

# **Constitution for the James Cook University Surgical Society**

1. Official Name: The official name of this group is: James Cook University Surgical Society (JCUSurg)
2. Aims and Objectives  
The objectives of the group shall be:
  - 2.1. To promote surgery and future careers in surgical fields in Australia across all related disciplines
  - 2.2. To provide opportunities and information to its members about different surgical fields
  - 2.3. To increase understanding of issues relevant to all disciplines surrounding surgery.
  - 2.4. To develop a multidisciplinary relationship between the students studying health related disciplines.
  - 2.5. To provide opportunity for students to connect with surgical mentors
  - 2.6. To assist its members in their endeavour to achieve the group's objectives.
  - 2.7. To support the objectives of the James, Cook University Student Association
  - 2.8. To advocate surgical interest in rural areas in Queensland
  - 2.9. To advocate for greater gender equality within the surgical fields
3. Membership
  - 3.1. All members of the James Cook University Student Association that are currently studying a health-related discipline, as well as, such other persons as the Committee may from time to time determine shall be eligible for membership of the Group.
4. Management
  - 4.1. Management of the group shall be vested in a Committee which shall be elected annually by the membership at the Annual General Meeting in September/October of each year.
  - 4.2. The Committee shall be comprised of:
    - 4.2.1. The President who shall be the spokesperson for the Group and shall represent the Group whenever necessary. Who must be a clinical year student.
    - 4.2.2. The Vice President who shall assist the President in the discharge of presidential responsibilities and shall perform the duties of the President in his/her zone of influence. They shall also perform any other duties as may be directed. Who must be a clinical year student.
    - 4.2.3. The Honorary Secretary, who shall keep accurate minutes of all meeting of the Group and the Committee, attend to Group correspondence and

keep such other records as are required by the Group or by Association Council from time to time.

- 4.2.4. The Honorary Treasurer who shall keep a record of all monies received and payments made by the Group and will present an audit of the Group's accounts at the Annual General Meeting, and shall present regular financial statements and accounts. All monies received by the Group shall be paid in full into a Group account set up for the purpose and disbursements shall be paid by non-negotiable cheque drawn on the Group's account OR via account transfer, except those amounts which may be made by the Honorary Treasurer in the case of petty cash disbursements. The Honorary Treasurer shall set up an interest account for petty cash disbursement with an upper limit to be determined from time to time by the Committee
- 4.2.5. Such other members with other responsibilities as the Group may require from time to time may be appointed at a general meeting
- 4.2.6. Casual vacancies on the Committee may be filled by appointment by the remaining members of the Committee from the Group membership

## 5. Finance

- 5.1. The Group shall open a Bank, Building Society or Credit Union account, to be operated upon by the signatures of any two of the President, the Vice President, Honorary Secretary or the Treasurer.
- 5.2. The Group is a non-profit organisation, therefore, distribution of profits or gains to individual members is prohibited, as determined by the Australian Taxation Office.
- 5.3. The Committee shall prepare an annual budget for the proper ordering of the financial affairs of the Group and for presentation to the JCU Student Association in support of each annual application for an Association grant.
- 5.4. The Committee shall ensure that the Association regulations regarding the Group and Society finances and reporting are satisfied.
- 5.5. The financial year of the Group shall end 31 December each year.

## 6. Meetings

- 6.1. Annual General Meeting (AGM):
  - 6.1.1. The Annual General Meeting of the Group shall be held in the second semester of each year. The date and time of the meeting will be determined at the discretion of the Committee. Fourteen (14) days' notice of the AGM shall be given to the membership. At the AGM the Honorary Secretary shall deliver a report of the Group's activities for the preceding year. The Honorary Treasurer shall present audited financial statements and accounts for the preceding year.
  - 6.1.2. A quorum at the AGM shall be a number equal to twice the number of members of the Committee. In the event of a quorum not being present within thirty (30) minutes of the scheduled time for the meeting, the

meeting shall be adjourned to the same place and time in the following week at which those members present shall constitute a quorum.

## 6.2. Special General Meetings:

6.2.1. Special General Meetings may be called by the Committee or by petition to the Honorary Secretary from a number of ordinary members equivalent to twice the number of Committee members. Special General Meetings shall be called within fourteen (14) days of receipt by the Honorary Secretary of a request from the committee or the membership as above. Seven (7) days' notice shall be given of a Special General Meeting.

## 6.3. Committee Meetings

6.3.1. The Committee shall meet at least once each month. Quorum at Committee meetings shall be half plus one of the Committee memberships for the time being. Notice of all Committee meetings shall be given to each. Committee meetings may be called by the Honorary Secretary alone or on the request of half the membership of the Committee.

## 6.4. Attendance

6.4.1. It is a mandatory requirement for Committee members to attend most meetings. A maximum limit of 3 absences per academic year is permitted, provided there is a valid reason and the apology has been conveyed to the Secretary. Absences at meetings may also be granted on grounds of discipline-based placement, serious ill health or other pressing circumstances (e.g. bereavement).

## 7. Property

7.1. All property of the Group shall be held in the trust for Group purposes. In the event of dissolution of the Group the property of the Group shall be entrusted to the James Cook University Student Association.

## 8. Powers of the Committee

8.1. The Committee shall be empowered to do all things conducive and incidental to the attainment of the objects of the Group consistent with this Constitution and the Constitution of the James Cook University Association and the Regulations made thereunder.

