

**University of Southampton Students’ Union**

**Constitution of University of Southampton Medical Society**

# 1. Adoption of the Constitution

This unincorporated association and its property shall be managed and administered in accordance with this Constitution.

# 2. Name

The association’s name is University of Southampton Medical Society, to be known as MedSoc and hereinafter ‘MedSoc’.

# 3. Objects

The objectives of MedSoc, ‘the objects’, are:

1. The Medical Society (MedSoc) Committee is the representative association that advocates for medical students to The Students’ Union, the University of Southampton Faculty of Medicine, and the University of Southampton
2. MedSoc is responsible for:
3. promoting the interests and welfare of medical students at the University of Southampton during their course of study and, via The Students’ Union, representing and supporting members;
4. providing social, cultural, sporting, and recreational activities for its members;
5. providing forums for discussions and debate for the personal development of its members;
6. the raising of funds, via RAG, for other charitable organisations.

# 4. Membership

1. Membership is open to natural persons and is not transferable to anyone else.
2. Membership is constituted in the following categories:
   1. Full, open to persons that are both: Full Members of the Students’ Union and students currently studying under the Faculty of Medicine at the University of Southampton;
   2. Associate, open to persons that are: Associate or Temporary Members of the Students’ Union and students studying under the Faculty of Medicine at the University of Southampton; Or to those students that have exercised their right not to be members of the Students’ Union and are students currently studying under the Faculty of Medicine at the University of Southampton;
3. Only Full Members are entitled to be elected to the Committee. This is the sole privilege afforded to the Full Members over any other category of Membership.
4. MedSoc will not charge a fee for admission to Membership under the condition that the Union provides a pot of funding on an annual basis, to ensure MedSoc can function for members to its maximum capacity.
5. Membership is terminated if:
   1. the Member resigns by written notice to the Committee.
   2. any sum due from the Member to MedSoc is not paid in full within six months of it falling due.
   3. a Member ceases to be qualified for their category of Membership.
   4. membership is revoked by a resolution of a Meeting of the Committee, in accordance with Clause 13, ‘Disciplinary Action’.

# 5. Meetings

1. The MedSoc Committee (as detailed in section 7 of this constitution) shall usually meet once per week during term time and may conduct their business online or via email where necessary.
2. The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least ten percent of the current Full Members of the society.
   1. The Members’ written request must state a complete agenda for the EGM.
   2. If the Committee do not hold an EGM within five days of their receipt of the Members’ written request, the Members may proceed to hold an EGM in accordance with Clause 6, ‘Proceedings of General Meetings’.

# 6. Proceedings of General Meetings

1. Notice:
   1. The minimum period of notice required to hold an Extraordinary General Meeting is three days.
   2. The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
   3. Notice must be given to all Members and to the Committee.

1. Chairing:
   1. General Meetings shall usually be chaired by the person who has been elected as President.
   2. If there is no such person or they are not present within fifteen minutes of the time appointed for the General Meeting, the Full Members present must elect one of their number to chair.
2. Associate Members may speak at General Meetings with the permission of the meeting.
3. Voting:
   1. Every Full Member present at a General Meeting, with the exception of the Chair, shall be entitled to one vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
   2. Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
   3. All voting shall be by a show of hands or secret ballot, at the discretion of the

Chair.

* 1. There shall be no absentee voting.

1. Minutes:
   1. Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.
   2. Minutes of a General Meeting shall be made available to all Members on request.
2. Resolutions:
   1. Any Full Member may propose a resolution to be discussed and voted upon at an Extraordinary General Meeting.

# 7. Officers and the Committee/ Voluntary Officers

1. MedSoc and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 9, ‘Appointment of the Committee’.
2. MedSoc shall have the following officers:

(a) MedSoc President.

* + 1. To co-ordinate the general operation of the society and chair the Committee.
    2. To represent MedSoc and the Committee within SUSU, and to the University.
    3. Oversee the organisation and management of MedSoc and the Committee as a whole; ensure the officers’ accountability to Members, the Committee, and the Students’ Union; and represent MedSoc to all external interests.

