

UNIVERSITY OF SHEFFIELD UNION OF STUDENTS
MEDICAL SOCIETY CONSTITUTION

1. NAME AND DEFINITIONS

- 1.1. The name of the Society shall be the University of Sheffield Union Students Medical Society (or MEDSOC).
- 1.2. The definitions given in the University Union of Students Constitution shall also be valid throughout this Constitution.

2. AIMS AND OBJECTIVES

- 2.1. To promote and protect the interests of its members.
- 2.2. To inform them of important matters and changes relevant to the curriculum and medical student welfare.
- 2.3. To liaise between members of the Society and Faculty Staff.
- 2.4. To represent members on a national and international level.
- 2.5. To promote films, lectures, discussions and social events for the benefit of members of the Society.
- 2.6. In pursuance of the above Aims and Objectives, the Society shall ensure that the safety of all persons affected by the Society's activities is treated with the utmost importance.

3. MEMBERSHIP

- 3.1. Membership of the Society shall be open to all Full Members of the Union studying a medical degree who are in agreement with the Society's Aims and Objectives as defined in clause 2 of this Constitution.
- 3.2. Members will be supplied with a membership card, which may be requested as proof of membership.
- 3.3. Only Members who are Full Members of the Union may vote at Society General Meetings.
- 3.4. Members shall be entitled to special prices on some society events, and have the right buy equipment from the office.
- 3.5. Membership shall only be granted on payment of a membership fee, payable once in their medical student career the level of which shall be set by a Society General Meeting.
- 3.6. Senior membership of the Society may be granted to individuals who are in broad agreement with the Society's' Aims and Objectives as defined in Clause 2 of this Constitution, who are doctors working in the region, or who have been student members of the Society.
- 3.7. Senior membership shall only be granted on payment of an annual fee, the level of which shall be set by a Society General Meeting.

- 3.8. Associate membership may be granted to any student not studying medicine on payment of an annual fee, the level of which shall be set by a Society General Meeting.
- 3.9. Senior and Associate members although entitled to attend meetings may not stand or vote for committee or apply for tickets to the annual ball.

4. SOCIETY GOVERNMENT

- 4.1. Administrative affairs of the Society shall be conducted by a Society Committee, which shall consist of the following Society Officers:

1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Social Secretary
 6. Academic Representative
 7. Welfare representative
- ** (1-7 shall comprise Executive)
8. Deputy Social Secretary
 9. Deputy Academic Representative
 10. Deputy Welfare Representative
 11. Deputy Treasurer
 12. Sports Secretary
 13. Publicity Officer
 14. Website Coordinator
 15. Societies Secretary
 16. Admissions Liaison Officer
 17. International Officer
 18. Electives Officer
 19. BMA ISC Representative
- Year Representatives
20. Pre-med rep
 21. Phase 1a rep
 22. Phase 1b/2 rep
 23. Phase 3a rep
 24. Phase 3b
 25. Phase 4
 26. BmedSci rep
 27. MedSoc PA

The following officers are also part of the Society Committee

1. Union Liaison Officer
2. Union Link
3. BMA ISC Chair
4. BMA MSC Representative
5. Employment BMA Rep

The Medical Society Committee may create and fill positions on a yearly basis based on the needs of the Society. All positions will be subject to the same rules of elections and all members of the society will be eligible to stand.

- 4.2. All Society Officers shall be members of the Society and Full members of the Union.
- 4.3. No person may hold more than one position on the Society Committee.
- 4.4. Society Officers shall be elected before the Annual General Meeting of the Society, although vacant positions may be filled at any Society General Meeting.
- 4.5. The Society will provide the Union with a full list of Officers of the Society immediately following their election.
- 4.6. Society Officers shall not operate on autonomous lines but shall take into account the needs and wishes of the Society membership as expressed both at Society General Meetings and elsewhere.
- 4.7. An Honorary President shall be drawn from the doctors involved with the students of the Sheffield University Medical School. He/she should be chosen via nominations from society members and a subsequent online vote. There will be a new Honorary President each year.

