

REGULATIONS AND BY-LAWS

FOR

THE WESTERN AUSTRALIAN MEDICAL STUDENTS' SOCIETY INCORPORATED

ABN 44 172 133 231



Part 0 – Definitions

‘Constitution’ means the Constitution of The Western Australian Medical Students’ Society Incorporated (ABN: 44 172 133 231);

‘Regulations and By-Laws’ means the Regulations and By-Laws of The Western Australian Medical Students’ Society Incorporated (ABN: 44 172 133 231).;

‘Register of Resolutions’ means the Register of Resolutions of The Western Australian Medical Students’ Society Incorporated (ABN: 44 172 133 231);

‘Standing Orders’ means the Standing Orders of The Western Australian Medical Students’ Society Incorporated (ABN: 44 172 133 231). That is, this document.

‘Official Documents’ refers to the Constitution, Regulations and By-Laws, Register of Resolutions, Standing Orders, and any similar document of the Incorporation’s subcommittees as a collective.

‘Member’ is as defined in sections 5.1.1 and 5.1.2 of the Constitution of the Association. The term ‘any member’ in the Register of Resolutions pertains only to members in this sense (i.e. not associate members).

‘Associate member’ is as defined in sections 5.2.1 and 5.1.2 of the Constitution of the Association.

‘Executive’ means the Executive Committee of Management

‘Chair’ holds the same meaning as in the Constitution;

‘Secretary’ holds the same meaning as in the Regulations and By-Laws;

‘Portfolio Chair’ holds the same meaning as in the Regulations and By-Laws;

‘Attendee’ means any individual eligible for membership of the Association who is present at the meeting;

‘Observer’ has the same meaning as in the Regulations and By-Laws;

‘Quorum’ is defined in the Constitution. Per the Constitution, “a quorum at any Committee meeting shall be at least three members of the Executive and at least half of the Committee members who have a deliberative vote.”

‘Motion’ means any matter tabled before the committee meeting that requires a vote. It is an umbrella term for Procedural Motions, Ordinary Resolutions and Special Resolutions.

‘Procedural Motion’ means a Motion to alter the manner, order, form or duration of proceedings. (See the specific section for further rules regarding Procedural Motion)

‘Special Resolution’ means a Motion that requires a 75% absolute majority to be carried, and shall not be altered or rescinded without a 75% absolute majority;

‘Priority Resolution’ holds the same meaning as a ‘Special Resolution’;

‘Ordinary Resolution’ and **‘Ordinary Motion’** means a motion other than a Procedural Motion and Special Resolution. Where possible the term Ordinary Motion should be used in preference to Ordinary Resolution;

‘Internal policy’ means a series of rules that govern the administrative, human resources, and event management processes of the Association.

‘External policy’ means a document that outlines the political position of the Association on an issue affecting or effecting medical students of UWA.

1. General Terms

1.1. Version

- (a) This document is current and effective as of 19th July 2017.

1.2. Interpretation

- (a) Throughout this document the use of numbering and lettering is for convenience only and should not influence its interpretation.
- (b) The interpretation of these standing orders, their appendices, and any other relevant document will be conducted as specified in the Regulations and By-Laws and Constitution
 - (i) to an extent which is reasonable;
 - (ii) where such application is not inconsistent with the document or its meaning; and
 - (iii) with the final interpretation being that of the Chair.
- (c) If any clause within these Standing Orders is determined to be unlawful and/or unenforceable, the clause will be considered to be struck out, and the remainder of the clauses will continue in effect.

2. Committee of management

Requirements of Committee members

2.1. All Committee members must –

- (a) be members of the Association and have paid their subscription fee;
- (b) not commit the Association to any expenditure unless an estimate of such expenditure has been submitted to the Treasurer and has been approved by the Executive; and
- (c) not commit the Association to any sponsorship agreement unless such an agreement has been submitted to the Vice President External and has been approved by the Executive.

