



Constitution of the

Medical Association of Notre

Dame University Sydney

- MANDUS-

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Constitution of MANDUS

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Constitution of MANDUS

Preamble

MANDUS is the representative body of the Medical Students of The University of Notre Dame, Sydney.

It is our student voice - independent, measured, inclusive, pragmatic, and forgiving. When we stand united, it provides a vehicle to channel our strength and activities.
May we do it, and ourselves, justice.

Part 1: MANDUS

1. Name of Association

1.1. The name of the association is the: “Medical Association of Notre Dame University Sydney”, (MANDUS).

2. Definitions

2.1. “Absolute Majority” In this constitution, unless the contrary intention appears: means a majority of all the members of the body concerned regardless of the number attending the meeting of the body

“Annual General Election” means the annual election of the Committee Members.

“Annual General Meeting” means the Annual General Meeting held in the second half of the normal academic year;

“AMSA” means the Australian Medical Students’ Association

“Broadway” means the Campus of the University located in Broadway, New South Wales;

“Chairperson” means

(a) in relation to the proceedings at a general meeting, the person presiding at the general meeting in accordance with section 37; or

(b) in relation to the proceedings at an MANDUS Committee Meeting, the person presiding at the Committee Meeting in accordance with section 18;

“Committee” and “MANDUS Committee” means the membership of the Committee, which is comprised of the Executive and the Committee Chairs;

“Committee Chairs” means the positions of the Committee that does not include the Executive. These are the Social Chair, Academic/Rural Chair, Community/GHN Chair, AMSA Representative, and each Year Representative.

“Committee Meeting” means a monthly meeting for the dispatch of business of the Committee;

“Committee Member” means a member of the Committee.

“Constitution” refers to this document and all sections of it contained herein, known as “The Constitution of MANDUS of the University of Notre Dame Australia” and constitutes the rules of MANDUS.

“Darlinghurst” means the Campus of the University located in Darlinghurst, New South Wales;

“Days” means any 24 hour period reckoned from and to midnight and includes Public Holidays, University Holidays and weekends.

“Dues” means an amount of money to be paid by each member in order to achieve financial member status.

“Election Tribunal” means the Notre Dame Student Association body appointed by MANDUS to conduct MANDUS elections.

“Executive” means the executive body of MANDUS referred to in section 15;

“Financial Year” means each period of commencing 1 July and ending on 30 June in the following year;

“Fremantle” means the Campus of the University located in Fremantle, Western Australia;

“General Meeting” means a meeting convened under section 38;

“Member” means a member of MANDUS;

“MANDUS” means the “Medical Association of Notre Dame University, Sydney”

“MANDUS(VIC)” means Medical Association of Notre Dame University Sydney – Victorian Branch.

“Ordinary Resolution” means a resolution other than a special resolution;

“Person” means any natural person and includes a person who is not an MANDUS member;

“Poll” means voting conducted in written or electronic form;

“President” means the President of MANDUS referred to in section 24;

“Referendum” a vote by the student body on a single question or measure proposed by MANDUS or by student body initiative.

“School of Medicine” (SoM) means the School of Medicine at the University of Notre Dame, Darlinghurst campus.

“Secretary” means MANDUS Secretary referred to in section 26;

“Simple Majority” means more than fifty per cent of members with voting rights, attending the meeting;

"Special Resolution" is a resolution passed by a majority of not less than two-thirds of the members of MANDUS present at the meeting, who are entitled under the constitution of MANDUS to vote.

"Student" means a person enrolled in the School of Medicine at the University of Notre Dame, Darlinghurst campus;

"Student Body" means all students enrolled at the School of Medicine at the University of Notre Dame, Darlinghurst campus;

"Teaching Day" means a day as defined above which is officially designated by the SoM as a day when classes are scheduled. The following are specifically excluded from the definition:

- a) any day which falls outside a semester designated by the SoM;
- b) Public Holidays observed by the SoM;
- c) days designated by the SoM as non teaching Days; and
- d) days designated by the SoM as formal examination periods.

"Treasurer" means MANDUS Treasurer referred to in section 27;

"University" means The University of Notre Dame Australia;

"UTS" means the Campus of the University of Technology Sydney located in Broadway, New South Wales;

"Vice-President" means the MANDUS Vice-President referred to in section 25;

"Week" means any seven day period reckoned from and to Sunday midnight.

2.2 Where in this constitution:

- i. the word "may" is used in conferring a power such word shall be interpreted to imply that the power so conferred may be exercised or not at discretion, and where in a section the word "shall" is used in conferring a power such word shall be interpreted to mean that the power so conferred must be exercised.
- ii. a power or a duty to make appointments to an office or position is imposed on a person or body, unless the contrary intention appears, the power includes a power to remove or suspend a person appointed and to appoint another person temporarily in the place of the person suspended or in place of a sick or absent holder of the office or position.
- iii. the word "section" is used it refers to a section of this constitution unless its context proves it to relate to a section of a specified statute.
- iv. the word "subsection" is used it refers to
 - a) the subsection of the section to which the word was used; or
 - b) the subsection of a section that is specified in context of the use of the word.

- 2.3 Whenever in the constitution it is provided that appointment shall be made at a specific meeting of MANDUS Committee and such appointment is not made, for whatever reason, the appointment shall be made at the earliest next meeting.
- 2.4 In this constitution unless the context otherwise requires each in the singular number is to be construed as including the plural number.

3. Objects of MANDUS

- 3.1.** The objects of MANDUS, a non-profit organisation, shall be:
- 3.1.1.** To foster and administer the objects of the University
 - 3.1.2.** To provide, inform and acquaint students with a variety of opportunities as they relate to the field of medicine including but not limited to academia, AMSA, Global Health and social justice, the wider community and careers upon graduation.
 - 3.1.3.** To provide a social forum for students including but not limited to cultural sporting and recreational activities
 - 3.1.4.** To represent the common interests of the student body and provide a recognised means of communication with the School of Medicine, University authorities and other relevant bodies
- 3.2.** The property and income of MANDUS shall be applied solely towards the promotion of the objects of MANDUS and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects, and in accordance with this constitution.