 Vice President (MedSoc Faculty Officer)

* + 1. The MedSoc Faculty Officer is responsible for academic issues within the Faculty of Medicine.
    2. The MedSoc Faculty Officer shall:
       1. Co-ordinate the academic representation structure, including course representatives, within the Faculty.
       2. Represent medicine students in academic matters within SUSU and to the University

 Treasurer

* + 1. The Treasurer is responsible for funds allocated to, or raised by, MedSoc, and expenditure by MedSoc.
    2. The Treasurer shall:
  1. Liaise with Union Southampton Accounts to ensure that all money is properly accounted for.
  2. Liaise with external organisations to accrue sponsorship for events and initiatives.
  3. Manage online ticketing systems and MedSoc Store.
  4. Ensure the Union grant for clubs and societies is properly distributed to sub-societies.
  5. Keep an account of MedSoc assets and products (including

textbooks, scrubs, jumpers) that are stored in the MedSoc Office.

* 1. Support the overall administration of MedSoc.
  2. Ensure anonymity of students who seek help via MedSoc.

 Secretary

1. The Secretary is responsible for leading the administration of MedSoc.
2. The Secretary shall:
   1. Book venues for committee meetings and functions.
   2. Prepare the weekly agenda for meetings of the MedSoc Committee and take minutes.
   3. Manage the MedSoc email account.
   4. Co-ordinate all social media handles and distribution of promotional media.
   5. Ensure that Sub-Committees meet as required and that minutes of those meetings are reported back to the MedSoc Committee.
   6. To ensure anonymity of students who seek help via MedSoc.
   7. Clubs & Societies Representative
3. The Societies Representative is responsible for the MedSoc intramural teams and for supporting the societies within the intramural system.

(ii) The Societies Representative shall:

* + 1. Be responsible for allocating funding to sports clubs and societies.
    2. Register new societies, support students who want to set up new societies and process re-affiliation forms.
    3. Work with the student union to facilitate between MedSoc sub societies and the Union Block booking sports facilities
    4. Co-ordinate Varsity (Birmingham and Brighton)
    5. Organise the MedSoc Bunfight.
    6. Communicate with VP Sports (full-time officer) to keep the Union updated.
    7. Organise team/committee photos.
    8. Support the overall administration of MedSoc.
    9. Work with the Student Groups Officer and Student Activities Department.
    10. Ensure the anonymity of students who seek help via MedSoc.

(f) Welfare Representative

1. The Welfare Representative is responsible for assisting in the provision of advice and support to medical students.
2. The Welfare Representative shall:
   1. Work with the VP Welfare and the Advice Centre.
   2. Assist with advice and support for medical students.
   3. Liaise with Faculty of Medicine Pastoral Team.
   4. Signpost students to help and support where necessary.
   5. Facilitate training for peer support mentors.
   6. Co-ordinate the MedSoc Families initiative.
   7. Ensure the anonymity of students who seek help via MedSoc.
   8. Support the overall administration of MedSoc.

 Charities Representative

* 1. The Charities Representative is responsible for co-ordinating charity activity and charity events within MedSoc.

(ii) The Charities Representative shall:

* 1. Organise the annual MedSoc calendar shoot.
  2. Chair the meeting that selects the two MedSoc charities (one local and one national).
  3. Liaise with RAG.
  4. Manage MedSoc sub societies that also raise money for charity.
  5. Ensure the anonymity of students who seek help via MedSoc.

 Events Representative

1. The Events Representative is responsible for organising all MedSoc social events (not including the Christmas and Spring Ball).
2. The Events Representative shall:
   1. Act as the liaison between MedSoc and the Union Events Department.
   2. Work with the Treasurer in setting up the online ticketing system.
   3. Support the overall administration of MedSoc.
   4. Be responsible for informing the Student Activities Department about MedSoc planned events.
   5. Ensure the anonymity of students who seek help via MedSoc.

