulars of the amendment to this Constitution; and
 - ii) A certificate, signed by the officer presiding at the General Meeting, certifying that the resolution was duly passed and that the Constitution so amended conforms to the requirements of the *Associations Incorporation Act 1987 (WA)*.

16) Dissolution Clause

- a) Any property remaining upon the winding up or dissolution of the Society, after satisfaction of all its debts and liabilities shall not be paid or distributed among the members, but shall be given or transferred to another association incorporated under the *Associations Incorporations Act 1987 (WA)* which:
 - i) Has similar objects;
 - ii) Is not carried out for the purposes of profit or gain to its individual members; and
 - iii) Shall be determined by resolution of the Society in General Meeting.