4. Powers of MANDUS

- 4.1.** The powers conferred on MANDUS are such that MANDUS in accordance with the constitution may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may
- 4.1.1.** operate banking accounts;
 - 4.1.2.** transact such financial business as may be necessary to carry out the objects of MANDUS, in a manner authorised by this constitution;
 - 4.1.3.** affiliate with any kindred association
 - 4.1.4.** raise money for any of the objects of MANDUS;
 - 4.1.5.** appoint agents to transact any business of MANDUS on its behalf;
 - 4.1.6.** enter into contracts;
 - 4.1.7.** provide for representation of MANDUS and its members in cultural, sporting and social activities; and
 - 4.1.8.** take such actions as reasonably necessary in the performance of its obligations

5. Discrimination

- 5.1.** No person shall be discriminated against by MANDUS on the basis of race, sex, religion, political beliefs, sexuality, physical disability, age, or financial status. MANDUS is to be a welcoming and open association to all people.

6. Employment as a conflict of interest

- 6.1.** No MANDUS Committee member shall be paid monies by sponsors or potential sponsors during their period of office.

Part 2: Membership

7. Qualifications for membership of MANDUS

- 7.1.** Comprise eligible students that have registered with MANDUS, and agreed to the full terms of membership.
- 7.2.** Membership fees (if any) shall be determined annually by the MANDUS Committee.
- 7.3.** Upon payment and completion of details a person shall be deemed a 'member' and henceforth be bound by this Constitution.
- 7.4.** The duration of a person's membership shall begin from receipt of MANDUS membership fees until the member ceases to be a student at UNDS.
- 7.5.** Former students of UNDA School of Medicine, Sydney automatically become MANDUS Alumni on graduation from UNDA
- 7.6.** Membership sub-categories may be developed by the MANDUS Executive to address particular subgroups that are eligible for MANDUS membership. (E.g. School of Medicine Staff, parents and friends)
- 7.7.** The following persons or classes of persons shall not be eligible to be members
- 7.7.1.** persons who are not students; with the specific exceptions to sub-categories outlined in section 7.6; and
 - 7.7.2.** such persons and classes of persons as MANDUS Committee declares to be ineligible for membership of MANDUS in accordance with this constitution.
- 7.8.** A member shall cease to be a member when:
- 7.8.1.** he or she ceases to be a student;
 - 7.8.2.** he or she resigns from MANDUS under section 10;
 - 7.8.3.** he or she becomes ineligible to be a member; or
 - 7.8.4.** he or she is expelled from MANDUS in accordance with section 11.

8. Member entitlements

- 8.1.** All members of MANDUS shall be entitled to all the rights and privileges and shall observe the duties and obligations specified in this constitution.
- 8.2.** The rights and privileges of MANDUS members include the benefits obtained by MANDUS in pursuit of its objects.

9. Register of Members of MANDUS

- 9.1. The Secretary, on behalf of MANDUS, must keep and maintain an up to date register of all members of MANDUS.
- 9.2. The register may be made available to a Committee Member at the discretion of the executive, in a manner that ensures adequate privacy.

10. Resignation of members of MANDUS

- 10.1. A member may resign from MANDUS by giving a written notice of resignation to the secretary.
- 10.2. The resignation takes effect on:
 - 10.2.1. The day and at the time the notice is received by the secretary; or
 - 10.2.2. If a later date is stated in the notice, the later day.

11. Suspension or expulsion of members of MANDUS.

- 11.1. Should the MANDUS Committee consider that a member be suspended or expelled from membership because his or her conduct is detrimental to the interests of MANDUS, the
 - 11.1.1. Committee shall communicate in writing, to the member not less than 30 Days before the date of the Committee Meeting referred to in this section:
 - 11.1.1.1. notice of the proposed suspension or expulsion and of the time, date and place of the Committee Meeting at which the question of that suspension or expulsion will be decided; and
 - 11.1.1.2. particulars of that conduct,
- 11.2. At the Committee Meeting referred to under section 12.1, the Committee will present the case of the proposed suspension or expulsion. The proposed suspension or expulsion shall be cast to secret ballot, to be counted by the chairperson. The vote is determined by two-thirds majority.
 - 11.2.1. The result of the Committee Meeting shall be communicated in writing to the member concerned. Suspension or expulsion takes effect upon receipt of the notice to the member.

12. Appealing Suspension or Expulsion

12.1. A member who is suspended or expelled under section 11 from membership of MANDUS must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so.

12.2. When notice is given for an appeal under section 11.1:

12.2.1. MANDUS in a general meeting must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, MANDUS in the general meeting, and

12.2.2. the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to expel him or her is confirmed under this subsection,

12.2.3. At the general meeting, the motion to confirm suspension or expulsion shall be cast by secret ballot, to be counted by the chairperson. The vote is determined by two-thirds majority.

Part 3: Governing Structure

13. Governing Bodies

13.1. Subject to this constitution, MANDUS shall be governed by the MANDUS Committee.

14. MANDUS Committee

14.1. The affairs of MANDUS shall be managed by the MANDUS Committee consisting of the

14.1.1. Executive and the following Committee Chairs:

- 14.1.1.1.** Social Representative(s)
- 14.1.1.2.** Academic Representative(s)
- 14.1.1.3.** AMSA Representative(s)
- 14.1.1.4.** Sponsorship Representative(s)
- 14.1.1.5.** Sport Representative(s)
- 14.1.1.6.** Global HANDS Representative(s)
- 14.1.1.7.** Information Technology & Public Relations Representatives
- 14.1.1.8.** Clinical School Representative(s)
- 14.1.1.9.** Publications Representative
- 14.1.1.10.** Surgical Representative(s)
- 14.1.1.11.** Melbourne third year Co-Chair
- 14.1.1.12.** Melbourne fourth year Co-Chair

14.2. All **MANDUS** Committee Members are elected under the provisions of this constitution.

14.3. The non-Executive roles within the Committee may be modified by simple majority of the membership at any general meeting.

14.4. The MANDUS Committee may decide upon the inclusion of additional committee representatives outside of those prescribed in 14.1. The committee is to decide and formalise their roles and responsibilities in writing.

