



SYDNEY UNIVERSITY SURGICAL SOCIETY

Constitution

1. Name

- 1.1. The name of the Society shall be “Sydney University Surgical Society” (Hereinafter referred to as ‘the Society’).

2. Aims

- 2.1. The aims of the Society shall be to:

- 2.1.1. To foster and promote surgical education for medical students at the University of Sydney.
- 2.1.2. To foster and promote the development of the 9 surgical competencies as outlined by the Royal Australian College of Surgeons:
 - 2.1.2.1. Technical expertise
 - 2.1.2.2. Medical expertise
 - 2.1.2.3. Judgment – clinical decision making
 - 2.1.2.4. Communication
 - 2.1.2.5. Collaboration
 - 2.1.2.6. Management and leadership
 - 2.1.2.7. Health advocacy
 - 2.1.2.8. Scholar and teacher
 - 2.1.2.9. Professionalism and ethics
- 2.1.3. To promote and encourage communication between students and surgeons, with an emphasis upon the establishment educational exchange and mentorship.
- 2.1.4. To provide educational opportunities for students in such forums, but not limited to: lectures, skills workshops, and experiences in operating theatres
- 2.1.5. To provide opportunities for interaction between students interested in surgery.

- 2.2. The Society will undertake the following activities to achieve its aims:

- 2.2.1. Surgical case conferences and presentations.
- 2.2.2. Practical skills sessions focused on developing technical skills.
- 2.2.3. Developing teaching skills in society members so they can pass on their knowledge efficiently and appropriately.
- 2.2.4. Fostering research by providing its members with information regarding research opportunities.
- 2.2.5. To organise informal events to encourage social interaction between students with an interest in surgery.
- 2.2.6. Health advocacy events including fundraising for charitable surgical organisations and raising awareness of significant healthcare related issues.
- 2.2.7. To organise informal events to encourage social interaction between students with an interest in surgery.

3. Membership

3.1. The classes of annual Membership shall be:

3.1.1. Ordinary Membership

All Persons enrolled in the Sydney Medical Program in the Sydney Medical School of The University of Sydney shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are in attendance, either physically or by teleconference.

3.1.2. 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 the Society. Any member of the Executive of the Society who successfully completes a term in office shall automatically become an Honorary Member of the Society.

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

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

3.4. The Council reserves the right to charge individuals a nominal fee for participation in events run by the Society.

4. The Council

4.1. The Society 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 the Society in accordance with this Constitution.

4.3. The Society shall have a Committee consisting of:

- 4.3.1. Research Officer
- 4.3.2. Information, Communications and Technology (ICT) Officer
- 4.3.3. Skills Lab Coordinator
- 4.3.4. Community Officer
- 4.3.5. Stage 1 Representative
- 4.3.6. Stage 2 Representative
- 4.3.7. Six (6) Clinical School Representatives
- 4.3.8. Four (4) Rural Clinical School Representatives
- 4.3.9. Events Officer

4.4. The Executive and the Committee together make up the Council.

4.5. Attendance of Council Members at Council and General Meetings is obligatory. Any Council Member who does not attend three consecutive meetings without leave can be dismissed from the Council 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.

- 4.6. Council Members who hold positions on committees of other surgically-related associations or societies must disclose this fact upon nomination for election or at the earliest juncture if they acquire the position during their Council tenure. A Council Member who does not disclose this information to the Council is liable to be removed from their position and an election held to Elect a replacement.
- 4.7. Where a Council Member is deemed not to be fulfilling their elected duties, the Executive shall have the power to remove said Councilor from their position and replace them at an Election. Before action to remove a Council Member may be taken, the Executive must take steps for redress. This shall take the form of no less than two (2) official warnings over a period of no less than one (1) month communicated by electronic mail to the offending party by the Secretary and/or President. To remove a Council Member, the Executive must vote at an Executive Meeting with no less than four (4) votes favouring removal. If the offending party is an Executive member, the remaining Executive must vote at an Executive Meeting with no less than three (3) votes favouring removal.