5. DUTIES OF THE OFFICERS

- 5.1. The President shall be a member of the Society who has served at least one year on the MedSoc committee and who has completed Phase 2 of the University of Sheffield MBChB course. He may preside at committee meetings or delegate the job. The President shall be able to form sub-committees and attend any meeting he/she so wishes. The President should inform committee of all correspondence and information he/she receives. The President may delegate duties as he/she so wishes. The President should be responsible for organizing the election of the MedSoc Honorary President, MedSoc Charity and The Annual Ball prizes via an online vote for society members.
- 5.1. The Vice President shall be a member of the Society who has served at least one year on the MedSoc committee. The Vice President shall assist the President in his/her duties. The Vice President may, on the instruction of the President, take over any duties or correspondence as the President sees fit. The Vice President is responsible for all Freshers/Freshers' Day/Elective Symposium/Clinical Fair. The Vice President may attend with the President on his/her permission, any sub-committee he/she wishes.
- 5.2. The Secretary shall be any member of the Society who has served at least one year on the MedSoc committee. He/she shall keep the Minutes of the Annual General Meeting and

the Extraordinary General Meetings, and have these available for any member of the Society should they so wish. He/she shall take the Minutes of all Committee Meetings or delegate the job. He/she shall act as organiser and co-ordinator of all functions of the Society (except social functions).

- 5.3. The duties of the Student Treasurer are defined in clause 7 of this Constitution.
- 5.4. The Social Secretary shall be any member of the Society who has served at least one year on the MedSoc committee. He/she is responsible for organising all major society social functions, including Freshers' Fever, the Medics Fancy-dress 4-legged Pubcrawl, MDT mayhem, the Annual Ball, Drink MedSoc Dry and the Summer Social. He/she is responsible for organising their budgets, advertising, promotion and sponsorship. He/she may delegate duties as may seem fit. He/she has the power to form a Social Sub-committee if deemed necessary.
- 5.5. The Academic Representative shall be a member of the Society who has served at least one year on the MedSoc committee and who has completed Phase 2 of the University of Sheffield MBChB course. He/she is responsible for representing students to faculty, and shall be the principle Medsoc representative to them. The Academic Representative will coordinate the staff-student liaison meetings, and assist faculty by providing detailed feedback about the course. He/she is responsible for coordinating events such as guest lectures, and revision sessions. He/she has the power to form an Academic Sub-committee if deemed necessary. The Academic Representative must attend Curriculum Committee and Staff-Student Liaison Meetings.
- 5.6. **The Welfare Representative role has recently been updated – please read the attached job descriptions for further information.**
- 5.7. The Deputy Social Secretary may be any member of the Society and is responsible for assisting the Social Secretary with his/her duties. He/she is responsible for organising Merry MedSoc and the Valentines Social. He/she should also assist other committee members in organising additional socials, for example, the buddy social, post-exam socials and year group socials. He/she should work with the deputy treasurer to maximise benefits for MedSoc card holders.
- 5.8. **The Deputy Academic Representative role has recently been updated – please read the attached job descriptions for further information.**
- 5.9. **The Deputy Treasurer role has recently been updated – please read the attached job descriptions for further information.**
- 5.10. **The Deputy Welfare Representative role has recently been updated – please read the attached job descriptions for further information.**
- 5.11. The Sports Secretary may be any member of the Society. He/she should encourage and organise sports and teams. He/she should report back on progress of teams. He/she should prepare application for grant to Treasurer and be responsible for their budget in liaison with the Treasurer.
- 5.12. The Publicity Officer may be any member of the Society. He/she should be deemed responsible for making and distributing publicity and advertising events of the Society in advance of them. He/she is responsible for updating the website with information regarding the Societies activities.
- 5.13. The Society's Secretary shall be any member of the Society. They shall liaise with the various chairs of the societies supported by Medsoc (e.g. Revue, Northwing, Christian

Medical Fellowship, Islamic Circle etc) and where appropriate render assistance in terms of advertising, web-space, and financial support.