15. The Executive of MANDUS

15.1. The Executive of MANDUS will consist of:

- 15.1.1.** the President;
- 15.1.2.** the Vice-President (Pre-Clinical)
- 15.1.3.** the Vice President (Clinical)
- 15.1.4.** the Vice President (Alumni)
- 15.1.5.** the Secretary; and
- 15.1.6.** the Treasurer

16. Authority of MANDUS Committee

- 16.1.** The MANDUS Committee has the power and authority to manage and control the affairs, concerns and property of MANDUS and may act in all matters concerning MANDUS in such manner as to promote the interests of MANDUS.
- 16.2.** Subject to and without limiting the application of sections 16.1, MANDUS Committee shall have the following specific functions:
- 16.2.1.** to represent students in public ceremonies and functions;
 - 16.2.2.** to liaise with other universities and bodies external to the University on matters of interest to the students;
 - 16.2.3.** to represent the student body in liaising with the University staff members;
 - 16.2.4.** to be responsible for the management , content and publication of any MANDUS publications;
 - 16.2.5.** to raise funds and seek sponsorships for MANDUS.
- 16.3.** Subject to and without limiting the application of sections 16.1 each Committee Member shall:
- 16.3.1.** Submit and develop a budget to the treasurer as it relates to their constitutional duties for approval by the treasurer. The MANDUS Executive is to decide on the allocation of funds based on the needs of different groups in MANDUS and anticipated revenue. Allocation of funds will be decided based on the needs of different groups in MANDUS and the anticipated revenue, at the discretion of the treasurer.
 - 16.3.2.** Receive no more that 20% of the total MANDUS sponsorship revenue in a given year as allocation for their group budget unless approved by an Absolute Majority of the MANDUS Committee
 - 16.3.3.** Liaise with and receive approval from the Sponsorship representative before approaching sponsors. All sponsorship meetings will include the sponsorship representative unless the MANDUS Executive approves otherwise
 - 16.3.4.** Be entitled to establish a MANDUS subcommittee and assume the role as Chair of that subcommittee, to assist with the management of their Constitutional duties.
 - 16.3.5.** All sponsorship sourced independently by a Committee Member or Subcommittee Members available solely for the use of the Member's group, unless it exceeds 20% of the total MANDUS budget.
 - 16.3.6.** Ensure all correspondence entered into, and advertising material distributed, bears the MANDUS logo and is promoted as a MANDUS event
- 16.4.** To establish a MANDUS subcommittee a Committee Member must have a MANDUS subcommittee policy document, approved by the MANDUS Executive. The MANDUS subcommittee policy document is to include:
- i) Details of proposed annual events

- ii) The composition of the MANDUS subcommittee with no more than 6 Subcommittee Members and an even distribution across student body year levels
 - iii) The roles and responsibilities of each Subcommittee Members. . The number of people in the subcommittee and their roles will be approved by MANDUS Executive to ensure that there is even distribution of work amongst the elected MANDUS subcommittee members.
- 16.5 The subcommittee policy document will be approved by the MANDUS Executive annually and be enforced from the commencement of the academic year
- 16.6 Any change to the MANDUS Subcommittee Policy Document must be approved by:
- i) The MANDUS Executive; or
 - ii) Simple majority at a Committee Meeting
- 16.7 MANDUS Subcommittee Members shall:
- i) Be elected by the subcommittee election process section 16.8
 - ii) Not hold vote at MANDUS Committee meetings
 - iii) Assist the Chair of the subcommittee in the execution of their responsibilities under this Constitution.
- 16.8 The Election process for Subcommittee Members shall include the following:
- i) Call for nominations across all year groups at least fourteen days before the proposed election
 - ii) Nominations are to be received no later than 48 hours before the commencement of voting
 - iii) Must be advertised to all students with a perceived interest in the subcommittee
 - iv) Voting will be open and ballot cards available for a total of not less than 20 hours, spread over 3 weekdays at a time arranged by the Chair of the Subcommittee allowing students with a perceived interest in the subcommittee to vote
 - v) Ballots must be counted by a neutral individual with no involvement in the Subcommittee

17. Chairperson of a MANDUS Committee

- 17.1. The chairperson of a MANDUS Committee meeting shall be MANDUS President, and subject to this rule, the President must preside at all MANDUS Committee Meetings.
- 17.2. In the absence of the President, the Vice President shall be the chairperson at MANDUS Committee Meetings.
- 17.3. A Committee Member elected by the other Committee Members present at the
- 17.3.1. Committee Meeting, shall preside at the Committee Meeting in the event of the absence from a Committee Meeting of both the President and the Vice-President.

18. Proceedings of MANDUS Committee

- 18.1. The Committee shall meet together for the dispatch of business not less than once every month in the academic calendar.
- 18.2. An ordinary member may attend a Committee Meeting, by informing the secretary prior to the commencement of the meeting
- 18.3. The President or at least half the members of the Committee may at any time convene a meeting of the Committee subject to the provisions of this section 18.
- 18.4. Notice of meetings must be given to members of the Committee at least 48 hours prior to the meeting either
 - i. in writing
 - ii. by telephone;
 - iii. via email; or
 - iv. in person.

If less than 12 hours before the meeting notice should be given via phone.
- 18.5. The Secretary shall prepare and distribute an agenda to all members of MANDUS Committee at least 12 hours prior to the commencement of a meeting in any of the following ways:
 - i. in writing
 - ii. by telephone;
 - iii. via email; or
 - iv. in person.
- 18.6. Any member of MANDUS may submit an item to be put on the agenda provided that such agenda items must be submitted to the secretary at least 48 hours prior to the commencement of a Committee Meeting.
- 18.7. Each Committee Member has a vote.
- 18.8. An objection to a motion arising at a Committee Meeting shall be decided by a majority of votes, but, if there is no majority, the person presiding at the Committee Meeting will have a casting vote in addition to his or her deliberative vote.
- 18.9. Subject to this constitution, the Committee Members present at the Committee Meeting shall determine the procedure and order of business to be followed at Committee Meetings.
- 18.10. At a Committee Meeting, quorum is achieved when at least half of the Committee are present, including either the President or Vice-President.
- 18.11. Any member who has any direct or indirect pecuniary interest in a decision, or proposed decision of MANDUS, shall as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee.

- 18.12 The Committee shall vote if this conflict of interest shall preclude the member from participation in deliberations. The vote shall be determined by simple majority.
- 18.13 The secretary must cause every disclosure made under section 18.11 by a member to be recorded in the minutes of the meeting.