Committee structure

2.2. The committee shall consist of –

- (a) the Executive (as defined in the rules of the Association); and
- (b) the Education portfolio, comprising of –
 - (i) the Education Officer;

- (ii) two First Year Representatives;
 - (iii) two Second Year Representatives;
 - (iv) two Third Year Representatives;
 - (v) one RCS Representative;
 - (vi) two Fourth Year Representatives; and
 - (vii) the Academic Liaison; and
 - (viii) the International Officer.
- (c) the AMSA portfolio, comprising of –
- (i) the AMSA Representative;
 - (ii) the Junior AMSA Representative; and
 - (iii) the WAMSS Electives and Exchanges Officer.
- (d) the Social portfolio, comprising of –
- (i) three Social Representatives;
 - (ii) two Orientation Events Coordinators;
 - (iii) three Medical Dinner Representatives; and
 - (iv) two Allied Health Representatives.
- (e) the Sports portfolio, comprising of –
- (i) two Male Sports Representatives; and
 - (ii) two Female Sports Representatives.
- (f) the Social Justice portfolio, comprising of –
- (i) two Lookout Representatives;
 - (ii) the WAMSS Mental Health Chair/s;
 - (iii) the Code Green Officer/s; and
 - (iv) two Indigenous Representatives.
- (g) the Communications portfolio, comprising of –
- (i) the Publications Representatives;
 - (ii) the Website & Information Technology Officer;
 - (iii) the Marketing Officers; and

- (iv) the Undergraduate Communications Officer.
- (h) the Academic Programs portfolio comprising of –
 - (i) the Student Grand Rounds Coordinators;
 - (ii) the Academic Events Coordinators;
 - (iii) the Students in Health and Medical Research Conference Convenor/s.
- (i) the Global Health portfolio, comprising of –
 - (i) the Interhealth Chair/s; and
 - (ii) the Red Party Coordinator/s.
- (j) the Foundation Chair;
- (k) the Immediate Past President.

2.3. Subject to the resolutions of the Association, all Committee members shall have a deliberative vote.

Executive Portfolio

- 2.4. The President shall be a student who has completed level 2 of their degree and who has held any office on the Committee.
- 2.5. The Vice President Internal shall be a student who has completed level 2 of their degree and who has held any office on the Committee.
- 2.6. The Vice President External shall be a student who has completed level 2 of their degree and who has held any office on the Committee.
- 2.7. The Treasurer shall be a student who has completed level 1 of their degree.
- 2.8. The Secretary shall be a student who has completed level 1 of their degree.

Education Portfolio

- 2.9. The Education Officer shall be a student who has completed level 2 of their degree.
- 2.10. The Year Representatives shall be enrolled students in the year group they are representing.
 - (a) The Year 1 and 3 Representatives are responsible for coordinating the upkeep, maintenance and cleaning of the preclinical and clinical Common Rooms respectively.

- 2.11. The RCS Representative shall be a UWA RCS student who –
- (a) has been elected by the RCS student body via the Rural Clinical School; and
 - (b) shall not have a deliberative vote.
- 2.12. The Academic Liaison shall be a Faculty member who –
- (a) is nominated by the Dean of the Faculty and accepted by the Executive; and
 - (b) shall not have a deliberative vote.
- 2.13. The International Officer shall be a student who has been elected by the international student body.

AMSA Portfolio

- 2.14. The AMSA Representative shall be a student who
- (a) has completed level 1 of their degree;
 - (b) self nominates for the position, by submitting an application outlined on the separate AMSA Representative selection guide, which would be compiled by the outgoing AMSA Representative and approved by the current Executive; and
 - (c) is selected after a nomination by a panel, involving the outgoing AMSA Representative, a member of the current Executive and one other senior member of WAMSS who is familiar with AMSA.
- 2.15. The Junior AMSA Representative shall be a student who
- (a) self-nominates for the position, by submitting an application as outlined on the separate Junior AMSA Representative selection guide, which would be compiled by the current AMSA representative and approved by the current Executive;
 - (b) is selected after nomination by a panel, involving the current AMSA Representative, a member of the current Executive and one other senior member of WAMSS who is familiar with AMSA; and
 - (c) shall not have a deliberative vote.
- 2.16. The WAMSS Electives and Exchanges Officer shall be a student who
- (a) self-nominates for the position and shall be selected based on a written application, by the outgoing WAMSS Electives and Exchanges Officer, outgoing President and the incoming President; and
 - (b) shall not have a deliberative vote.

