

2021 Amendment 1. Consistency and Error Corrections

The purpose of the below proposed changes are to ensure the constitution is clear and consistent throughout (e.g. using “;” instead of “,” at the end of points), and to correct any minor errors without changing the content or purpose of the constitution (e.g. removing any duplicate points). All subsequent numbering of sections that may be disrupted by a change (e.g. a deletion of a duplicate point) will be updated to reflect that change. Your attention must be drawn to section 60.2 (p.10 & p.11) where the biggest formatting change is made.

*these sections have been updated to maintain consistency or appropriate formatting.

Page	Section	Change	Reason
7	2.1	i. St Vincent’s & Mater Clinical School;	*
7	2.1	“ Constitution ” means this document and all sections of it contained herein, known as “ The Constitution of the Medical Association of Notre Dame University Sydney ” and constitutes the rules of MANDUS;	Updated to reflect the actual title of the Constitution.
7	2.1	“ Days ” means any 24-hour period reckoned from and to midnight and includes Public Holidays, University Holidays and weekends;	*
8	2.1	“ Dues ” means an amount of money to be paid by each member in order to achieve financial member status;	*
8	2.1	“ Election Tribunal ” means the Notre Dame Student Association body appointed by MANDUS to conduct MANDUS elections;	*
8	2.1	“ Year 1 ” means the first year of the M.D. or M.B.B.S. degree at the School of Medicine, Sydney, University of Notre Dame Australia;	Updated from “MED1000” to allow for current and future course name changes. Removed “M.B.B.S.” as this is no longer relevant. Maintain consistency
8 & 27	2.1, & 29.1.1.4	“ Year 2 ” means the second year of the M.D. or M.B.B.S. degree at the School of Medicine, Sydney, University of Notre Dame Australia; 29.1.1.4. be a student who enrolled in Year 2 for the majority of their one-year term.	Same as above (YEAR 1 change).
8 & 27	2.1, 29.2.1.4, & 29.2.2.2	“ Year 3 ” means the third year of the M.D. or M.B.B.S. degree at the School of Medicine, Sydney, University of Notre Dame Australia;	Maintain consistency throughout constitution (i.e. YEAR X referenced twice

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		<p>"Year 4" means the fourth year of the M.D. or M.B.B.S degree at the School of Medicine, Sydney, University of Notre Dame Australia;</p> <p>29.2.1.4. be a student enrolled in the clinical years, i.e. Year 3 or Year 4; and</p> <p>29.2.2.2. represent clinical students (Year 3 and Year 4) and manage respective portfolios within these year groups and communicate with each Clinical School Representative;</p>	compared to multiple Year X).
10	2.1	"the Act" means the <i>Associations Incorporation Act 2009</i> (NSW);	*
10	2.1	"the Regulations" means the <i>Associations Incorporation Regulation 2016</i> ;	*
11	2.2.4	the word "subsection" is used it refers to;	*
11	3.1	<p>3.1. The objects of MANDUS, a non-profit organisation, shall be:</p> <p>3.1.1. To foster and administer the objects of the University;</p> <p>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;</p> <p>3.1.3. To provide a social forum for students including but not limited to cultural sporting and recreational activities; and</p> <p>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;</p>	*
11	4.1	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;	*
12	4.1.3	4.1.3. affiliate with any kindred association;	*
14	7.7.3	7.7.3. he or she becomes ineligible to be a member; or	*
15	12	<p>12.2. The resignation takes effect on:</p> <p>12.2.1. The day and at the time the notice is received by the secretary; or</p> <p>12.2.2. If a later date is stated in the notice, the later day.</p>	Updated to reflect the listing nature of the section