5. Duties of the council members

- 5.1. The President shall:
 - 5.1.1. Plan the Society's activities in consultation with the Executive and Committee.
 - 5.1.2. Liaise with the Executive and any Committees formed by the Society.
 - 5.1.3. Ensure an adequate handover, including any documents and materials, to the following Executive.
 - 5.1.4. Act as the public spokesperson for the Society.
 - 5.1.5. May delegate tasks to the members of the Executive and/or Committee as required to ensure the achievement of the Society's aims and objectives as set out in Section 2.
 - 5.1.6. Ensure open and accountable governance through adequate discourse with the Executive, Committee and membership.
 - 5.1.7. Shall chair General Meetings of the Society.
 - 5.1.8. Serve as Immediate Past President in the six months following their tenure as President, and will, in this capacity, be eligible to attend and provide reports at Ordinary Meetings.
- 5.2. The Vice-President shall:
 - 5.2.1. Deputise for the President.
 - 5.2.2. Liaise with the President and support him/her in any roles and responsibilities necessary to carry out the efficient running of the Society.
 - 5.2.3. Liaise with the Executive to oversee student applications, implementation, and feedback regarding the SUSS Mentorship Program.
 - 5.2.4. Plan and implement Society events of an educational nature.
 - 5.2.5. Oversee activities of the Society relating to matters of education and research
 - 5.2.6. Become the Caretaker President in the case where the President is no longer able to fulfill his/her duties, until such time as an Election can occur to fill the position of the President.
 - 5.2.7. Liaise directly with Stage and Clinical School Representatives so as to ensure the Society maintains an active presence across all Clinical Schools and to ensure that the SUSS Mentorship Program runs in accordance with directives from staff at each clinical school.
 - 5.2.8. Liaise with the ICT Officer to maintain the Society's online presence.
 - 5.2.9. Liaise with the Skills Lab Coordinator to oversee and ensure the proper upkeep and maintenance of the Society's surgical equipment and supply of consumables
 - 5.2.10. Liaise with the Research Officer regarding the proper running of the SUSS Journal Club and all research-related activities

- 5.3. The Secretary shall:
- 5.3.1. Conduct the correspondence of the Society.
 - 5.3.2. Book meeting rooms for the Society.
 - 5.3.3. Keep minutes of the proceedings of all Society meetings.
 - 5.3.4. Maintain the records and documents of the Society.
 - 5.3.5. Maintain a list of current Members.
 - 5.3.6. Act as the primary contact for members and the public seeking correspondence with the Society.
 - 5.3.7. Act as a designated contact for all clubs and societies with whom the Society has a reciprocal relationship or affiliation.
 - 5.3.8. Compile and maintain a contact list of alumni of the Society's Executive for future reference and will manage alumni relations as the Council sees fit.
- 5.4. The Treasurer shall:
- 5.4.1. Maintain the Society's finances.
 - 5.4.2. Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
 - 5.4.3. Ensure an adequate handover, including any documents and materials, to the following Executive.
- 5.5. The Research Officer shall:
- 5.5.1. Facilitate potential research partnerships and opportunities which members of the Society may benefit from.
 - 5.5.2. Remain abreast of upcoming conferences, teaching meetings, symposia and the like which have particular pertinence to members of the Society.
 - 5.5.3. Communicate with the Vice-President on matters relating to their activities as specified in Section.
 - 5.5.4. Run and maintain the SUSS Journal Club
- 5.6. The Information, Communications and Technology Officer shall:
- 5.6.1. Maintain the Society's website in terms of both software and infrastructure.
 - 5.6.2. Keep the Society's online presence up to date by posting news, events and topics as directed by the Executive.
 - 5.6.3. Manage ICT-related issues for events and conferences run by the Society, including specific website pages and attendee registration.
 - 5.6.4. Create and manage media and publications, including posters, logos, certificates, booklets and the like, for Society events.
 - 5.6.5. Communicate with the Vice-President on matters relating to their activities as specified in Section.
- 5.7. The Skills Lab Coordinator shall:
- 5.7.1. See to the upkeep of and maintain a record of the Society's equipment and consumables.
 - 5.7.2. Ensure that the Society has an adequate supply of consumables.
 - 5.7.3. Pay particular attention to the state of the Clinical Skills Lab after each Society workshop
 - 5.7.4. Ensure his/her skills are adequate to organize and facilitate the teaching of clinical skills within the RPA Institute of Academic Surgery Clinical Skills Lab during Society skills workshops.
 - 5.7.5. Help plan and coordinate events run by the Society with particular focus on clinical skills.
 - 5.7.6. Ensure access to the Clinical Skills Lab is available for the Society Council within reasonable means.
 - 5.7.7. Communicate with the Vice-President on matters relating to their activities as specified in Section 5.6.

5.8. The Community Officer shall:

- 5.8.1. Organise charitable events and communicate with charities, e.g. organizing the annual SUSS 'City2Surf' team
- 5.8.2. Promote community involvement among Society members
- 5.8.3. Organise events and activities in the local community
- 5.8.4. Communicate with the Vice-President on matters relating to their activities as specified in Section 5.6.

