



MANDUS

MEDICAL ASSOCIATION OF NOTRE DAME UNIVERSITY SYDNEY

Constitution of the

Medical Association of Notre Dame University Sydney

MANDUS 2022

The University of Notre Dame, Sydney
160 Oxford Street, Darlinghurst, NSW, 2010

Incorporated Number: INC9889465

ABN: 52 877 550 155

PREAMBLE

Constitution of MANDUS – November 2021



The Medical Association of Notre Dame University Sydney (MANDUS) is the peak representative body of the Medical Students of The University of Notre Dame, Sydney.

MANDUS would like to acknowledge and pay respect to the traditional owners of the land, the Gadigal people of the Eora Nation upon which the Notre Dame School of Medicine, Sydney resides. As our Committee members and MANDUS members uphold the practices of the MANDUS Constitution, and as we share our own knowledge, teaching, learning and research practices within this University may we also pay respect to the knowledge and culture embedded forever within the Aboriginal Custodianship of Country.

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.

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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. In this Constitution, unless the contrary intention appears:

“Absolute Majority” 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

- i. in relation to the proceedings at a general meeting, the person presiding at the general meeting in accordance with section 55; or
- ii. in relation to the proceedings at an MANDUS Committee Meeting, the person presiding at the Committee Meeting in accordance with section 21;

"Clinical School" means any of the clinical teaching locations associated with the SoM from time to time, including but not limited to:

- i. St Vincent's & Mater Clinical School;
- ii. Auburn Clinical School;
- iii. Hawkesbury Clinical School;
- iv. Melbourne Clinical School;
- v. Lithgow Clinical School;
- vi. Ballarat Clinical School; and
- vii. Wagga Wagga Clinical School;

"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;

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

"Committee Member" means a member of the Committee;

"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;

"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 18;

“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 sections 56 or 57;

“Indigenous Student” means any student who identifies as being Aboriginal or Torres Strait Islander;

“International Student” means any student who is not an Australian or New Zealand Citizen or Permanent Resident;

“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;

“Year 2” means the second year of the M.D. degree at the School of Medicine, Sydney, University of Notre Dame Australia;

“Year 3” means the third year of the M.D. degree at the School of Medicine, Sydney, University of Notre Dame Australia;

“Year 4” means the fourth year of the M.D. degree at the School of Medicine, Sydney, University of Notre Dame Australia;

“Member” means a member of MANDUS;

“MANDUS” means the Medical Association of Notre Dame University, Sydney, ABN 52 877 550 155;

“MANDUS Subcommittee” means any subcommittee approved by the MANDUS Executive in accordance with section 20;

“MANDUS Victoria” means Medical Association of Notre Dame University Sydney – Victorian Branch;

“MSCV” means Medical Student Council of Victoria;

“NSW Clinical Schools” means the Clinical Schools located in the state on New South Wales;

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

“PANDA” means the Paediatric Association of Notre Dame Australia;

“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 as defined in section 28;

“RANDA” means the Research Association of Notre Dame Australia;

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

“SANDUS” means the Surgical Association of Notre Dame University Australia;

“SSUNDA” means Sub-Specialty Society of University of Notre Dame Australia;

“School of Medicine” or **“SoM”** means the School of Medicine, Sydney at the University of Notre Dame Australia, Darlinghurst campus;

“Secretary” means MANDUS Secretary as defined in section 30;

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

“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:

- i. any day which falls outside a semester designated by the SoM;
- ii. Public Holidays observed by the SoM;
- iii. days designated by the SoM as non-teaching Days; and
- iv. days designated by the SoM as formal examination periods.

“the Act” means the *Associations Incorporation Act 2009* (NSW);

“the Regulations” means the [Associations Incorporation Regulation 2016](#);

“Treasurer” means MANDUS Treasurer as defined in section 31;

“UNDSEM Committee” means University of Notre Dame Society for Equity in Medicine Committee;

“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 (Pre-Clinical) as defined in section 29.1;

“Victorian Clinical Schools” means the Clinical Schools located in the state of Victoria;

“WANDA” means the Women’s and Obstetrics Health Association of Notre Dame Australia;

“Week” means any seven-day period reckoned from and to Sunday midnight.