19 Minutes of Committee Meetings

- 19.1 The secretary must cause proper minutes of all proceedings of all Committee Meetings to be taken and then to be properly documented within 7 Days of that meeting.
- 19.2 Minutes must be distributed to all members of MANDUS Committee at least 48 hours prior to the commencement of the next MANDUS Committee Meeting, and in the case of a general meeting distribution shall occur to all members within 7 Days following conclusion of that general meeting.
- 19.3 Minutes must be checked and confirmed at the next MANDUS Committee Meeting by the members who were present at the relevant meeting and the President must approve the minutes as a correct record.
- 19.4 Following approval by the President, the minutes must be made available to all members of MANDUS.
- 19.5 Minutes of the MANDUS meetings are to be made available to the Pro Vice Chancellor and/or the Dean of Medicine on request.
- 19.6 Meetings taken outside of Committee meetings must be appropriately documented and minutes forwarded through to the MANDUS Secretary for documentation.

20 Resignation or Removal from office of Committee Members

- 20.1 A member of MANDUS Committee who wishes to resign from the Committee must submit their resignation in writing to the President, except that where the Committee Member wishing to resign is the President, he or she must submit their resignation in writing to the Vice-President.
- 20.2 The resignation takes effect
- i. two weeks after the day and time the notice is received by the President (or Vice President as the case may be); or
 - ii. if a later date is specified in the notice, on the later date.
- 20.3 Any member of the MANDUS Committee who acts in such a way as to be antagonistic towards the purpose of MANDUS may be assessed by the Committee as liable to removal from the MANDUS Committee. The committee must produce a formal document stipulating the violations of the member deemed to be antagonistic.

- 20.4 A Committee Member liable to removal will be issued with a letter from the President stipulating the violation(s) antagonistic to the purposes of MANDUS, and calling upon the Committee Member to show cause why he or she should not be removed from office at a meeting of MANDUS Committee, except that where the Committee Member liable to removal is the President, the Vice President shall issue such a letter.
- 20.5 The meeting of MANDUS Committee referred to in section 20.4 shall be convened no less than two weeks after the letter has been issued to the Committee Member.
- 20.6 At the meeting referred to in section 20.4, the member shall be given a full and fair opportunity to show cause why he or she should not be removed from office, and only after that opportunity has been provided will the Committee vote on the issue. This vote shall be undertaken by secret ballot, and determined by two-thirds majority.

21 Casual vacancies in membership of MANDUS Committee

- 21.1 A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member
- i. dies;
 - ii. resigns following the procedure outlined in Section 20.1 and 20.2;
 - iii. is permanently incapacitated by mental or physical ill-health;
 - iv. is absent from more than
 - a) 3 consecutive Committee Meetings
 - b) 3 Committee Meetings in the same financial year, of which he or she has received notice without tendering an apology to the person presiding at each of those Committee Meetings;
 - v. without leave being granted by the Committee;
 - a) ceases to be a member of MANDUS;
 - b) is removed from office under the procedures outlined in section 20.

22 Purpose of the Executive

- 22.1 The Executive shall determine any matters referred to it by MANDUS Committee and any matters that cannot be reasonably deferred until the following meeting of MANDUS Committee.

23 Interim Policy

- 23.1 The Executive may determine an interim policy where no policy of MANDUS Committee exists.
- 23.2 An interim policy as referred to in section 23 will automatically lapse upon the day of the following **MANDUS** Committee Meeting unless specifically ratified by that meeting of MANDUS Committee.

24 MANDUS President

- 24.1 The President of MANDUS shall

- i. be known as the “**MANDUS** President”;
- ii. be elected by the student body.
- iii. serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.

24.2 The President shall

- i. direct, co-ordinate and supervise the work of the other elected and appointed office bearers of the Committee, and
- ii. direct the activities and manage the affairs of MANDUS.
- iii. Provide a Presidents report at the AGM.

24.3 Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee by the proceedings outlined in section 20.

25. MANDUS Vice-Presidents

25.1 MANDUS Vice-President (Pre-Clinical)

25.1.1 The Vice-President (Pre-Clinical) of MANDUS shall

- 25.1.1.1 be known as the “MANDUS Vice-President (Pre-Clinical)”;
- 25.1.1.2 be elected by the student body in accordance the provisions of this constitution;
- 25.1.1.3 serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.
- 25.1.1.4 be a student who will undertake MED2000 during their one year term

25.1.2 The Vice President (Pre-Clinical) shall

- 25.1.2.1 assist the President in the performance of the presidential duties as prescribed in section 24;
- 25.1.2.2 represent pre-clinical students and manage respective portfolios within these year groups
- 25.1.2.3 Full-fill any of the Presidential responsibilities in the event of the President’s absence
- 25.1.2.4 adhere to constitutional duties upon with failure to adhere shall constitute grounds for removal from office and/or MANDUS Committee.

25.2 MANDUS Vice-President (Clinical)

25.2.1 The Vice-President (Clinical) of MANDUS shall

- 25.2.1.1 be known as the “MANDUS Vice-President (Clinical)”;
- 25.2.1.2 be elected by the student body in accordance the provisions of this constitution;
- 25.2.1.3 serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.
- 25.2.1.4 be a student from the clinical years (MED3000 or MED4000)
- 25.2.1.5 be a previous MANDUS executive representative, as outlined in 15.1

25.2.2. The Vice President (Clinical) shall

- 25.2.2.1 assist the President in the performance of the presidential duties as prescribed in section 24;
- 25.2.2.2 represent clinical students (MED3000 and MED4000) and manage respective portfolios within these year groups
- 25.2.2.3 in the event of a vacancy in the office of President, assume the role of the President until a new president is elected by a majority vote of MANDUS Committee at the next MANDUS Committee Meeting;
- 25.2.2.4 if unable to assume the role of President, appoint another MANDUS Committee Member as temporary President until the next MANDUS Committee Meeting.
- 25.2.2.5 Full-fill any of the Presidential responsibilities in the event of the President's absence
- 25.2.2.6 adhere to constitutional duties upon with failure to adhere shall constitute grounds for removal from office and/or MANDUS Committee.