## 9. Liability

9.1. Each member of the group shall:

- 9.1.1. Be solely liable for and indemnify the Association, the Group, the Committee, the Officers of the Group and/or other Group Members for all liability whatsoever to third party, arising out of the actions or omissions of that member (whether by negligence or otherwise) resulting in injury or loss to a third party, whether or not that third party is a Group Member, and
- 9.1.2. Indemnify and save harmless the Association, the Group, the Committee, the Officers of the Group and/or other Group members for all liability whatsoever to that member in the course of Group Activities, whether arising by way of negligence or otherwise.
- 9.2. “Group Activities” include activities engaged in predominantly for the advancement of Group Objectives enumerated on Clause 2, including activities on the nature of or incidental to:
  - meetings
  - training sessions
  - competitions

#### 10. General

- 10.1. In any matters not specified in this Constitution or in Regulations enacted by the Committee under this Constitution the provisions of the Constitutions and Regulations of James Cook University Student Association shall apply.

#### 11. Amendments to constitution

- 11.1. The Constitution may be amended at a general meeting of the Group by a two-thirds majority vote of members present provided that fourteen days’ notice be given of the proposed amendment by email or paper, and further, that the amendment is approved by the Executive Committee.

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Updated: 6<sup>th</sup> October 2020

#### 12. Dissolution

- 12.1. The Group shall be dissolved should it fail to hold its Annual General Meetings, or on the decision of a two-thirds majority of members present and voting at a general meeting for which due notice has been given.

### Position Descriptions

### **President**

The President is the spokesperson for JCUSURG and shall represent JCUSurg to the School of Medicine and Dentistry (SMD)) who must be a clinical year student. The President will work in collaboration with the committee to co-ordinate JCUSurg activities throughout the year and encourage and support members' involvement in surgical affiliations through social, educational and networking events. The main roles/skills of the President will be to:

- Ensure that all members of the surgical interest group are involved and aware of current policies and events within JCUSURG.
- Maintain high level of communication with the committee so that you are familiar with both the current and previous happenings of the group.
- Lead JCUSURG with the JCUSURG objectives in mind
- Encourage committee members to “head-up” extra JCUSURG events, for example, the Careers night
- Have a keen interest in Surgery, have awareness in the significance and importance of a surgical career path and want to invest time in bettering a group dedicated to educating and aspiring the future generations of surgeons.
- Represent JCUSURG by attending various conferences, meeting with people in the Surgical field, and helping out at JCUSURG events. This includes awareness and involvement in various surgical fields of interest.
- Attend JCUSURG committee meetings, usually held once a month;
- Advertise all events to JCUSURG members by email, poster, pamphlets and lecture bashing.

### **Vice President**

The Vice President assists the role of the President in all the activities listed above. who must be a clinical year student. The Vice President will also step into the role of President when the President is unable to fill this role.

### **Secretary**

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JCUSURG secretary has a key role within the committee to record meeting outcomes and communicate with the JCUSURG committee. Secretary role involves:

- Booking a room for JCUSURG meetings (once fortnightly or monthly depending on committee preference) on [smdroombookings@jcu.edu.au](mailto:smdroombookings@jcu.edu.au). Usually 46 for small meeting and 45 for large functions.
- Check that room is open for meeting. If not, can usually get a key from Sharon Barnwell in the SMD office or by contacting JCU security

- The list of meeting dates once booked should be made into a document and distributed to committee members early each semester
- Email committee members to notify of meeting date, time and venue at least 7 days prior
- Prepare JCUSURG meeting agenda and email out at least 3 days before meeting.
- Collect apologies via email prior to meeting and update agenda as required
- Record meeting minutes.
- Email minutes from meeting prior to the next meeting to the JCUSURG committee.
- Attend to correspondence received at the Student Education and Placement Unit in the JCUSurg intray (once established).
- Each semester prepares and distribute an upcoming JCUSURG events email to be distributed to members. • Be responsible for social media updates

### **Treasurer**

The JCUSURG treasurer has a very significant role in the Group. The position is two tiered where the treasurer has his/her responsibilities regarding all forms of finance on behalf of the group; secondly, the treasurer is a member of the committee, which requires leadership and responsibility for all aspects of the group's functioning.

- **Financial Duties:**
- Maintain a current and up to date budget for all JCUSURG accounts
- Be involved in EVERY and ANY JCUSURG event that requires finances- this includes distribution and collection of money.
- Decision-making regarding money expenditure for events, and expenses.
- Report Annual JCUSURG Budget.

### **Surgical Representative**

- Must be a doctor that represents the club and helps with networking and organising events.

### **Equity Officer**

- Fostering an inclusive culture within the Club;
- Facilitating & promoting the engagement of non majority demographics of the Club (which may include culturally diverse students, students with disabilities, female identifying students, gender diverse students and LGBTQIA+ students and indigenous students);
- Engaging & representing student members of non-majority demographics of the Club;
- Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays);

- Ensuring that all Club communications can be understood clearly by all students (e.g. avoiding the use of slang and idioms);
- Being an accessible contact for members, JCU students and JCU staff for matters regarding equitable events, activities, conduct and diversity within the Club;
- Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave inclusively;
- Keeping apprised of any significant issues affecting students from non-majority demographics within the Club and report any relevant issues to the Club Executive