2.2. Where in this constitution:

2.2.1. 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.

2.2.2. 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.

- 2.2.3. 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.
- 2.2.4. the word “subsection” is used it refers to:
 - 2.2.4.1. the subsection of the section to which the word was used; or
 - 2.2.4.2. 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; and
 - 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.
- 6.2. A MANDUS Committee member must disclose any relationships, contractual or otherwise, with a MANDUS sponsor to the Executive Committee so as to avoid any conflict of interest.

PART 2: MEMBERSHIP

7. Qualifications for membership of MANDUS

- 7.1. MANDUS members may comprise eligible current UNDA School of Medicine, Sydney students who have registered with MANDUS, and have agreed to the full terms of membership.
- 7.2. Upon payment of the designated membership fee and completion of details a person shall be deemed a 'member' and henceforth be bound by this Constitution.
- 7.3. 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.
- 7.4. Former students of UNDA School of Medicine, Sydney automatically become MANDUS Alumni on graduation from UNDA.
- 7.5. Membership sub-categories may be developed by the MANDUS Executive to address particular subgroups that are eligible for MANDUS membership, for example School of Medicine Staff, parents and friends.
- 7.6. The following persons or classes of persons shall not be eligible to be members:
 - 7.6.1. persons who are not students, with the specific exceptions to sub-categories outlined in section 7.5; and

- 7.6.2. such persons and classes of persons as MANDUS Committee declares to be ineligible for membership of MANDUS in accordance with this constitution.
- 7.7. A member shall cease to be a member if and when:
 - 7.7.1. he or she ceases to be a student;
 - 7.7.2. he or she resigns from MANDUS in accordance with section 12;
 - 7.7.3. he or she becomes ineligible to be a member; or
 - 7.7.4. he or she is expelled from MANDUS in accordance with section 14.

8. Membership fees

- 8.1. Membership fees, if any, shall be determined annually by the MANDUS Committee.

9. Members' liabilities

- 9.1. The liability of a member to contribute towards the payment of the debts and liabilities of MANDUS or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of MANDUS as required by section 8.

10. Member entitlements

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

11. Register of members of MANDUS

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

12. Resignation of members of MANDUS

- 12.1. A member may resign from MANDUS by giving a written notice of resignation to the Secretary.
- 12.2. The resignation takes effect on:
 - 12.2.1. The day and at the time the notice is received by the secretary; or
 - 12.2.2. If a later date is stated in the notice, the later day.
 - 12.2.3. No refund of membership fees will be given following the resignation of a MANDUS member in accordance with this section.

13. Dispute resolution

- 13.1. A dispute between a member and another member (in their capacity as members) of MANDUS, or a dispute between a member or members and MANDUS, are to be referred to the Executive Committee for mediation, the result of which shall not be binding.
- 13.2. If the dispute is not resolved by mediation with the Executive Committee, the dispute is to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- 13.3. If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- 13.4. The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

14. Suspension or expulsion of members of MANDUS

- 14.1. 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 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:
 - 14.1.1. 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
 - 14.1.2. particulars of that conduct.

14.2. At the Committee Meeting referred to under section 14.1.1, 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.

14.2.1. 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.

15. Appealing Suspension or Expulsion

15.1. A member who is suspended or expelled under section 14 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.

15.2. When notice is given for an appeal under section 15.1:

15.2.1. 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.

15.2.2. 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.