25.3 MANDUS Vice-President (Alumni)

25.3.1 The Vice-President (Alumni) of MANDUS shall

- 25.3.1.1 be known as the "MANDUS Vice-President (Alumni)";
- 25.3.1.2 be a sitting executive of the MANDUS Alumni Board
- 25.3.1.3 be elected by the student body and/or past students in accordance the provisions of this constitution;
- 25.3.1.4 serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.
- 25.3.1.5 be a student or former student of the Notre Dame SoMS

25.3.2 The Vice President (Alumni) shall

- 25.3.2.1 assist the President in the performance of the presidential duties as prescribed in section 24;
- 25.3.2 .2 represent the Notre Dame SoMS Alumni and manage the MANDUS Alumni portfolio
- 25.3.2 .3 organise and co-ordinate alumni events in conjunction with the MANDUS Alumni Board
- 25.3.2.4 attend MANDUS meetings and report on the MANDUS Alumni Board

26 Secretary

26.1 The Secretary shall

- i. be known as the "MANDUS Secretary";
- ii. be elected by the student body in accordance the provisions of this constitution;
- iii. serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.

- 26.2 The Secretary shall
- i. co-ordinate the correspondence of MANDUS;
 - ii. keep full and correct minutes of the proceedings of MANDUS Committee;
 - iii. on behalf of MANDUS –
 - a) keep and maintain in an up to date condition a register of the members of MANDUS;
 - b) keep and maintain in an up to date condition the constitution of MANDUS; and
 - c) maintain a record of the names and residential or postal addresses of the persons who hold the offices of MANDUS Committee provided for by the constitution of MANDUS
 - d) have custody of all books, documents, records and registers of MANDUS, other than those required by section 27 to be kept and maintained by the Treasurer;
 - e) be responsible for communication within MANDUS
 - f) be able to delegate responsibilities from the preceding subsections to a member of the Committee;
 - g) perform such other duties as are imposed by this constitution on the Secretary.
- 26.3 Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee.

27 Treasurer

- 27.1 The Treasurer shall
- i. be known as the “MANDUS Treasurer”;
 - ii. be elected by the student body in accordance the provisions of this constitution;
 - iii. serve a one year term beginning on the date of the Annual General Meeting held after the General Election and ceasing on the date of the Annual General Meeting in the following year.
- 27.2 The Treasurer shall
- i. be responsible for the receipt of all moneys paid to or received by, or by him/her on behalf of, MANDUS and shall issue receipts for those moneys in the name of MANDUS;
 - ii. pay all moneys referred to in paragraph (i) into such account or accounts of MANDUS as the Committee may direct;
 - iii. make payments from the funds of MANDUS with the authority of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee Member, or by any two others as are authorised by the Committee;
 - iv. on behalf of MANDUS –

- a) maintain accounting records as to correctly record and explain the financial transactions and financial position of MANDUS;
 - b) keep its accounting records in such manner as will enable true and fair accounts of MANDUS to be prepared; and
 - c) keep its accounting records in such manner as will enable true and fair accounts of MANDUS to be conveniently and properly audited.
 - d) submit to its members at each Annual General Meeting of MANDUS accounts showing the financial position of MANDUS at the end of the immediately preceding financial year.
 - e) ensure that MANDUS funds are not misused at any time
- v. whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- vi. have custody of all securities, books and documents of a financial nature and accounting records of MANDUS;
- vii. have the power to nominate two assistants from MANDUS Committee to assist in maintaining the funds of MANDUS; and
- viii. perform such other duties as are imposed by this constitution on the Treasurer.
- 27.3 Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee.

28 Social Representative(s)

- 28.1 The responsibility of the **Social Representative(s)** is to:
- i. Initiate and organise a range of activities outside of contact hours to promote and foster a sense of belonging/family/community between MANDUS members, as well as the wider Sydney society.
 - ii. Prepare an events calendar.
 - iii. In liaison with the Treasurer, develop a social budget.

29 Academic Representative(s)

- 29.1 The responsibility of the **Academic Representative(s)** is to:
- i. Work within the university to provide educational support and address educational needs as requested by the student body.
 - ii. Represent students and liaise with staff at meetings addressing academic matters that affect the student body.
 - iii. Support staff by helping them make more reasonable academic decisions to improve student compliance.

30 AMSA Representative(s)

30.1 AMSA (Clinical) Representative

- 30.1.1 The responsibility of the **AMSA (Clinical) Representative** is to:

- 30.1.1.1 Act as a conduit for medico-political issues between AMSA and MANDUS
- 30.1.1.2 To promote AMSA and its initiatives.
- 30.1.1.3 Forwarding AMSA publications to members as well as encourage students contribution to the publications;
- 30.1.1.4 Attend 3 annual AMSA Council meetings as the designated AMSA Representative of MANDUS
- 30.1.1.5 Prepare reports for AMSA council meetings, attend AMSA meetings/conferences and communicate any relevant AMSA issues and actions with the MANDUS Committee prior to said meeting

30.2 AMSA (Pre-Clinical) Representative

- 30.2.1 The responsibility of the **AMSA (Pre-Clinical) Representative** is to:
 - 30.2.1.1 To liaise with the AMSA (Clinical) Representative
 - 30.2.1.2 To promote AMSA and its initiatives.
 - 30.2.1.3 Forwarding AMSA publications to pre-clinical members as well as encourage students contribution to the publications;
 - 30.2.1.4 Co-ordinate and organise on-campus AMSA events including, and not limited to, the AMSA Vampire Cup, AMSA Convention and the Orientation Day AMSA stall.

31 Sponsorship Representative(s)

- 31.1 The responsibility of the **Sponsorship Representative(s)** is to:
 - i) Prepare and maintain the MANDUS sponsorship prospectus.
 - ii) Initiate and develop relationships with current and potential sponsors
 - iii) Work with the Treasurer to ensure the correct management of sponsorship monies
 - iv) To adhere to the MANDUS sponsorship policy

32 Sport Representative(s)

- 32.1 The responsibility of the **Sport Representative(s)** is to:
 - i. Initiate and organise a range of sporting activities outside of contact hours to promote and foster a sense of belonging/family/community between MANDUS members, as well as the wider Sydney society.
 - ii. Prepare an events calendar.
 - iii. Promote the integration of students throughout the University of Notre Dame, Sydney.
 - iv. In liaison with the Treasurer, develop a sports budget for financial costs of MANDUS sporting teams.