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		12.3. No refund of membership fees will be given following the resignation of a MANDUS member in accordance with this section.	
15	14	14. Suspension or expulsion of members of MANDUS	*
17 & 18	17.1	<p>17.1. The affairs of MANDUS shall be managed by the MANDUS Committee consisting of the Executive and the following Committee Representatives:</p> <p>17.1.1. Social Representative(s)</p> <p>17.1.2. Academic Representative(s)</p> <p>17.1.3. AMSA Representative(s)</p> <p>17.1.4. Sponsorship Representative(s)</p> <p>17.1.5. Sport Representative(s)</p> <p>17.1.6. Global HANDS Representative(s)</p> <p>17.1.7. Information Technology & Public Relations Representative(s)</p> <p>17.1.8. Publications Representative(s)</p> <p>17.1.9. SANDUS Representative(s)</p> <p>17.1.10. MANDUS Victoria President</p> <p>17.1.11. Wellbeing Representative(s)</p> <p>17.1.12. PANDA Representative(s)</p> <p>17.1.13. RANDA Representative(s)</p> <p>17.1.14. UNDFEM Representative(s)</p> <p>17.1.15. SSUNDA Representative(s)</p> <p>17.1.16. Indigenous Students Representative(s)</p> <p>17.1.17. International Students Representative(s) and</p> <p>17.1.18. Alumni Committee Representative(s)</p>	*
18	18.1	<p>18.1. The Executive of MANDUS will consist of:</p> <p>18.1.1. the President;</p> <p>18.1.2. the Vice-President (Pre-Clinical)</p> <p>18.1.3. the Vice-President (Clinical)</p> <p>18.1.4. the Secretary;</p> <p>18.1.5. the Treasurer; and</p> <p>18.1.6. the AMSA Representative.</p>	*
20	19.3.5	<p>19.3.5. Ensure that all sponsorship sourced independently by a Committee Member or Subcommittee Members is available solely for the use of the Committee Member's group, unless</p> <p>19.3.5.1. it exceeds 20% of the total MANDUS budget; or</p> <p>19.3.5.2. it creates a conflict of interest with MANDUS' existing sponsorship partnerships.</p>	*
20	20.2.2	20.2.2. The composition of the MANDUS subcommittee, which may have no more than 6	*

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		Subcommittee Members and must comprise an even distribution across student body year levels currently studying full time at the Darlinghurst campus; and	
21	20.5.2	20.5.2. Not hold a vote at MANDUS Committee meetings; and	*
21	20.6.4	20.6.4. Voting must be conducted online and open for not less than 48 hours, spread over 2 weekdays at a time arranged by the MANDUS President; and	*
21	21.2	21.2. In the absence of the President, the Vice-President shall be the chairperson at MANDUS Committee Meetings.	*
22	22.4.4	22.4.4. in person; or	*
22	22.6.4	22.6.4. in person; or	*
23	22.10	22.10. 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.	Duplicate line to 22.9
23	22.15	22.15. The Secretary must cause every disclosure made under section 22.13 by a member to be recorded in the minutes of the meeting.	*
24	24.2.1	24.2.1. two weeks after the day and time the notice is received by the President (or Vice-President as the case may be); or	*
24 & 25	24.4	24.4. 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.	*
25	25.1	25.1. A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member	*
25	25.1.4	25.1.4. is absent from 25.1.4.1. more than 3 consecutive Committee Meetings, excepting MANDUS Clinical Year Representatives and MANDUS Alumni Networking Officers; or 25.1.4.2. 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;	*
25	25.1.4	25.1.5. ceases to be a member of MANDUS; or	*

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26	28.1.2	28.1.2. be elected by the student body; and	*
26	28.2.2	28.2.2. Direct the activities and manage the affairs of MANDUS; and	*
26	29.1	29.1. MANDUS Vice-President (Pre-Clinical);	* (also removed bolding)
27	29.1.1.3	29.1.1.3. 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; and	*
27	29.1.2	29.1.2. The Vice-President (Pre-Clinical) shall;	*
27	29.1.2.2	29.1.2.2. represent pre-clinical students and manage respective portfolios within these year groups; and	*
27	29.1.3	29.1.3. Any failure by the Vice-President (Pre-Clinical) to adhere to their constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee under the procedures outlined in section 24.	*
27	29.2.1	29.2.1. The Vice-President (Clinical) of MANDUS shall;	*
27	29.2.2	29.2.2. The Vice-President (Clinical) shall;	*
28	29.2.2.6	29.2.2.6. represent the interests of the NSW Clinical Schools and Victorian Clinical Schools, including but not limited to intern positions for the following year; and	*
28	29.2.3	29.2.3. Any failure by the Vice-President (Clinical) to adhere to their constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee under the procedures outlined in section 24.	*
28	30.1	30.1. The Secretary shall;	*
28	30.1.2	30.1.2. be elected by the student body in accordance the provisions of this constitution; and	*
28	30.2	30.2. The Secretary shall;	*
29	30.2.3	30.2.3. on behalf of MANDUS;	*
29	30.2.3.2	30.2.3.2. keep and maintain in an up to date condition the constitution of MANDUS; and	Isn't the second last point of the list
29	30.2.3.3	30.2.3.3. 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;	*
29	30.2.3.5	30.2.3.5. be responsible for communication within MANDUS;	*
29	30.2.3.6	30.2.3.6. be able to delegate responsibilities from the preceding subsections to a member of the Committee; and	*