- 5.14. The Admissions Liaison Officer shall be any member of the Society. He/she will liaise with the admissions officer in the Faculty for organising students to help with open days and organise pre-interview tours for potential students, including those taking place outside term time. He/she will liaise with the admissions officer in the Faculty for organising students to help with open days and pre-interview tours for potential students. He/she shall sit on the admissions committee, and liaise with the SOAMS project. He/She has the power to form an Admissions Sub-committee if deemed necessary.
- 5.15. The International Officer shall be any member of the Society, and shall be the chair of the Medical International Student's Committee. They shall represent the needs of overseas students to the committee and to the faculty whether the students are full time or elective students and arrange such social events as they see fit.
- 5.16. The Website Coordinator shall maintain and develop the Societies website, coordinate all electronic publicity, and compile regular electronic bulletins for members.
- 5.17. The election of the Year Reps may take place to meet the needs of the society. Clinical years often do not have an opportunity to meet (i.e., in lectures) to vote on a suitable Year Rep. Elections can take place in lectures, the AGM or electronically via Minerva. Candidates must be from the year for which they were elected. There will be one representative from each year, who shall represent their year and their year committee. Year representatives shall have the power to form sub-committees to assist with the execution of his/her duties. The responsibilities of the year representative are:
- 5.17.1. To attend Medical Society meetings so that they can convey information from the committee to their year if necessary and also inform the committee of any matters for discussion arising within their year group.
 - 5.17.2. To organise social events for their respective year including the halfway and graduation balls.
 - 5.17.3. To organise specific academic events such as revision and guest lectures.
 - 5.17.4. To act as BMA Student representatives for their year (not contingent on BMA membership)
 - 5.17.5. To attend staff-student liaise meetings, and act as the student representative at Faculty Phase Coordinator Meetings.

6. SOCIETY GENERAL MEETINGS

- 6.1. All General Meetings of the Society shall be open to all full members of the Union who may speak or raise any relevant matter as he/she desires.
- 6.2. Executive Committee meetings shall take place once every two weeks, during normal University term time.
- 6.3. Society Committee meetings shall take place every two weeks, during normal University term time, every officer outlined in this document should be in attendance.
- 6.4. Welfare and Education Committee meetings shall take place once every two weeks, during normal University term time. The WEC shall be comprised of
- 6.4.1. BMA Inter-Schools Committee Rep (Chair)
 - 6.4.2. Academic Representative
 - 6.4.3. BMA Medical Student Chair
 - 6.4.4. Union Link Officer

- 6.4.5. Union Liaison Officer
 - 6.4.6. Medical Society Welfare Officer
 - 6.4.7. Year Representatives
 - 6.4.8. Admissions Liaison Officer
 - 6.4.9. Electives Officer
 - 6.4.10. International Students Officer
 - 6.4.11. Any other member from the Society
- 6.5. Social and Event committee meetings shall take place once every two weeks, during normal University term time.
- 6.5.1. Social Secretary
 - 6.5.2. Deputy Social Secretary
 - 6.5.3. Year Representatives
 - 6.5.4. Sports Secretary
 - 6.5.5. Societies Secretary
 - 6.5.6. Deputy Treasurer
 - 6.5.7. Publicity Officer
 - 6.5.8. Any other member from the Society.
- 6.6. One-third of a committee and one member of the Executive Committee must be present for a WEC or SEC meeting to be quorate.
- 6.7. Society Committee meetings will follow the format outlined below
- 6.7.1. Executive Committee asks for matters arising
 - 6.7.2. The WEC and SEC micro-committees meet
 - 6.7.3. Any proposals made by the WEC and SEC are voted upon by the Society Committee
- 6.8. Any member of the committee who is absent for three meetings without giving satisfactory explanation in writing to the committee shall be deemed to have resigned and the post he/she held shall be filled by a person elected at a Society General Meeting.
- 6.9. The committees shall have the power to form sub-committees.
- 6.10. When necessary the executive officers of the committee shall have full powers to act on behalf of the Society any such actions being subject at all times to question of the full committee at the next meeting.
- 6.11. An Extraordinary General Meeting (EGM) may be at the request of any member of the executive committee or at the request of two-thirds majority of the committee or at the request of thirty members of the Society.
- 6.12. An EGM must be publicised for at least one week before the allotted date.