 Ball Representative

(i) The Ball Representative is responsible for organising the Christmas and Spring Ball

(ii) The Ball Representative Shall:

* 1. Act as the liaison between MedSoc and the Union Events Department.
  2. Work with the Treasurer in setting up the online ticketing system.
  3. Support the overall administration of MedSoc.
  4. Be responsible for informing the Student Activities Department about MedSoc Ball events
  5. Ensure the anonymity of students who seek help via MedSoc.

 Education Representative

1. The Education Representative is responsible for all academic projects within MedSoc
2. The Education Representative Shall:
   * 1. Act as a liaison for academic sub-societies
     2. Manage MedSoc Education Pages
     3. Promote educational opportunities for MedSoc members
     4. Ensure the anonymity of students who seek help via MedSoc

 Design and Promotion Representative

1. The Design and Promotion Representative is responsible for the MedSoc sharepoint site
2. The Media Representative shall:
   1. Ensure that the MedSoc sharepoint is kept up-to-date.
   2. Ensure MedSoc sub-society pages are kept up-to-date

 BM School Representative

1. The BM School Representative is responsible for the BM programmes in the faculty of Medicine
2. The BM School Representative shall:

i. Act as the elected Senior Course Rep and help the VP/ Faculty Officer in all of their activities

 Year Representatives

(i) Year Representatives shall be elected every academic year (ii)

Year Representatives shall:

i. Act as the liaison between the year they represent and MedSoc, The Faculty & The Union

1. No one may be appointed a member of the Committee if they have been disqualified from becoming a member of the Committee under the provisions of Clause 13,

‘Disciplinary Action’.

1. The number of the Committee must not be less than four, though is not subject to any maximum. There must always be:
   1. a President;
   2. a Secretary;
   3. a Treasurer;
   4. a Welfare Representative.
2. An officer or ordinary member of the Committee shall cease to hold office if they:
   1. cease to be a Full Member of MedSoc.
   2. resign by notice to MedSoc, or
   3. are removed from office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, ‘Disciplinary Action’.

# 8. Meetings of the Committee

1. The Committee may regulate their proceedings as they see fit, subject to the provisions of this Clause.
2. Any member of the Committee may request the Secretary to call a Meeting of the Committee.
3. Meetings of the Committee shall usually be chaired by the person who has been elected as President.
   1. If the President will not be attending, they must appoint a suitable committee member to chair the meeting in their absence
   2. If the President has not nominated a committee member then the members present may select one of their own to chair the meeting, usually the Vice-president or Secretary.
4. The quorum for a Meeting of the Committee shall be three members of the Committee.
5. No decision may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
6. Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberative vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
7. Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
8. There shall be no absentee voting.
9. Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

# 9. Appointment of the Committee

1. A Committee shall be elected before the end of the spring term every academic year;
2. All full members are eligible to stand and vote in a MedSoc election unless excluded due to resolution passed in accordance with Clause 13, ‘Disciplinary Action’;
3. The Full Members of MedSoc shall appoint the officers and committee by election.
   1. Elections for the Committee will be held online, with the help of the student’s union when possible helping validate full members votes;
   2. A Single Transferable Vote system shall be used for all elections where possible;
   3. In all elections Re-Open Nominations, ‘RON’, shall be a candidate. An election yielding a result of RON will lead to a co-option for the role in question.
4. Where an officer position is left vacant a by-election shall be held for that position as soon as reasonably possible;
5. Where a committee position is left vacant a co-option shall be held for that position at the next meeting of the Committee.
   1. Members invited to vote will consist of:
      1. The members of the committee of the year previous, not including any member that ceased to hold office as detailed by section 7 clause 5 (b);
      2. The members of the committee newly elected, not including any member that ceased to hold office as detailed by section 7 clause 5 (b);
6. Elections for The Committee will be held in accordance with such by-laws as may be made by Democracy Zone Committee from time to time;
7. The period of office of a Committee Member begins on the first day of the Summer term after their election, or if they are elected by co-option after the first day of the Summer term, then on the day they are elected and will end on the last day of the spring term after they take office.
8. The Committee must update their committee information on the Student Groups Hub provided by the Students’ Union at [www.susu.org (](http://www.susu.org/)or failing that inform the Students’ Union’s Student Groups Officer) within seven days.
9. A retiring member of the Committee must transfer all relevant information and documentation to their newly elected counterpart, or failing this to the President, within fourteen days.
10. Notwithstanding the previous provisions of this section, elections for academic course representatives shall be held under the provisions of a by-law to be made by the Education Zone Committee.
11. Year Representative Elections will take place after the election of the Committee Elections in collaboration with the student’s union.
12. A MedSoc President is prohibited from running for any Committee positions after the cessation of their term on the Committee.