33 Global Health (Global HANDS) Representative(s)

- 33.1 The responsibility of the Global Health (Global HANDS) Representative(s) is to:
 - i. Work with MANDUS and students to provide a sense of community in relation to global health and social justice.
 - ii. Provide a link between a subcommittee and the MANDUS Committee
 - iii. To initiate and organise events outside of contact hours to promote and support the links between MANDUS and the greater public, with an emphasis on global health and social justice.
 - iii. Prepare an events calendar.

- iv. Manage and Chair the day-to-day affairs of Global Health
- v. Delegate duties to and facilitate performance of these duties to other MANDUS sub-committee members
- vi. Represent the MANDUS Global Health to external organizations when required.
- vii. Assume the role of AMSA Global Health delegate for the University of Notre Dame Sydney
- viii. In liaison with the Treasurer, develop a Global Health budget that covers the expenses incurred for all events pertaining to the academic year

34. Information Technology and Public Relations Representative:

- 34.1 The responsibility of the Information Technology and Public Relations Representative(s) is to:
 - 34.2 Create and manage MANDUS IT accounts
 - 34.3 Manage and update the MANDUS webpage
 - 34.4 Aid in the design and development of IT and Public Relations resources for use by MANDUS Members and the MANDUS Committee
 - 34.5 In liaison with the Treasurer, develop an IT and Public Relations budget for financial costs.

35. Publications Representative(s):

- 35.1 The responsibility of the Publications Representative(s) is to:
 - i. Create and edit MANDUS publications
 - ii. Aid in the design and development of promotional material such as posters, tickets, advertisements and website maintenance.
 - iii. In liaison with the Treasurer, develop a publications budget for financial costs.

36. Third Year Representative(s):

- 36.1 The responsibility of the Third Year Representative(s) is to:
 - i. Work within the university to provide educational support and address educational needs as requested by third year students.
 - ii. Represent third year students and liaise with staff at meetings addressing academic matters that affect the student body.
 - iii. Support staff by helping them make more reasonable academic decisions to improve student compliance
 - iv. Initiate and organise a range of activities outside of contact hours to promote and foster a sense of belonging/family/community between MANDUS members, as well as the wider Sydney society.
 - v. In liaison with the Treasurer, develop a third year budget for financial costs

37. Fourth Year Representative(s):

- 37.1 The responsibility of the Third Year Representative(s) is to:
 - i. Work within the university to provide educational support and address educational needs as requested by fourth year students.

- ii. Represent fourth year students and liaise with staff at meetings addressing academic matters that affect the student body.
- iii. Support staff by helping them make more reasonable academic decisions to improve student compliance
- iv. Initiate and organise a range of activities outside of contact hours to promote and foster a sense of belonging/family/community between MANDUS members, as well as the wider Sydney society.
- v. In liaison with the Treasurer, develop a fourth year budget for financial costs

38 Surgical Representative

38.1 The responsibility of the surgical representative is to:

- i. Provide, inform and acquaint students with a variety of opportunities as they relate to surgical anatomy and basic surgical skills
- ii. To promote and encourage opportunities for students to communicate with surgeons, establish educational exchange and mentorship.
- lii Provide a link between the subcommittee and the MANDUS Committee
- iv Prepare an events calendar
- v. Manage and Chair the day-to-day affairs of surgical student
- vi. Delegate duties to and facilitate performance of these duties to other MANDUS Surgical Society subcommittee members
- vii Represent the subcommittee to external organizations when required.
- viii In liaison with the Treasurer, develop a surgical budget that covers the expenses incurred for all events pertaining to the academic year

39 Melbourne Third Year Representative

39.1 The responsibility of Melbourne Third Year Representative is to:

- i. Act as the contact point between the Sydney and Melbourne Clinical Schools.
- ii. Communicate the concerns that are raised by third and fourth year students in Melbourne to the MANDUS Committee
- iii. Liaise with the Executive regarding third and fourth year events and academic matters within Melbourne.
- iv. Manage and co-chair the day to day affairs of the MANDUS(VIC) subcommittee
- v. Advocate the needs of Melbourne medical students in discussions/meetings with the Medical Student Council of Victoria in alignment with MANDUS.
- vi. In liaison with the Treasurer, develop a Melbourne budget that covers the expenses incurred for all events pertaining to the academic year.

40 Melbourne Fourth Year Representative

40.1 The responsibility of Melbourne Fourth Year Representative is to:

- i. Act as the contact point between the Sydney and Melbourne Clinical Schools.

- ii. Communicate the concerns that are raised by third and fourth year students in Melbourne to the MANDUS Committee
- lii. Liaise with the Executive regarding third and fourth year events and academic matters within Melbourne.
- iv. Manage and co-chair the day to day affairs of the MANDUS(VIC) subcommittee
- v. Advocate the needs of Melbourne medical students in discussions/meetings with the Medical Student Council of Victoria in alignment with MANDUS.
- vi. Advocate the needs of Melbourne medical students in discussions/meetings with the Medical Student Council of Victoria in alignment with MANDUS.
- vii. In liaison with the Treasurer, develop a Melbourne budget that covers the expenses incurred for all events pertaining to the academic year.

41 Ex President

41.1 The responsibility of the Ex-president

- i. Act as an advisory role to the MANDUS Committee.
- ii. Act as a mentor to the new MANDUS president.
- iii. Maintain continuity between committees.
- iv. Attend committee meetings upon invitation from the Secretary.
- v. In the event of the ex-president not being able to fulfil the roll, the position defaults to another member of the outgoing executive.

Part 4: General Meetings

42 Chairperson of a General Meeting

- 42.1 The chairperson of a general meeting shall be MANDUS President.
- 42.2 In the absence of the President, the Vice President shall be the chairperson at MANDUS Committee Meetings.
- i. A Committee Member elected by the other Committee Members present at the Committee Meeting, shall preside at the Committee Meeting in the event of the absence from a Committee Meeting of both the President and the Vice- President.
- 42.3 At the President's request and upon approval at the meeting the President may vacate the chair.