Social Portfolio

- 2.17. The Social portfolio shall be represented at Committee meetings by a Social Chair who –
- (a) shall be a Committee member from the Social portfolio as selected by a majority vote of the members of the Social portfolio (with the Executive holding a casting vote); and
 - (b) shall have a deliberative vote.
- 2.18. Apart from the Social Chair referred to in rule 2.17, no other member of the Social portfolio shall have a deliberative vote.

Sports Portfolio

- 2.19. The Sports portfolio shall be represented at Committee meetings by a Sports Chair who –
- (a) shall be a Committee member from the Sports portfolio as selected by a majority vote of the members of the Sports portfolio (with the Executive holding a casting vote); and
 - (b) shall have a deliberative vote.
- 2.20. Apart from the Sports Chair referred to in rule 2.19, no other member of the Sports portfolio shall have a deliberative vote.

Social Justice Portfolio

- 2.21. The Social Justice portfolio shall be represented at Committee meetings by a Social Justice Chair who –
- (a) shall be a Committee member from the Social Justice portfolio as selected by a majority vote of the members of the Social Justice portfolio (with the Executive holding a casting vote); and
 - (b) shall have a deliberative vote.
- 2.22. Apart from the Social Justice Chair referred to in rule 2.21, no other member of the Social Justice portfolio shall have a deliberative vote.
- 2.23. The Indigenous Representatives shall comprise two students –
- (a) one of whom identifies themselves as being an Aboriginal or Torres Strait Islander person;
 - (b) one of whom may or may not identify themselves as an Aboriginal or Torres Strait Islander person;

- (c) shall hold the position for one year; and
- (d) shall be elected by a process of:
 - (i) Medical students identifying themselves as Indigenous voting on both representative positions; and
 - (ii) Medical students identifying themselves as non-Indigenous only voting on the position available to both Indigenous and non-Indigenous candidates.

2.24. The Code Green Officer/s will –

- (a) co-coordinate the WAMSS Code Green Campaign; and
- (b) shall not have a deliberative vote.

Communications Portfolio

2.25. The Communications portfolio shall be represented at Committee meetings by a Communications Chair who –

- (a) shall be a Committee member from the Communications portfolio as selected by a majority vote of the members of the Communications portfolio (with the Executive holding a casting vote); and
- (b) shall have a deliberative vote.

2.26. Apart from the Communications Chair referred to in rule 2.25, no other member of the Communications portfolio shall have a deliberative vote.

2.27. The Website and Information Technology Officer shall be selected based on a written application, by the outgoing Website and Information Technology Officer, and the current Executive.

Academic Programs Portfolio

2.28. The Academic Programs portfolio shall be represented at Committee meetings by a Academic Programs Chair who –

- (a) shall be a Committee member from the Academic Programs portfolio as selected by a majority vote of the members of the Academic Programs portfolio (with the Executive holding a casting vote); and
- (b) shall have a deliberative vote.

2.29. Apart from the Academic Programs Chair referred to in rule 2.28, no other member of the Academic Programs portfolio shall have a deliberative vote.

2.30. The Student Grand Rounds Coordinators shall be students who –

- (a) have completed level 2 of their degree;
- (b) have been appointed to the position by a nomination process as decided by the Committee from time to time.

Global Health Portfolio

2.31. The Global Health portfolio shall be represented at Committee meetings by a Global Health Chair who –

- (a) shall be one of the Interhealth Chairs as selected by a majority vote of the members of the Global Health portfolio (with the Executive holding a casting vote); and
- (b) shall have a deliberative vote.

2.32. Apart from the Global Health Chair referred to in rule 2.31, no other member of the Global Health portfolio shall have a deliberative vote.

Other Offices

2.33. The Immediate Past President shall –

- (a) be the President of the Association from the previous year of office; and
- (b) not have a deliberative vote.

2.34. The Foundation Chair shall –

- (a) be the current Chair of the WAMSS Foundation; and
- (b) not have a deliberative vote.