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29	31.1	31.1. The Treasurer shall;	*
		31.1.2. be elected by the student body in accordance the provisions of this constitution; and	*
29	31.2	31.2. The Treasurer shall;	*
30	31.2.3	31.2.3. In accordance with the objectives of the Executive Committee, make financial payments from the funds of MANDUS with direct approval from the President and ensure that all such payments are properly authorised in the following manner:	*
30	31.2.4	31.2.4. On behalf of MANDUS;	*
30	31.2.4.2	31.2.4.2. Keep its accounting records in such manner as will enable true and fair accounts of MANDUS to be prepared; and	Isn't the second last point of the list
30	31.2.4.3	31.2.4.3. Keep its accounting records in such manner as will enable true and fair accounts of MANDUS to be conveniently and properly audited;	*
30	31.2.4.4	31.2.4.4. 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;	*
30	31.2.4.5	31.2.4.5. Ensure that MANDUS funds are not misused at any time;	*
31	32.1.2	32.1.2. prepare an events calendar; and	*
31	32.1	32.1. The responsibility of the Social Representative(s) is to:	* (bolding removed)
31	32.1.2	32.1.2. prepare an events calendar; and	*
31	33.1	33.1. The responsibility of the Academic Representative(s) is to:	* (bolding removed)
31	33.1.2	33.1.2. Represent students and liaise with staff at meetings addressing academic matters that affect the student body; and	*
31	34.1.1.2	34.1.1.2. assist the AMSA Representative;	*
32	34.1.1.3	34.1.1.3. promote AMSA and its initiatives; and	*
32	34.2.1.6	34.2.1.6. 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; and	* and isn't the second last point of the list
32	34.2.1.7	34.2.1.7. attend Executive meetings with the Dean of the School of Medicine, Sydney;	Isn't the end of the list
32	35.1	35.1. The responsibility of the Sponsorship Representative(s) is to:	* (bolding removed)
32	35.1.3	35.1.3. Work with the Treasurer to ensure the correct management of sponsorship monies; and	*
32	35.1.4	35.1.4. To adhere to the MANDUS sponsorship policy;	*

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33	36.1	36.1. The responsibility of the Sport Representative(s) is to:	* (bolding removed)
33	36.1.3	36.1.3. Promote the integration of students throughout the University of Notre Dame, Sydney; and	*
33	37.1.6	37.1.6. Delegate duties to and facilitate performance of these duties to other MANDUS subcommittee members;	*
34	38.1.3	38.1.3. Aid in the design and development of IT and Public Relations resources for use by MANDUS Members and the MANDUS Committee; and	*
34	39.1	39.1. The responsibility of the Publications Representative(s) is to:	* (bolding removed)
34	39.1.2	39.1.2. Aid in the design and development of promotional material such as posters, tickets, advertisements and website maintenance; and	*
34	40.1	40.1. The responsibility of the Third Year Representative(s) is to:	* (bolding removed)
35	41.1.4	41.1.4. 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; and	*
35	42.1.7	42.1.7. Represent the subcommittee to external organisations when required; and	*
36	43.3	43.3. The NSW Clinical School Representative's responsibilities are to;	*
36	43.3.5	43.3.5. Assist the Vice-President (Clinical) to oversee the organisation of events for Year 3 and 4 students; and	*
36	43.4	43.4. The NSW Clinical School Representatives will report to the Vice-President (Clinical) on issues that should be brought to the attention of the MANDUS Committee.	*
36	44.1.1.1	44.1.1.1. have previously held a MANDUS Victoria Representative role under this section 44; and	*
37	44.1.2.6	44.1.2.6. Communicate with MANDUS, including the MANDUS Vice-President (Clinical), the MANDUS President, AMSA Representative and the Treasurer;	*
37	44.1.2.8	44.1.2.8. Oversee the organisation of events for YEAR 4 students; and	*
37	44.2.2	44.2.2. The MANDUS Victoria Vice-President's responsibilities are to;	*