43 Proceedings of General Meeting

- 43.1 MANDUS Committee –
- i. may at any time convene a special general meeting;
 - ii. must convene an Annual General Meeting in the second half of the Medical School academic year; and
 - iii. shall, within 14 Days of
 - a) receiving a request in writing to do so from not less than 25% of the then current membership, convene a special general meeting for the purpose specified in that request; or
 - b) the Secretary receiving a notice under section 37.1, convene a special general meeting for the purpose of dealing with the appeal to which that notice relates.
- 43.2 The members making a request referred to in section 37.1(iii) (a) shall
- i. state in that request the purpose for which the special general meeting concerned is required; and
 - ii. sign that request.
- 43.3 If a special general meeting is not convened within the relevant period of 14 Days referred to in section 37.1(iii) (a) the members who made the request concerned may themselves convene a special general meeting as if they were the Committee.

44 Notice of General Meeting

- 44.1 The Secretary shall give to all members not less than 14 Days notice of any and all general meeting and that notice shall specify:
- i. when and where the general meeting concerned is to be held; and
 - ii. particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- 44.2 The Secretary must give to all members not less than 14 Days notice of an Annual General Meeting and that notice must specify:
- i. when and where the Annual General Meeting is to be held; and
 - ii. the particulars and order in which business is to be transacted, as follows

- a) first, the consideration of the accounts and reports of the Committee,
 - b) second, the announcement of the new Committee Members, and
 - c) third, any other business requiring consideration by the Association at the Annual General Meeting.
- 44.3 The Secretary shall give to all members not less than 14 Days notice of a general meeting at which a special resolution is to be proposed and of any other motions to be moved at that general meeting.
- 44.4 The Secretary may give a notice under the preceding sections by:
- i. serving it on a member personally;
 - ii. sending it by email to a members nominated email address; or
 - iii. by publishing such a notice:
 - a) on the medical school notice board; and/or
 - b) medical school student portal and/or.
 - c) MANDUS website
- 45 Quorum and procedure at general meetings**
- 45.1 At a general meeting two-thirds of the total MANDUS membership or thirty members, whichever is the lower, present in person or by proxy constitute a quorum.
- 45.2 If within 30 minutes after the time specified for the holding of a general meeting in a notice given under section 40 a quorum is not present then the general meeting stands adjourned to be resumed within a week.
- 45.3 The Chairperson may, with the consent of greater than 50% of a general meeting at which a quorum is present, and shall, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 45.4 There shall not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 45.5 When a general meeting is adjourned for a period of 14 Days or more, the Secretary shall give notice under section 38 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- 45.6 At a general meeting:
- i. an ordinary resolution put to the vote shall be decided by a majority of votes cast on a show of hands, subject to section 39.9; and
 - ii. a special resolution put to the vote shall be decided by a majority of not less than two thirds of the members of MANDUS who are present at the meeting and who are entitled under the constitution of MANDUS to vote and vote in person, by proxy or postal vote, subject to section 39.9.

- 45.7 A declaration by the Chairperson at a general meeting that a resolution has been passed as an ordinary resolution or as a special resolution shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with section 39.8.
- 45.8 At a general meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, shall be taken in such manner as the Chairperson directs.
- 45.9 If a poll is demanded and taken under section 39.8 in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- 45.10 A poll demanded under section 39.8 must be taken immediately on that demand being made.

46 Voting rights and proxies of members of MANDUS

- 46.1 Subject to this constitution, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- 46.2 A member (in this section called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

47 Minutes of meetings of MANDUS

- 47.1 The Secretary shall cause proper minutes of all proceedings of all general meetings to be taken and then to be documented within 30 Days after the holding of each general meeting in a minute book kept and maintained for that purpose.
- 47.2 The President or Vice-President shall ensure that the minutes taken of a general meeting under section 37 are checked and approved as correct by the Chairperson of the general meeting to which those minutes relate or of the next succeeding general meeting, as the case requires.
- 47.3 When minutes have been documented and approved as correct under this section, they shall, until the contrary is proved, be evidence that
- i. the general meeting to which they relate (in this subsection called "the meeting") was duly convened and held;
 - ii. all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - iii. all appointments or elections purporting to have been made at the meeting have been validly made.
- 47.4 All minutes are to be made available upon request to all members of the student body through:
- i. The medical school student portal and/or.

- ii. MANDUS website and/or
- iii. Direct email access.

Part 5: Elections

48 Election Governance

- 48.1 All elections, polls and referendums are to be run in accordance with this Constitution and any election by-laws passed by an Absolute Majority of the MANDUS Committee.
- 48.2 The general elections for members of MANDUS Committee shall be held annually not less than 14 Days before the holding of the MANDUS Annual General Meeting.
- 48.3 Subject to the following provisions, all members of MANDUS Committee shall be elected at the Annual General Election.

49 Terms of Office

- 49.1. The term of office for MANDUS Committee Members shall commence:
 - i. for those elected at an Annual General Election, immediately after the Annual General Meeting following their election;
 - ii. in the case of a casual vacancy arising under section 21, at the time of appointment
 - iii. for those co-opted by the MANDUS Committee, at the time of the passing of the MANDUS Committee's resolution or the date the vacancy occurs, whichever is the later.
- 49.2 All **MANDUS** Committee Members' terms of office shall conclude at the end of the Annual General Meeting in the following year.

50 Filling Casual Vacancies

- 50.1. If any office of MANDUS Committee falls vacant:
 - i. within the first two weeks of first semester then the candidate who received the next highest amount of votes for that position at the preceding Annual General Election shall fill the vacancy;
 - a) If the person elected as per this section to fill the vacancy is unable or unwilling to act in that capacity then the candidate who received the next highest amount of votes for that position at the preceding Annual General Election shall fill the vacancy;
 - b) Each such unsuccessful candidate will be considered in turn until the position has been filled; and
 - c) If none of the unsuccessful candidates for the position at the Annual General Election are willing and able take up a vacated position, or there were no other candidates for the position at the Annual General Election, then MANDUS Committee may co-opt an eligible person to take up the position subject to section 44.3.

- d) on or after the last day of the second week of first semester then MANDUS Committee may co-opt an eligible person to the position subject to section 44.3.
 - ii. In those circumstances where MANDUS Committee is empowered to co-opt members to vacant positions on MANDUS Committee under section 44.1, the decision to co-opt such members by MANDUS Committee is a discretionary one, subject to section 44.3.
- 50.2 MANDUS shall within one month of the occurrence of the vacancy, fill any casual vacancy amongst its members.
- 50.3 When filling a vacancy on MANDUS Committee by co-opting, the Committee shall select the person from:
- i) its members; or
 - ii) the MANDUS Committee
- 50.4 A MANDUS Committee member may be elected by co-opting provided that they hold no more than two positions and that a minimum of three different member shall remain on the executive at all times.