3. Subcommittees of the Association

3.1. The subcommittees of the Association shall be –

- (a) Interhealth Group
- (b) Red Party Committee
- (c) Students in Health and Medical Research Conference Committee
- (d) Fourth Year Subcommittee

- (e) WAMSS Mental Health Committee
- (f) Undergraduate Communications Committee
- (g) Code Green Committee

Interhealth

3.2.1 Interhealth shall be governed by the Interhealth Regulations and By-laws.

3.2.2 Membership of this Subcommittee shall be decided by the Interhealth Chair/s and the Executive.

Red Party Committee

3.3 Membership of this Subcommittee shall be decided by the Red Party Coordinator and the Executive.

Students in Health and Medical Research Conference Committee

3.4 Membership of this Subcommittee shall be decided by the Students in Health and Medical Research Conference Convenor/s and the Executive.

WAMSS Mental Health Committee

3.5.1 WAMSS Mental Health shall be governed by the WAMSS Mental Health Rules and Regulations.

3.5.2 Membership of this Subcommittee shall be decided by the WAMSS Mental Health Chair/s and the Executive.

Undergraduate Communications Subcommittee

3.6.1 Membership of this Subcommittee shall be decided upon by the Undergraduate Communications Officer and the Executive.

3.6.2 The Subcommittee will comprise of associate member representatives, who:

- a) must be associate members;
- b) will be appointed by the WAMSS Executive and Undergraduate Communications Officer following nomination by the applicants; and

- c) may be enrolled in any year of any UWA undergraduate course.

Code Green Committee

3.7 Membership of this Subcommittee shall be decided by the Code Green Officer/s and the Executive.

4. Honorary Awards

4.1. The Association shall have the following awards –

- (a) The Terry Ivan Quickenden Award for WAMSS Person of the Year
- (b) The Joel Carson Memorial Award for Services to WAMSS
- (c) The Pre-clinical Tutor of the Year
- (d) The Clinical Tutor of the Year
- (e) The Inter-year Sports Awards:
 - (i) Football Inter-year Champions
 - (ii) Netball Inter-year Champions
 - (iii) Champion Year
 - (iv) Hunt Cup Champions
 - (v) Sportspeople of the Year
- (f) WAMSS Honorary Life Membership

4.2 *Terry Ivan Quickenden Award for WAMSS Person of the Year*

4.2.1 The Terry Ivan Quickenden Award for WAMSS Person of the Year shall be available to any student who –

- (a) is eligible for membership of the Association
- (b) has been nominated by any student who is a member of the Association following a call for nominations from the Secretary; and
- (c) in the opinion of the nominator, has contributed significantly beyond their role to the activities and development of the Association during the year that the Award is conferred.

4.2.2 The Secretary shall call for nominations and shall set an appropriate period within which people may submit nominations, with a clear closing date.

- 4.2.3 Nominations shall be advertised to the entire student body.
- 4.2.4 The Executive shall decide upon the recipient(s) of the award.
- 4.2.5 The Award shall be presented at the annual Association Medical Dinner.

4.3 *Joel Carson Memorial Award for Service to WAMSS*

- 4.3.1 The Joel Carson Memorial Award for Service to WAMSS shall be available to any final year student who –
 - (a) has never received the award previously;
 - (b) has been a financial member of the Association for at least half of their time enrolled within the Faculty;
 - (c) has held at least one position on the Committee of the Association;
 - (d) has been nominated by any member of the Association following a call for nominations from the Secretary; and
 - (e) in the opinion of the nominator, has contributed significantly to the day-to-day activities of the Association and to the development of the Association during their period of membership.
- 4.3.2 The Secretary shall call for nominations and shall set an appropriate period within which people may submit nominations, with a clear closing date.
- 4.3.3 All Committee members who have completed level 1 of their degree shall judge the merit of each nomination and decide whether to accept or reject each nomination by an absolute majority vote.
- 4.3.4 The Award(s) shall be presented at the annual dinner of the Association.

4.4 *Pre-clinical Tutor of the Year Award*

- 4.4.1 The Pre-clinical Tutor of the Year award shall be available to any Faculty member who –
 - (a) has contributed to pre-clinical teaching at some time in the two years up to and including the year that the Award is conferred;
 - (b) has been nominated by a level 1 or 2 medical student following a call for nominations from the Secretary and the Second Year Representatives; and
 - (c) in the opinion of the nominator, has contributed significantly to pre-clinical teaching within the Faculty.

