**University of Southampton MEDSOC**

**Muslim Medics Southampton Constitution**

1. **Name**
   1. The association’s name is “Muslim Medics Southampton” also known as “MMS” and hereinafter “the society”.
   2. MMS shall be a member of the University of Southampton MEDSOC.
2. **Aims & Objectives**
   1. To educate people regarding the Islamic perspective on different ethical issues in Medicine.
   2. To educate people on the guidance regarding expressing conscientious objections and their religious views whilst practicing within healthcare.
   3. To educate people on Islamic beliefs so they can understand their future Muslim colleagues or patients’ views.
   4. To invite health professionals and Islamic scholars to speak on the specific ethical issues or challenges a Muslim may face in Medicine.
   5. Providing a platform for members where they can network and reach out to current students and alumni for academic and pastoral support.
   6. To provide information on prayer facilities available at SGH and campus for new students.
   7. To develop teamwork and camaraderie by holding social events.
   8. To carry out charity and community outreach initiatives e.g. holding first aid workshops.
3. **Membership (copy completely)**
   1. Memberships is constituted in the following categories:
      1. Full membership is open to all Full members of MEDSOC.
      2. Associate membership is open to all members of the Student’s Union.
   2. Only Full Members are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting. These are the sole privileges afforded to the Full Members over any other category of Membership.
   3. The Society may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.
   4. The Committee must keep a register of members (‘the register’) on the Student Society’s Hub provided by the Students’ Union at [www.susu.org](http://www.susu.org).
   5. Membership is terminated if:
      1. The Member resigns by written notice to the Committee.
      2. A Member ceases to be qualified for their category of Membership.
      3. Membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 12, ‘Disciplinary Action’.
4. **General Meeting**
   1. The General Meeting constitute the Society’s highest decision-making body, subject to the provisions of this Constitution.
   2. The Society must hold an Annual General Meeting (AGM) in each academic year.
   3. A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).
   4. The Committee may call an Extraordinary General Meeting only once 2 months has passed since the most recent AGM.
   5. The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least two-third of the committee.
      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 5, ‘Proceedings of General Meetings’.
5. **Proceedings of General Meetings**
   1. Notice:
      1. The minimum period of notice required to hold an Annual General Meeting is seven days. The minimum period of notice required to hold an Extraordinary General Meeting is seven days.
      2. The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
      3. If the General Meeting is to be an AGM, the notice must say so, and must invite nominations in accordance with Clause 8, ‘Appointment of the Committee’.
      4. Notice must be given to all Members and to the Committee.
   2. 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 vice president must chair.
   3. Associate Members may speak at General Meetings with the permission of the meeting.
   4. Voting:
      1. Every Full Member present at a General Meeting, except for 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.
      4. There shall be no absentee voting.
   5. 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 within seven days.
   6. Reports:
      1. If the General Meeting is an AGM, the Chair may invite any of the Committee to offer a report of their activities whilst in office.
      2. The Treasurer must present the Society’s accounts to the Members at the AGM.
   7. Resolutions:
      1. Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.
6. **Committee**
   1. The Society and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 8, ‘Appointment of the Committee’.
   2. The Society shall have the following officers:
      1. President - shall oversee the organisation and management of the Society and the Committee as a whole; ensure the officers’ accountability to Members, the Committee, MEDSOC; and represent the Society to all external interests.
      2. Vice President – shall support the President, if required, in representing and overseeing the society and ensure the society is run according to the institution. Will be responsible for overseeing any key events and activities throughout the year such as Fresher’s Week.
      3. General Secretary - shall oversee the administration of the Society, take minutes at General Meetings and Meetings of the Committee, room bookings and maintain the register.
      4. Treasurer - shall oversee the financing of the Society, set the Society's budget, run the day to day financial duty of MMS and maintain the accounts of the Society.
      5. Publicity officer - shall be responsible for creating promotional materials including posters and leaflets for the society’s events and projects in line with MEDSOC Publicity policy, shall maintain and coordinate he society’s social media platforms, shall advertise the activities of the society.
      6. Events officer - An integral role of the society, organising & managing events throughout the year including fresher’s week, socials, and talks. Events rep would be responsible for the running of the events on the day and preparations building up to it.
      7. Outreach officer – responsible for coming up with ideas for outreach and organising the society’s (general/medical) community and alumni outreach activities. Maintain good ties with the alumni of MMS.
      8. Education lead – shall come up with ways in which the society can provide education support and organise such events e.g. education support for all years during fresher’s week. Must assess if further education roles are needed and approach the committee with their ideas.
   3. The committee members must be creative and resourceful to adapt to the restrictions in place due to COVID-19.
   4. Although every committee member’s role has been defined everyone is expected to help where required even if this may not be directly related to their role.
   5. 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 12, ‘Disciplinary Action’.
   6. The number of the Committee must not be less than three, though is not subject to any maximum. There must always be:
      1. a President.
      2. a Secretary.
      3. a Treasurer.
   7. An officer or ordinary member of the Committee shall cease to hold office if they:
      1. ceases to be a Full Member of the Society.
      2. resigns by notice to the Society, or
      3. is removed from office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 12, ‘Disciplinary Action’.
7. **Meetings of the Committee**
   1. Any member of the Committee may request the President to call a Meeting of the Committee.
   2. The General Meeting must be held within seven days of the receipt of the proposal.
   3. At least three days’ notice of a general meeting must be given to the committee.
   4. Meetings of the Committee shall usually be chaired by the person who has been elected as President.
   5. The quorum for a Meeting of the Committee shall be three members of the Committee.
   6. No decision may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
   7. Every member of the Committee, except for 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.
   8. Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
   9. There shall be no absentee voting.
   10. Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.
8. **Appointment of the Committee**
   1. The AGM shall be held during the second term of the academic year unless permission is obtained by MEDSOC. The AGM shall have its main business:
      1. The presentation of the report of activities, including the financial activities, for the past year.
      2. The election of the committee for the next session.
   2. Nominations for the society officers must be posted at least seven days in advance of the meetings and closed before the meeting.
   3. The Full Members of the Society in General Meeting shall appoint the officers and ordinary members of the Committee by election.
      1. Elections for the Committee shall be held at an Annual General Meeting. By-elections for vacant offices shall be held at an Extraordinary General Meeting.
      2. A First-Past-The-Post system shall be used for all elections.
      3. In all elections Re-Open Nominations, ‘RON’, shall be a candidate. An election yielding a result of RON shall be re-run as a by-election.
      4. If the Society is subjected to eVoting, the constitutional points listed which are not compatible with eVoting are nullified.
   4. The count for elections shall be conducted publicly by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run as a by-election.
   5. A member of the Committee shall assume office with effect from the conclusion of the General Meeting of their appointment.
   6. A member of the Committee shall retire with effect from the conclusion of the AGM next after their appointment but shall be eligible for re-election at that AGM.
   7. The Committee must update their committee information by informing MEDSOC within seven days of the election.
   8. A retiring member of the Committee must transfer all relevant information and documentation to their newly elected counterpart, or to the President, within fourteen days.
   9. The elected president and vice-presidents must have been on the committee in a previous year to be eligible for these positions. In the case of no previous members being candidates, this can be bypassed.
   10. If no person is voted into a post or of resignation of a post, the Chair shall undertake the duties until such time as the post is filled.
9. **Financial Management**
   1. The Committee are jointly liable for the proper management of the Society’s finances.
   2. The income and property of the Society 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 the Society or may pay out of such property only for reasonable expenses properly incurred by them when acting on behalf of the Society.
   4. The accounts of the Society, as maintained by the Treasurer, must be made available to the MEDSOC upon request.
10. **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;
       3. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise
    2. 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’.
    3. 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 the Society.