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38	44.2.2.9	44.2.2.9. Oversee MANDUS Victoria social media accounts with the MANDUS Victoria Third Year Representative and the MANDUS Victoria Fourth Year Representative; and	*
38	44.3.2	44.3.2. The MANDUS Victoria MSCV Representative's responsibilities are to;	*
38	44.3.2.2	44.3.2.2. Liaise with MSCV and facilitate the passage of information to the students across all Victorian clinical schools; and	* and isn't the second last point of the list
38	44.3.2.3	44.3.2.3. Serve as the key contact point of MANDUS Victoria for all MSCV-related matters;	Isn't the end of the list
38	44.4.2	44.4.2. The MANDUS Victoria Ballarat Clinical School Representative's responsibilities are to;	*
39	44.4.2.5	44.4.2.5. Assist the MANDUS Victoria President and the Vice-President (Clinical) to oversee the organisation of events for Year 4 students; and	*
39	44.5.2	44.5.2. The MANDUS Victoria Year 3 Representative's responsibilities are to;	*
39	44.5.2.2	44.5.2.2. Communicate with the MANDUS Victoria Vice-President;	*
40	44.5.2.9	44.5.2.9. Collate feedback from Year 3 students at the Melbourne Clinical School after each clinical rotation; and	*
40	44.6.2	44.6.2. The MANDUS Victoria Year 4 Representative's responsibilities are to;	*
40	44.6.2.2	44.6.2.2. Communicate with the MANDUS Victoria Vice-President;	*
40	44.6.2.9	44.6.2.9. Collate feedback from Year 4 students at the Melbourne Clinical School after each clinical rotation; and	*
41	45.1	45.1. The responsibility of the Wellbeing representative(s) is to:	* (bolding removed)
41	45.1.6	45.1.6. Represent the subcommittee to external organizations when required; and	*
41	46.1	46.1. The responsibility of the RANDA Representative(s) is to:	* (bolding removed)
42	46.1.9	46.1.9. Liaise and communicate with the MANDUS Academic Representative(s), specifically regarding MD project-related student issues; and	*
42	47.1	47.1. The responsibility of the PANDA Representative(s) is to:	* (bolding removed)
42	47.1.6	47.1.6. Represent the subcommittee to external organizations when required; and	*
42	48.1	48.1. The responsibility of the UNDFEM Representative(s) is to:	* (bolding removed)

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43	48.1.4	48.1.4. Delegate duties to, and facilitate the performance of these duties to other UNDFEM Subcommittee Members; and	*
43	49.1	49.1. The responsibility of the SSUNDA Representative(s) is to:	* (bolding removed)
43	50.1	50.1. The responsibility of the Indigenous Students Representative(s) is to:	* (bolding removed)
44	50.1.4	50.2. The Indigenous Students Representative shall be chosen by the Indigenous Students Sub-committee by their own election; as they choose fit.	This point is separate to the list it originally pertained to.
44	51.1	51.1. The responsibility of the International Students Representative(s) is to:	* (bolding removed)
44	51.1.3	51.1.3. Initiate and organise a range of activities outside of contact hours to promote and foster a sense of belonging and community for International Students; and	*
44	51.1.5	51.2 Only international students shall vote to elect an International Students Representative.	This point is separate to the list it originally pertained to.
44	52.1	52.1. The responsibility of the Alumni Committee Representative(s) is to:	* (bolding removed)
44	52.1.3	52.1.3. In collaboration with the Publications Representative(s), develop and manage marketing material to promote the Alumni network; and	*
45	53.1.3	53.1.3. Maintain continuity between committees; and	*
46	54.2	54.2. In the absence of the President, the Vice-President shall be the chairperson at MANDUS Committee Meetings.	*
46	54.3	54.3. In the event that both the President and Vice-President are both absent from a general meeting , Committee Members present at the Committee Meeting shall by simple majority elect a Committee Member to preside at that general meeting .	*
47	56.3 – 56.7	56.3. A requisition of members for a special general meeting: 56.3.1 must be in writing; and 56.3.2 must state the purpose or purposes of the meeting; and 56.3.3 must be signed by the members making the requisition; and 56.3.4 must be lodged with the Secretary.	* also updated to reflect the listing nature of the points
47	56.9 – 56.11	56.9. For the purposes of section 56.3: 56.9.1 a requisition may be in electronic form; and 56.9.2 a signature may be transmitted, and a requisition may be lodged, by electronic means.	* also updated to reflect the listing nature of the points
47	57.1.3	57.1.3. time of the meeting; and	*