5.9. Stage Representatives shall:

- 5.9.1. Promote the Society and its aims and objectives to their respective Stage groups.
- 5.9.2. Organise lectures and tutorials with relevance to current topics of study within their Stage curriculum.
- 5.9.3. Contribute to any events as the Executive sees fit.
- 5.9.4. Communicate with the Council regarding any Society events that they may wish to hold.
- 5.9.5. Collaborate with the Vice-President on matters relating to their activities as specified in Section 5.8.

5.10. Clinical School Representatives shall:

- 5.10.1. Promote the Society and its aims and objectives at their respective Clinical Schools.
- 5.10.2. Be responsible for organising Society activities at their respective Clinical Schools.
- 5.10.3. Assist interested members at their respective clinical schools in their endeavours to attend surgery.
- 5.10.4. Become familiar with surgical teams and theatre protocols at their respective Clinical Schools.
- 5.10.5. Contribute to any events as the Executive sees fit.
- 5.10.6. Collaborate with the Vice-President on matters relating to their activities as specified in Section 5.9.

5.11. Rural Clinical School Representatives shall:

- 5.11.1. Promote the Society and its aims and objectives at their respective Rural Clinical Schools.
- 5.11.2. Be responsible for organising Society activities at their respective Rural Clinical Schools.
- 5.11.3. Assist interested members at their respective Rural Clinical Schools in their endeavours to attend surgery.
- 5.11.4. Become familiar with surgical teams and theatre protocols at their respective Rural Clinical Schools.
- 5.11.5. Contribute to any events as the Executive sees fit.
- 5.11.6. Collaborate with the Vice-President on matters relating to their activities as specified in Section 5.9.

5.12. The Events Officer shall:

- 5.12.1. Help plan and coordinate events run by the Society, e.g. Organizing grand rounds, Intro to Surgery: SET and Beyond etc.
- 5.12.2. Contribute to any events as the Executive sees fit.
- 5.12.3. Communicate with the Vice-President on matters relating to their activities as specified in Section.

6. Council meetings

- 6.1. The Society shall hold a Council Meeting at least once every 8 weeks during semester (teaching period, Weeks 1-13).

- 6.2. Council 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 Council Members of the Society.
- 6.3. At least three (3) clear days notice of the time and place of a Council Meeting shall be given by a mail-out to all Council Members and if possible on the Society noticeboard (A mail-out is understood to include communication by e-mail).
- 6.4. The President shall chair Council Meetings. In the absence of the President, another Executive Member shall chair the Meeting.
- 6.5. Quorum at Council Meetings shall be seven (7) Council Members. Quorum must include not less than three (3) Executive Members.
- 6.6. The agenda for a Council Meeting shall include:
 - 6.6.1. Apologies and leaves of absence.
 - 6.6.2. Minutes of the previous meeting.
 - 6.6.3. Correspondence.
 - 6.6.4. Reports of Executive Members and the Immediate Past President.
 - 6.6.5. General Business.
- 6.7. A Council Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
 - 6.7.1. Giving direction to the Executive
 - 6.7.2. Determining the use of the finances and other assets of the Society.
 - 6.7.3. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee
 - 6.7.4. Dismissing Council Members under Sections 4.5, 4.6 and 4.7 of the Constitution

7. General Meetings

- 7.1. The Society shall hold General Meetings as required during semester (teaching period, Weeks 1-13).
- 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 Ordinary Members of the Society 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 9, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through by a mail-out to all Members and if possible on the Society noticeboard. (A mail-out is understood to include communication by e-mail.)
- 7.4. Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or fifteen (15) 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 stand adjourned until the same day in the next week, at the same time and place. If, at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. The Secretary shall give fresh notice of such an adjourned meeting.
- 7.5. The procedure at all meetings shall follow the normal rules of debate.

- 7.6. The agenda for a General Meeting shall include:
 - 7.6.1. Opening and welcome
 - 7.6.2. Apologies and leaves of absence
 - 7.6.3. Minutes of the previous meeting
 - 7.6.4. Business arising from the minutes
 - 7.6.5. Correspondence
 - 7.6.6. Motions on notice
 - 7.6.6.1. Reports of Executive Members
 - 7.6.6.2. Other reports
 - 7.6.6.3. General business
 - 7.6.6.4. Date of the next meeting
- 7.7. A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:
 - 7.7.1. Granting Honorary Membership
 - 7.7.2. Filling vacancies on the Executive
 - 7.7.3. Repealing motions and the effect of motions carried at an Ordinary Meeting
 - 7.7.4. Amending the Constitution
 - 7.7.5. 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
 - 7.7.6. Dissolving the Society