1. **Conflict of interest and conflict 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 the Society 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 the Society 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.
   3. Upmost must be done to avoid any possible conflict with other societies or organisation that MMS is associated with.
2. **Disciplinary Action**
   1. Disciplinary action may be taken against any Member of the Society because of conduct:
      1. detrimental to the reputation of the Society or the MEDSOC.
      2. opposed to the objects of the Society (see clause 2) or the MEDSOC.
      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 Society 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.
   3. It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either the Members in General Meeting, or a Meeting of the Committee. 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.
   4. Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.
   5. All disciplinary action must be subject to prior discussion with the Students’ Union’s Vice President Activities.
   6. Members subject to disciplinary action have the right of appeal to the Students’ Union’s Student Society’s Committee.
   7. A full report of all disciplinary action taken by the Society in the previous year must be presented at the AGM.
3. **Affiliation to External Organisation** 
   1. The Society may only become an affiliate of an external organisation if:
      1. the aims of that organisation are in line with those of the Society;
      2. the Members derive a direct benefit from the affiliation;
      3. no Policy of the Students’ Union is breached by the affiliation;
      4. a resolution to affiliate is passed by the Members in General Meeting
   2. The Society’s affiliation to an external organisation shall immediately lapse:
      1. at the conclusion of each Annual General Meeting after affiliation unless the Members in General Meeting resolve to re-affiliate at each AGM in accordance with sub-clause (1) of this Clause.
      2. if a resolution to disaffiliate is passed by the Members in General Meeting.
   3. All external affiliations and disaffiliations must be reported to the Students’ Union’s Student Societies Committee within seven days.
   4. For the avoidance of doubt, the Students’ Union is not an external organisation for the purposes of this Clause.
   5. Liaising and collaborating with University of Southampton Islamic Society (ISOC) to achieve common aims including but not limited to raising money for charity during campaigns such as “Charity Week” and “Believe and do Good”. MMS will also strive to start our own charitable campaigns in the future.
   6. Create a working relationship with British Islamic Medical Association (BIMA), Muslim Chaplaincy team at Southampton General Hospital and the Faculty of Medicine.
4. **Amendment to the Constitution**
   1. The Society 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 the Society;
         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 at least a two-thirds majority of the Full Members present at a General Meeting;
      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 Societies Committee.
   2. The interpretation of this Constitution shall be with the Committee, except that during a General Meeting or a Meeting of the Committee 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.
5. **Dissolution**
   1. If the Members resolve to dissolve the Society, the Committee will remain in office and be responsible for winding down the affairs of the Society in accordance with this Clause.
   2. A resolution to dissolve the Society 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 the Society and must pay or make provision for all the liabilities of the Society.
   4. The Committee must apply any remaining property or money:
      1. directly for the objects;
      2. by transfer to any Society or Societies for purposes the same as or similar to the Society;
      3. in such other manner as the Students’ Union’s Student Societies Committee may approve in writing in advance.
   5. The Members may pass a resolution before or at the same time as the resolution to dissolve the Society specifying the way the Committee are to apply the remaining property or assets of the Society. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
   6. In no circumstances shall the net assets of the Society be paid to or distributed among the Members of the Society.
   7. The Committee must ensure the register and all other data held by the Society are securely destroyed upon the dissolution of the Society.
   8. The Committee must notify the Students’ Union within seven days that the Society has been dissolved. If the Committee are obliged to send the Society’s accounts to MEDSOC for the accounting period which ended before its dissolution, they must send MEDSOC Society’s final accounts.
6. **Declaration**

| The Members of the Society in General Meeting Adopted this Constitution: |
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Date: 23/08/2023

President: Nihal Younus

Vice President: Bilal Faiq Al-Hameed & Fajr Amer