- 4.4.2 The Secretary and Second Year Representatives shall call for nominations and shall set an appropriate period within which people may submit nominations, with a clear closing date.
- 4.4.3 The Second Year Representatives and the Executive shall judge the merit of each nomination and decide upon the recipient for the Award.
- 4.4.4 The Award shall be presented at the annual dinner of the Association.

4.5 *Clinical Tutor of the Year Award*

- 4.5.1 The Clinical Tutor of the Year award shall be available to any Faculty member who –
 - (a) has contributed to clinical teaching at some time in the three years up to and including the year that the Award is conferred;
 - (b) has been nominated by a level 3 or 4 medical student following a call for nominations from the Secretary and the Third and Fourth Year Representatives; and
 - (c) in the opinion of the nominator, has contributed significantly to clinical teaching within the Faculty.
- 4.5.2 Secretary and Fourth Year Representatives shall call for nominations and shall set an appropriate period within which people may submit nominations, with a clear closing date.
- 4.5.3 The Fourth Year Representatives and the Executive shall judge the merit of each nomination and decide upon the recipient for the Award.
- 4.5.1 The Award shall be presented at the annual dinner of the Association.

4.6 *Sports Awards*

- 4.6.1 The Sports Representatives shall be responsible for organising the inter-year sports awards.
- 4.6.2 The Inter-year sports awards shall be presented at the annual dinner of the Association.
- 4.6.3 The team that wins the inter-year football shall be awarded Football Inter-year Champions medals.
- 4.6.4 The team that wins the inter-year netball shall be awarded Netball Inter-year Champions medals.
- 4.6.5 The Champion Year award shall be judged by the Sports Representatives:

- (a) The Sports Representatives shall record the results of all inter-year events throughout the year.
 - (b) The year group that finishes with the highest rank shall be awarded the Champion Year Award.
 - (c) The Award shall be accepted by the Year Representatives of the winning year on behalf of their year group.
- 4.6.6 The Hunt Cup Champions awards shall be judged by the Sports Representatives:
- (a) The first male competitor to complete the Hunt Cup cross-country run shall be awarded a Hunt Cup Champion award.
 - (b) The first female competitor to complete the Hunt Cup cross-country run shall be awarded a Hunt Cup Champion award.
- 4.6.7 The awards for Sportspeople of the Year shall be judged by the Sports Representatives:
- (a) The award(s) shall be given to one male and one female
 - (b) The award(s) shall be available to any student who –
 - (i) is eligible for membership of the Association;
 - (ii) has made a consistent and outstanding contribution to WAMSS sport; and
 - (iii) has demonstrated the qualities of sportsmanship, fairness and integrity in WAMSS sport.

4.7 *Honorary Life Membership*

- 4.7.1 Honorary Life Membership is conferred to a person who has provided exemplary service to WAMSS and medical students at UWA.
- 4.7.2 The Secretary shall accept nominations at any time, given that if nominations are not received with sufficient time to be discussed at a meeting of the Committee prior to the annual Association Medical Dinner, that nomination will roll over to the following year.
- 4.7.3 All Committee members shall decide whether to accept or reject each nomination by an absolute majority vote.
- 4.7.4 It is not mandatory that an Honorary Life Membership be awarded each year.
- 4.7.5 The Award(s) shall be presented at the annual Association Medical Dinner.
- 4.7.6 Recipients of WAMSS Honorary Life Membership –

- (a) shall not be conferred the rights of a member of the Association;
- (b) are welcome to attend meetings of the Committee.

5. Subscription fee

- 5.1. The subscription fee to be paid for membership of the Association shall be ten Australian dollars per year, with an optional multi-year discount scheme as determined by the Executive
- 5.2. Associate membership of the Association shall be free of charge.

6. Restriction on the use of bonds, debentures & other financial loans

- 6.1. The Association shall not enter into any financial loan contracts, agreements or arrangements which have the effect of rendering the Association liable in debt without the approval of a 75% majority of the Committee and at least two members of the Executive.
- 6.2. Any such contract, agreement or arrangement which is approved by the Committee shall be executed under the common seal of the Association.