8. Executive Meeting

- 8.1. The Society shall hold Executive Meetings as required during semester (teaching period, Weeks 1-13).
- 8.2. The Secretary may at any time, for any worthy purpose, call an Executive Meeting, and shall do so forthwith upon receipt of the written application of seventy five percent (75%) of Executive Members of the Society stating the purposes for which the meeting is called. The business debated at an Executive Meeting shall be confined to the purposes named in the notice.
- 8.3. The Secretary shall give at least three (3) clear days notice of the time and place of an Executive Meeting through by a mail-out to all Executive Members. (A mail-out is understood to include communication by-mail.)
- 8.4. Quorum must include not less than three (3) Executive Members.
- 8.5. The procedure at all meetings shall follow the normal rules of debate.
- 8.6. The agenda for an Executive Meeting shall include:
 - 8.6.1. Apologies and leaves of absence.
 - 8.6.2. Minutes of the previous meeting.
 - 8.6.3. Correspondence.
 - 8.6.4. Reports of Executive Members and the Immediate Past President.
 - 8.6.5. General Business.
- 8.7. A Council Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
 - 8.7.1. Dismissing Council Members under Sections 4.7 of the Constitution

9. Annual General Meeting

- 9.1. The Society shall hold an Annual General Meeting annually.
- 9.2. The Annual General Meeting shall be convened for the following purposes:
 - 9.2.1. To receive a report and statement of accounts for the preceding financial period
 - 9.2.2. To elect an Executive and Committee for the ensuing term
 - 9.2.3. To transact any other business, notice of which shall be duly submitted to the Secretary.
- 9.3. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting by a mail-out to all Members and if possible on the Society noticeboard. (A mail-out is understood to include communication by e-mail.)
- 9.4. The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of The University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.
- 9.5. Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.
- 9.6. The agenda for the Annual General Meeting shall include:
 - 9.6.1. Opening and welcome
 - 9.6.2. Apologies and leaves of absence
 - 9.6.3. Minutes of the previous meeting
 - 9.6.4. Business arising from the minutes
 - 9.6.5. Correspondence
 - 9.6.6. Motions on notice
 - 9.6.7. Annual Reports
 - 9.6.7.1. President
 - 9.6.7.2. Treasurer
 - 9.6.7.3. Secretary
 - 9.6.7.4. Other Council Members
 - 9.6.8. Election of the Executive
 - 9.6.9. Election of the Committee
 - 9.6.10. General business

10. Elections

- 10.1. The Council shall be elected at the Annual General Meeting each year.
- 10.2. 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.
- 10.3. The term of the Council 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.
- 10.4. The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections by a mail-out to all Members and if possible on the Society noticeboard. (A mail-out is understood to include communication by e-mail.) The notice shall state:
 - 10.4.1. The time, date and venue of the election

- 10.4.2. 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
- 10.5. In order to stand for election, candidates must be nominated, their nomination seconded and they must accept this nomination.
- 10.6. In order to be nominated for, or elected to, the Presidential or Vice-Presidential positions, candidates must have previously served for a minimum of one (1) year on the Council.
- 10.7. 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.
- 10.8. Voting shall be conducted by show of hands, unless 50% of members present require a secret ballot. Voting shall be First Past the Post.
- 10.9. The General Body of the Society may, in a General Meeting, elect any Ordinary Member of the Society 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.)
- 10.10. In order to stand for election, candidates must not have been removed from the Council as per Clause 4.7 in any preceding SUSS terms within the last two years.

11. Alteration to the Constitution

- 11.1. 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:
- 11.2. the Secretary has given at least fourteen (14) clear days notice of those proposed changes to all Members by a mail-out to all Members and if possible on the Society noticeboard. (A mail-out is understood to include communication by e-mail.)

12. Property and Finances

- 12.1. All property of the Society shall be vested in the Council, and shall be dealt with in such manner as directed by the Society in an Ordinary Meeting.
- 12.2. The Society shall maintain a bank account.
- 12.3. All payments of the Society shall be by cheque or online transaction as carried out by the Treasurer or another approved signatory member of the Executive.

13. Dissolution

- 13.1. The Society 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 transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.

- 13.2. The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting by a mail-out to all Members and if possible on the Society noticeboard. (A mail-out is understood to include communication by e-mail.)

14. Inactivity

- 14.1. The Society shall be deemed inactive after any continuous six month period in which the Society does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, the Division of Surgery within the University of Sydney shall become signatories of the Society account and the Division of Surgery shall control such properties and held in trust. After a further six month period, all money will be deposited into Division of Surgery trust account, and will be returned to the Society should it reform. After a total of eighteen months inactivity, all Society funds will be transferred to the Division of Surgery general account.

15. Adoption of the constitution



President's signature

23/5/2019

Date



Secretary's Signature

23/5/2019

Date

Appendices

Diagram of the organisation of the Society