# 10. Sub-Societies

1. Sub-Societies shall exist in accordance with the objects of the society.
   1. This may be in the form of sports, academics, charities, volunteering, or an activity deemed suitable by the Committee
2. Affiliation with MedSoc:
   1. Affiliation recognises a group as Sub-Society within MedSoc and thus the student’s union;
   2. Affiliation is not automatically granted even when all members of a group are full members of MedSoc;
   3. Existing MedSoc Sub-Societies shall re-affiliate with MedSoc on an annual basis;
   4. Affiliation of any sub-society must always include the signing of an affiliation document by the president of that sub-society. The document must include as a minimum:
      1. The rules the society should be made aware of immediately
      2. Details of disciplinary action
      3. An agreement that the sub-societies will adhere to such rules and any rulings issued by the MedSoc committee in the future
   5. Affiliation does not guarantee funding from MedSoc
   6. The process of affiliation will be organised and run by the MedSoc committee each year and specifics of this process may change as necessary;
   7. MedSoc reserves the right not to affiliate any group for any reason including but not limited to societies that oppose the objects;
   8. The MedSoc committee reserves the right to dis-affiliate any society at any point following a vote of the MedSoc committee in accordance with section 8 of this clause.
3. MedSoc Sub-Societies shall host an annual general meeting or ‘AGM’ every year.
   1. The time between successive annual general meetings shall be no longer than 15 months;
   2. AGM’s must always include the election of a Sub-Committee to run the society for the upcoming year;
   3. In accordance with this clause all AGM’s must be run in accordance with any additional guidance that might be issued from time to time.
4. Formation of a Sub-Society:
   1. If a member or group of members wishes to affiliate a new MedSoc sub-society, they must:
      1. Submit a proposal of their society to the Sports and Societies Rep for the approval of the committee;
      2. Once the proposal has been accepted, conduct a public founding AGM. It is the responsibility of the sub-society to ensure their AGM is advertised and all full members are made aware of the AGM prior to its commencement. This AGM must follow the rules detailed in section 3 of this clause;
      3. Affiliate with MedSoc as detailed in section 2 of this clause.
   2. The member proposing a Sub-Society has the sole right to appoint the first president of the Sub-Society. This can be themselves, someone else or they may put the position up for vote.
   3. All other committee positions must be put up for a vote of the members present.
5. Each Sub-Society must have, but is not limited to, the following roles:
   1. President
   2. Secretary
   3. Treasurer
   4. Welfare Representative
6. Funding:
   1. The funding given to any MedSoc sub-society will be decided on by the MedSoc committee including at least the: President, Sports and Societies Rep, Secretary, Education Rep and Charities Rep but may include other members as part of the decision-making process.
   2. For a sub-society to receive funding they must make an application that includes:
      1. Details of money received in the previous year;
      2. Details of the money spent and what this money was spent on;
      3. The amount of money the society would like to request;
      4. What the money they are requesting will be spent on preferably in order of importance to the sub-society and its members;
   3. A request for funding does not guarantee funding will be given;
   4. Requests may be granted partially or in full at the discretion of the MedSoc committee;
   5. The committee’s decision on funding will take into account all aspects of each societies applications, fairly allocating money between sub-societies in a way that bests further the objects of MedSoc and benefits the range of MedSoc’s members;
   6. If a request is granted in part or in full this does not guarantee the society will be paid such money.
7. Sub-Societies must adhere to all guidance and instruction issued by the MedSoc committee.
8. Disciplinary action:
   1. Disciplinary action may be taken against any Sub-society of MedSoc as a consequence of conduct:
      1. detrimental to the reputation of MedSoc or the Students’ Union.
      2. opposed to the objects of MedSoc (see clause 2) or the Students’ Union.
      3. in contravention of any provision of this Constitution.
      4. Contradicting an instruction or request of the MedSoc committee
   2. Disciplinary action that may be taken against any Sub-Society may be, but is not limited to:
      1. issue of a formal written warning.
      2. partial or total ban from certain activities.
      3. Disciplinary action of Sub-Society committee members as detailed in section 13 ‘Disciplinary action’
      4. Exclusion from MedSoc funding
      5. Dis-affiliation
   3. Any disciplinary action against a Sub-Society shall be decided by the MedSoc committee. Information must be presented to the committee in an impartial, balanced, and fair manner, considering all representations on the matter.
   4. The committee may change the action after it has been made if this is decided by the committee at a further meeting.