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48	57.2	57.2. Except if the nature of the business proposed to be dealt with at an annual general meeting requires a special resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the annual general meeting, give a notice to each member specifying;	*
48	57.2.1	57.2.1. when and where the annual general meeting is to be held; and	*
48	57.2.2	57.2.2. the particulars and order in which business is to be transacted, as follows: 57.2.2.1. first, the consideration of the accounts and reports of the Committee; 57.2.2.2. second, the announcement of the new Committee Members; and 57.2.2.3. third, any other business requiring consideration by the Association at the annual general meeting.	*
48	57.3	57.3. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying;	*
48	57.3.5	57.3.5. the intention to propose the resolution as a special resolution; and	*
48 & 49	57.5.3	57.5.3. by publishing such a notice: 57.5.3.1. on the medical school notice board; or 57.5.3.2. on the medical school student portal; or 57.5.3.3. on the MANDUS website.	*
49	58.3.1	58.3.1. if convened on the requisition of members—is to be dissolved; and	*
50	60.2	60.2. Unless contrary to the Act, a special resolution is passed: 60.2.1. if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution; and 60.2.2. if the vote is held in one of the following manner: 60.2.2.1 at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held;	This change has been made to make this section clearer.

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		60.2.2.2 in a postal ballot conducted by the association; or 60.2.2.3 in such other manner as the Director-General may direct.	
51	63.3	63.3. When minutes have been documented and approved as correct under this section, they shall, until the contrary is proved, be evidence that;	*
51	63.4.1	63.4.1. the medical school student portal; or	*
51	63.4.2	63.4.2. the MANDUS website; or	*
52	64.2	64.2. 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.	* (also unnecessary to include "MANDUS" here)
52	64.3	64.3. Subject to the following provisions, all members of MANDUS Committee shall be elected at the annual general election.	*
52	65.1.1	65.1.1. for those elected at an annual general election, immediately after the annual general meeting following their election;	*
52	65.1.2	65.1.2. in the case of a casual vacancy arising under section 25, at the time of appointment; or	*
53	65.2	65.2. All MANDUS Committee Members' terms of office shall conclude at the end of the annual general meeting in the following year.	*
53	66.2	66.2. If any office of MANDUS Committee falls vacant 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.	*
53	66.3	66.3. If the person elected under section 66.2 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.	*
53	66.5	66.5. 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 66.8.	*
54	67.2	67.2. Subject to the provisions of this section 67, all current members of MANDUS are entitled to vote for all Committee positions to be decided in the annual general election.	*

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54	67.4	67.4. Voting in annual general election shall be voluntary and no sanctions are attached to failure to vote.	*
54	68.2.3	68.2.3. a member of the Election Tribunal; or	*
55	69.2	69.2. If conducting elections by written ballot the Committee shall, at least one month prior to the annual general election, appoint an Election Tribunal, who:	*
55	69.2.2	69.2.2. must not be members of MANDUS or the student body; and	*
55	69.3	69.3. If conducting elections by online secret ballot, an Election Tribunal consisting of the Secretary and a member of staff of the School of Medicine, Sydney, shall supervise and count the ballot, provided neither is a candidate in the annual general election which they are supervising.	*
55	69.4	69.4. The Secretary shall post notice calling for nominations for the positions on the Committee at least 14 Days before the annual general election.	*
55	69.5.2	69.5.2. in the appropriate form approved by the Secretary; and	*
55	69.8.1	69.8.1. Written ballot 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; or	*
55	69.11.1	69.11.1. 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; and	*
56	69.1.5	69.15. The election for MANDUS Victoria positions shall be at a time that the MANDUS Victoria President sees fit, whether or not they occur simultaneously with the MANDUS annual general election.	* (also unnecessary to include "MANDUS" here)
56	70.1.1	70.1.1. MANDUS Committee resolves by an Absolute Majority; or	*
57	70.2	70.2. 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.	*
58	71.2.2	71.2.2. by a resolution of an Absolute Majority of MANDUS Committee;	*
58	71.3.1	71.3.1. A resolution to amend shall be put to a general meeting as a special resolution in the manner described in section 60 and follow the below in the case of alterations to proposed amendments;	Added to make clear the purpose of the following points

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58	71.3.1.1	71.3.1.1. If at the general meeting, alterations are made to the proposed amendment in form only, the proposed amendment may be voted on at the general meeting; and	*
59	71.7	71.7. The public officer must ensure that MANDUS complies with any requirements from the Australian Charities and Not-for-profits Commission, including but not limited to lodging a copy of the constitution as it is amended from time to time in accordance with this section 71 and the Act.	*
62	78.2	78.1.2. each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.	Changed to reflect the list the point belongs to

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