51 Qualifications for Enrolment to Vote

- 51.1 To be eligible for enrolment for MANDUS elections a person must be:
- i. a student
 - ii. not otherwise disqualified.

52 Qualifications for Candidates

- 52.1 All members are eligible to be candidates for the positions of the MANDUS Committee,
- 52.2 A person shall be disqualified from candidature if he or she is:
- i. not a member;
 - ii. a member of the academic staff of the University;
 - iii. a member of the Election Tribunal;
 - iv. an election official;

53 Election Procedure

- 53.1 Subject to the provisions of this Constitution, a member of MANDUS Committee may only be elected as follows:
- i. the Committee shall, at least one month prior to the Annual General Elections,
 - a) appoint an Election Tribunal., who:
 - b) shall supervise and count the ballot;
 - c) must not be members of MANDUS or the student body
 - d) must be neutral and publicly perceived as such.
 - ii. the Secretary shall post notice calling for nominations for the positions on the Committee at least fourteen Days before the Annual General Election.

- iii. nominations for the positions shall be submitted to the Election tribunal and shall be:
 - a) in writing;
 - b) signed by the nominee;
 - c) signed by two members supporting the nomination; and
 - d) received by the Election Tribunal no later than 48 hours before the commencement of the voting in the Annual General Election.
 - iv. A candidate may be nominated for more than one position, and, if the candidate wins more than one position, that candidate shall be elected to the senior most position and their votes for the other position(s) will be disregarded.
 - v. The names of the candidates on the ballot forms will be in alphabetical order.
 - vi. Voting will be open and ballot cards available for a total of not less than 20 hours and must be spread over at least 3 weekdays.
- 53.2 Voting shall be voluntary and no sanctions are attached to failure to vote.
- 53.3 Each voter may only vote once per election or referenda.
- 53.4 Voting will be by secret ballot and voting may be by postal vote.
- 53.5 positions on the Committee will be determined on a first past the post voting system as follows:
- i. where one Committee Member is to be elected and more than one candidate is contesting the position, the candidate who receives the highest number of votes shall be declared elected to the position;
 - ii. in the event that the voting is tied between two or more candidates with respect to any of the positions, the Election Tribunal will place the names of those candidates into a hat and, in the presence of at least 3 members of the outgoing MANDUS Committee, draw one of those names out of a hat and that person shall be declared the winner of the contested position.
- 53.6 In the event that there are no candidates contesting a vacant position on the Committee the position will be declared unfilled by the Election Tribunal and the MANDUS Committee may, within one month of taking office, co-opt an eligible person to take up the position provided that such person satisfies the qualifications for candidates contained in section 43.
- 53.7 Any disputes or complaints about the conduct of the elections shall be referred in the first instance to the Election Tribunal, except that where the disputes or complaints involve any action or inaction taken by the Election Tribunal, the disputes or complaints shall be referred to the Notre Dame Student Association, whose determination on the matter shall be final.

54 Referenda

- 54.1. The MANDUS Committee shall submit a question as a referendum of the student body, if:
- i. MANDUS Committee resolves by an Absolute Majority;
 - ii. a general meeting resolves by a simple majority; or
 - iii. 25% of the then current membership submit a petition to the President.

Unless expressed to the contrary in this section, sections applying to an Annual General Election shall also apply to a Referendum in so far as they are appropriate and practical.

- 54.2 In a referendum each member is entitled to one vote.
- 54.3 Referenda may be held in conjunction with any election.
- 54.4 The MANDUS Committee shall determine all matters of detail in connection with any referenda.
- 54.5 The result of a referendum shall be decided in the affirmative by an Absolute Majority of the votes.
- 54.6 A valid vote in a referendum is a ballot paper that has only the question and “yes” or “no” written on the ballot paper unless otherwise determined by the Executive prior to the commencement of voting in a referendum.

Part 6: Constitution of MANDUS

55 Constitution of MANDUS

- 55.1 This constitution binds every member to the same extent as if every member had signed and sealed this constitution and agreed to be bound by all their provisions.
- 55.2 An amendment to this Constitution may be proposed in either of two ways:
- i. by a member of MANDUS provided that such proposed amendments shall be in writing and submitted to MANDUS Secretary by any member of MANDUS with the signatures of the proposing member and twenty (20) other students accompanied by a statement of explanation; or
 - ii. by a resolution of an Absolute Majority of MANDUS Committee.
- 55.3 This constitution may be made, altered or repealed in accordance with the following procedure:
- i. A resolution to amend shall be put to a general meeting as a special resolution as in section 39.6.
 - a) If at the general meeting required by section 39.6, alterations are made to the proposed amendment: a) in form only, the proposed amendment may be voted on at the general meeting;
 - b) that affect the substance of the proposed amendment, the change will constitute a new proposed amendment and the procedures outlined in this section must be followed through again for the new proposed amendment.
 - ii. Within one month of the passing of a resolution to amend the Constitution, the Secretary shall provide to the student body a notice of the resolution setting out particulars of the amendment which has been confirmed and signed by the chairperson presiding at that general meeting.

56 MANDUS Logo

- 56.1 MANDUS shall have a logo on which its name appears in legible characters.
- 56.2 Unless the Committee decides otherwise, the Secretary shall have the custody of the logo.
- 56.3 The Logo shall not be used without the express authority of the MANDUS Executive.

57 Inspection of MANDUS records

- 57.1 A member may at any reasonable time inspect without charge the records of MANDUS; provided member privacy is protected.
- 57.2 A member may make a copy of any records of MANDUS provided member privacy is protected; but shall have no right to remove the records for that purpose.

58 Distribution of surplus property on closing MANDUS.

- 58.1 If upon the winding up or dissolution of MANDUS there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members but shall be given or transferred to another association which has similar objects and which is not carried out for the purposes of profit or gain to its individual members and which association will be determined by the resolution of the members when authorising and directing the Committee to prepare a distribution plan of the surplus property of the association.