# 10. Financial Management

1. The Committee are jointly liable for the proper management of MedSoc’s finances.
2. The income and property of MedSoc must be applied solely towards the promotion of the objects.
3. The members of the Committee are entitled to be reimbursed from the property of MedSoc or may pay out of such property only for reasonable expenses properly incurred by them when acting on behalf of MedSoc.
4. The accounts of MedSoc, as maintained by the Treasurer, must be made available to the Students’ Union upon request.

# 11. Irregularities and Saving Provisions

1. Subject to sub-clause (2) of this Clause, all acts done by a Meeting of the Committee shall be valid notwithstanding the participation in any vote of a member of the Committee:
   1. who was disqualified from holding office;
   2. who had previously retired or who had been obliged by this Constitution to

vacate office;

* 1. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.

1. Sub-clause (1) of this Clause does not permit a member of the Committee to keep any benefit that may be conferred upon them by a resolution of the Committee if the resolution would otherwise have been void, or if the Committee has not complied with Clause 12, ‘Conflicts of Interests and Conflicts of Loyalties’.
2. The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of:
   1. the Committee;
   2. the Members in General Meeting;

if it may be demonstrated that a procedural defect in the same has materially

prejudiced a Member of MedSoc.

# 12. Conflicts of Interests and Conflicts of Loyalties

1. A member of the Committee must:
   1. declare the nature and extent of any interest, direct or indirect, which they have in any decisions of a Meeting of the Committee or in any transaction or arrangement entered into by MedSoc which has not been previously declared;
   2. absent themselves from any discussions of the Committee in which it is possible that a conflict will arise between their duty to act solely in the interests of MedSoc and any personal interest, including but not limited to any personal financial interest.
2. Any member of the Committee absenting themselves from any discussions in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the Committee on the matter.

# 13. Disciplinary Action

1. Disciplinary action may be taken against any Member of MedSoc as a consequence of conduct:
   1. detrimental to the reputation of MedSoc or the Students’ Union.
   2. opposed to the objects of MedSoc (see clause 2) or the Students’ Union.
   3. in contravention of any provision of this Constitution.
2. Disciplinary action that may be taken against any Member may be, but is not limited

to:

* 1. issue of a formal written warning.
  2. partial or total ban from certain Group activities.
  3. disqualification from becoming a member of the Committee.
  4. removal of a member of the Committee from office.
  5. temporary or permanent revocation of Membership.
  6. referral of the complaint to the Students’ Union’s Disciplinary Committee.

1. It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either a Meeting of the Committee or by a meeting of the student’s union activities team. Either shall have the power to take disciplinary action, including but not limited to those measures set out in paragraphs (a) – (f) inclusive in sub-clause (2) of this Clause.
2. Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.
3. All disciplinary action must be subject to prior discussion with the Students’ Union’s Student Groups Officer.
4. Members subject to disciplinary action have the right of appeal to the Students’ Union’s Student Groups Committee.
5. A full report of all disciplinary action taken by MedSoc in the previous year must be presented each year.