7. WAMSS Foundation

- 7.1. There will be a subcommittee of WAMSS named the WAMSS Foundation.
- 7.2. The WAMSS Foundation shall be governed by the WAMSS Foundation Regulations and By-Laws.

8. Elections & Nominations

- 8.1. In addition to Rule 10 of the Constitution, the WAMSS Election Guidelines Policy (2014) shall govern the procedure for the election of the Committee.

9. Policy

Power of the Committee over policy of the Association

- 9.1. Members of the Committee, if they choose, will direct the internal and external policy of the Association, including:
 - (a) Directing the advocacy priorities of the Association; and
 - (b) Considering proposed policies or policy changes.

Formulation and adoption

- 9.2. Any Member of the Association may present a new or revised policy for consideration at any Committee Meeting, as pursuant to Section 15 of the Constitution.
- 9.3. New or revised policy shall be passed by an ordinary resolution of the Committee, as pursuant to Section 17 Clause 7 of the Constitution.
- 9.4. On external advocacy issues where no policy exists, and there is not sufficient time to consult the Committee, the Executive and their advocacy team will use their discretion in good faith to advocate on the issue with a position that they believe would be supported by the majority of members.

Compilation of policy statements

- 9.5. The Secretary shall maintain a true and accurate record of the policy statements of the Association. This record shall be:
 - (a) updated in a timely fashion following changes in policy; and
 - (b) available to any Member of the Association through the WAMSS website.

Public use of policy statements

- 9.6. The President, or any Member of the Committee nominated by the President, may make public statements in accordance with the policies of the Association.

Internal use of policy statements

- 9.7. The Committee shall be bound by processes and procedures described in the internal policies of the Association.
- 9.8. A copy of policies adopted by the Society is available in Appendix 1.

10. Campaigning

- 10.1. The Association strives to educate the public, advocate on important public health issues, and campaign for key stakeholders to take action on these issues:
 - (a) All advocacy campaigns shall be based upon a policy statement, and adopted by the WAMSS Committee by absolute majority.
 - (b) Any member of WAMSS may then propose a campaign to the Committee. They will then be directed by the committee to carry out the campaign on behalf of WAMSS. The campaign must be based upon a policy statement.

- (c) At any time, the WAMSS Committee may choose to review the campaign, and may discontinue or inquire into the workings of a campaign.
- (d) Should the campaign leader wish to approach any organisation affiliated with WAMSS (for example: UWA Student Guild; UWA Faculty of Health and Medical Sciences), they must do with the prior approval of the WAMSS Executive.
- (e) Campaign material should be approved by the WAMSS Executive prior to distribution.

11. Associate Members

11.1. The following benefits shall be granted to associate members:

- (a) Activities that aim to provide information on and promote the medical profession and studying medicine at the University of Western Australia, including:
 - (i) Associate member academic program;
 - (ii) Associate member bulletin, distributed via the mailing list;
 - (iii) Associate member social events;
 - (iv) Involvement in the association's subcommittees as defined in the Regulations and By-Laws, with the exception of the Foundation Subcommittee;
 - (v) The opportunity to apply for the Undergraduate Communications Subcommittee;
 - (vi) Opportunity to attend WAMSS social events throughout the year, with priority given to current members of the Association;
 - (vii) Participation in sports events run by the Association;
 - (viii) Involvement in social justice events of the Association.

11.2. The following restrictions will be placed on the Associate Members of the Association:

- (a) Nominating to become a "committee member" as defined in the Constitution of the Association.
- (b) Voting in the elections of the association.
- (c) Membership or participation in the proceedings of the Foundation Subcommittee of the Association.

- (d) Tickets to the Annual Medical Dinner of the Association shall be offered to Associate Members only once the opportunity has been given to members for a sufficient time period, as determined by the Medical Dinner Representatives and the Executive.

Appendix 1. List of adopted policies as at 19th July 2017

WAMSS Election Guidelines

Election Social Media Campaigning Guidelines

WAMSS Reimbursements Policy

WAMSS Safe Social Events Policy

WAMSS Welfare Officer Policy

WEEO Role Description and Criteria Policy

AMSA Representative Selection Guide