7. ANNUAL GENERAL MEETINGS

- 7.1. The Annual General Meeting (AGM) of the Society shall be held in February, not more than thirteen months or less than eleven months after the previous AGM.
- 7.2. The business for the AGM shall include the presentation of new Society Officers and presentation of the annual financial accounts of the Society.
- 7.3. A minimum of five days notice of General Meetings shall be given, except for the Society AGM, of which at least ten days notice shall be given.
- 7.4. The AGM shall be presided over by the Secretary who shall present a summary of the previous minutes of the AGM.

7.5. The President, the Treasurer and the Sports Secretary shall present his/her annual report.

7.6. Election results for each office of the Society shall follow.

8. SOCIETY ELECTIONS

8.1. Nominations shall be handed in to the Medical Society office from two weeks before the allotted date of the elections. Each candidate shall be proposed and seconded by members of the Society.

8.2. If any post is contested, the proposer for each candidate will propose their candidate and each candidate will be called on to speak and answer questions. To insure the widest possible participation Voting will be electronic via Minerva. Voting is only permitted by full members of the Society.

8.3. If at the time of counting there is a draw, if there is a third losing candidate, he/she must drop out and a further count taken. If there are only two candidates and a further draw is established, a written ballot amongst all officers of the committee shall be taken to decide.

8.4. Exceptions

8.5. The Exceptions detailed below are elected under different rules outlined by their own respective organisations.

8.5.1. BMA MSC Rep

8.5.2. BMA ISC Chair

8.5.3. Union Liaison Officer

8.5.4. Union Link Officer

9. SOCIETY FINANCES

9.1. The Society's funds shall only be used in furtherance of the Aims and Objectives of the Society as defined in clause 2 of this Constitution.

9.2. The Treasurer shall be responsible for the proper accounting of Society funds in accordance with Union regulations. The treasurer may request a deputy be appointed if they deem it necessary.

9.3. Two signatories shall be required for Society financial transactions, of which one signatory shall be the Treasurer and the other an Officer of the Society.

9.4. The Student Treasurer shall be any member of the Society who has served one year on the MedSoc committee. He/she shall perform the day-to-day running of the accounts. He/she shall be responsible for the account books, statements, etc. which he/she should have available for the account books, statements, etc. which he/she should have available at all times for any member of the Society for viewing. He/she shall prepare the Grant application to the Union each year. Any sub-group who receives money from Sheffield University Medical Society, e.g., Northwing, Sports, must submit an application for a grant along with their accounts for previous years.

9.5. The Treasurer must conduct quarterly reports on the society's accounts and present these at the appropriate committee meetings.

9.6. Any expenditure of over £100 must be reported to the Committee at the next appropriate meeting. The treasurer may not spend more than £300 without seeking approval from the executive or full committee first.

- 9.7. At any time during any year in which the Society is recognised by the University of Sheffield Union, the book of accounts to date shall be made available to the University Student liaison if requested.

10. STAFF/STUDENT COMMITTEE

- 10.1. The student members of the staff/student committee shall comprise: President of the Society or Vice President of the Society, Academic Representative, all year representatives or suitable delegates, the Dean of the Medical School, four members of the teaching staff of the Faculty of Medicine, a staff secretary.
- 10.2. The purpose of the staff/student committee shall be to further relations between staff and students to the mutual benefit of both and to explore ways of increasing the benefit the students receive from the University and to act as a channel for communications of the views of students on the content of medical curriculum and any points arising from the course.
- 10.3. The committee shall meet at least once a semester.
- 10.4. Meetings of the committee may be called at the request of either the committee of the Society or the staff members of the staff/student committee.

11. AMMENDMENTS TO THE CONSTITUTION

- 11.1. Proposed amendments to the medical society constitution can be submitted to the Executive Committee for approval by any member of the society.
- 11.2. Amendments must be accepted by a majority vote of the executive committee before being submitted to Medsoc members for ratification.
- 11.3. A constitutional amendment will be seen to have been carried if the numbers of votes in favour outweigh the numbers of votes against.
- 11.4. Constitutional amendments must comply with the University of Sheffield rules and regulations.
- 11.5. Constitutional amendments must comply with University of Sheffield Students Union rules and regulations.