# 14. Affiliation to External Organisations

1. MedSoc may only become an affiliate of an external organisation if:
   1. the aims of that organisation are in line with those of MedSoc;
   2. the Members derive a direct benefit from the affiliation;
   3. no Policy of the Students’ Union is breached by the affiliation;
2. MedSoc’s affiliation to an external organisation shall immediately lapse:
   1. On the last day of the spring term after affiliation, unless the newly elected committee decide to re affiliate in accordance with sub-clause (1) of this Clause.
   2. if a resolution to disaffiliate is passed by the Members in an extraordinary General Meeting.
   3. if a resolution to disaffiliate is passed by the committee in a meeting
3. All external affiliations and disaffiliations must be reported to the Students’ Union’s Student Groups Committee within seven days.
4. For the avoidance of doubt, the Students’ Union is not an external organisation for the purposes of this Clause.

# 15. Amendment to the Constitution

1. MedSoc may amend any provision contained in this Constitution provided that:
   1. amendments do not:
      1. alter the objects in such a way that undermines or works against the previous objects of MedSoc;
      2. retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;
   2. a resolution to amend a provision of this Constitution is passed by two thirds the majority of the committee;
   3. a copy of the resolution amending this Constitution is sent to the Students’ Union within seven days of it being passed;
   4. the resolution is ratified by the Students’ Union’s Student Groups Committee.
2. The interpretation of this Constitution shall be with the Committee, except that during an Extraordinary General Meeting or a Meeting of the Committee where the Chair shall have this responsibility. The Members in General Meeting may resolve to revise any interpretation made by the Committee or a Chair as a Point of Order.
3. The provisions of this Constitution shall be subordinate to those of the Articles, Rules, By-Laws and Policies of the Students’ Union.
4. The Committee and the Students’ Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

# 16. Dissolution

1. If the Members resolve to dissolve MedSoc, the Committee will remain in office and be responsible for winding up the affairs of MedSoc in accordance with this Clause.
2. A resolution to dissolve MedSoc must be passed by at least a two-thirds majority of the Full Members present at a General Meeting;
3. The Committee must collect in all the assets of MedSoc and must pay or make

provision for all the liabilities of MedSoc.

1. The Committee must apply any remaining property or money:
   1. directly for the objects;
   2. by transfer to any Group or Societies for purposes the same as or similar to MedSoc;
   3. in such other manner as the Students’ Union’s Student Groups Committee may approve in writing in advance.
2. The Members may pass a resolution before or at the same time as the resolution to dissolve MedSoc specifying the manner in which the Committee are to apply the remaining property or assets of MedSoc. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
3. In no circumstances shall the net assets of MedSoc be paid to or distributed among the Members of MedSoc.
4. The Committee must ensure the register and all other data held by MedSoc are securely destroyed upon the dissolution of MedSoc.
5. The Committee must notify the Students’ Union within seven days that MedSoc has been dissolved. If the Committee are obliged to send MedSoc’s accounts to the Students’ Union for the accounting period which ended before its dissolution, they must send the Students’ Union MedSoc’s final accounts.

# 17. Interpretation

In this Constitution:

1. ‘The University’ means ‘the University of Southampton’.
   1. ‘University term’ and ‘academic year’ have the definitions set out in the University Calendar and Almanac.
2. ‘Financial benefit’ means a benefit, direct or indirect, which is either money or has a monetary value.
3. ‘The Students’ Union’ means ‘The University of Southampton Students’ Union’, trading as ‘Union Southampton’.
   1. ‘Articles’, or ‘Articles of the Students’ Union’ mean the Students’ Union’s Articles of Association. ‘Rules’ and ‘Policies’ have the definitions set out in the Articles.

‘By-Laws’ has the definition set out in the Rules.

**18. Declaration**

The Members of MedSoc in General Meeting Adopted this Constitution:

# Date 02/10/2023

# President Becca Heritage

# Secretary Shreyaa Ramadore

The Students’ Union Approved this Constitution:

Date

Student Groups Officer