15.2.3. 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

16. Governing Bodies

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

17. MANDUS Committee

17.1. The affairs of MANDUS shall be managed by the MANDUS Committee consisting of the Executive and the following Committee Representatives:

- 17.1.1. Social Representative(s);
- 17.1.2. Academic Representative(s);
- 17.1.3. AMSA Representative(s);
- 17.1.4. Sponsorship Representative(s);
- 17.1.5. Sport Representative(s);
- 17.1.6. Global HANDS Representative(s);
- 17.1.7. Information Technology & Public Relations Representative(s);
- 17.1.8. Publications Representative(s);
- 17.1.9. SANDUS Representative(s);

- 17.1.10. MANDUS Victoria President;
 - 17.1.11. Wellbeing Representative(s);
 - 17.1.12. PANDA Representative(s);
 - 17.1.13. RANDA Representative(s);
 - 17.1.14. UNDSEM Representative(s);
 - 17.1.15. SSUNDA Representative(s);
 - 17.1.16. Indigenous Students Representative(s);
 - 17.1.17. International Students Representative(s);
 - 17.1.18. Alumni Committee Representative(s); and
 - 17.1.19. WANDA Representative(s).
- 17.2. Where the Representative referred to in section 17.1 is of a MANDUS Subcommittee, the Representative must be the Chair, Co-Chairs or President of that Subcommittee.
- 17.3. All MANDUS Committee Members are elected under the provisions of this constitution.
- 17.4. The non-Executive roles within the Committee may be modified by Simple Majority of the membership at any general meeting.
- 17.5. The MANDUS Committee may decide upon the inclusion of additional committee representatives outside of those prescribed in section 17. The committee is to decide and formalise their roles and responsibilities in writing.

18. The Executive of MANDUS

- 18.1. The Executive of MANDUS will consist of:
- 18.1.1. the President;
 - 18.1.2. the Vice-President (Pre-Clinical);
 - 18.1.3. the Vice President (Clinical);
 - 18.1.4. the Secretary;
 - 18.1.5. the Treasurer;
 - 18.1.6. the AMSA Representative; and
 - 18.1.7. the Second Year Academic Representative.

19. Authority of MANDUS Committee

- 19.1. 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 and its members.
- 19.2. Subject to and without limiting the application of section 19.1, the MANDUS Committee shall have the following specific functions:
 - 19.2.1. to represent students in public ceremonies and functions, social, sporting and cultural events;
 - 19.2.2. to liaise with other universities and bodies external to the University on matters of interest to the students;
 - 19.2.3. to represent the student body in liaising with the University staff members;
 - 19.2.4. to be responsible for the management, content and publication of any MANDUS publications;
 - 19.2.5. to raise funds and seek sponsorships for MANDUS.
- 19.3. Subject to and without limiting the application of this section 19, Committee Members shall:
 - 19.3.1. 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.
 - 19.3.2. Receive no more than 5% 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.
 - 19.3.3. Liaise with and receive approval from the Sponsorship Representative(s) before approaching sponsors. All sponsorship meetings will include the Sponsorship Representative(s) unless the MANDUS Executive approves otherwise.

- 19.3.4. 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, subject to the approval of the MANDUS Committee under section 17.5 and compliance with the requirements of section 20.1.
- 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:
 - 19.3.5.1. it exceeds 20% of the total MANDUS budget; or
 - 19.3.5.2. it creates a conflict of interest with MANDUS' existing sponsorship partnerships.
- 19.3.6. Ensure all correspondence entered into, and advertising material distributed, bears the MANDUS logo and is promoted as a MANDUS event.

20. MANDUS Subcommittees

- 20.1. To establish a new MANDUS subcommittee a Committee Member must draft a MANDUS subcommittee policy document, approved by the MANDUS Executive.
- 20.2. The MANDUS subcommittee policy document is to include:
 - 20.2.1. Details of proposed annual events;
 - 20.2.2. The composition of the MANDUS subcommittee, which may have no more than 6 Subcommittee Members and must comprise an even distribution across student body year levels currently studying full time at the Darlinghurst campus; and
 - 20.2.3. 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.
- 20.3. The subcommittee policy document will be approved by the MANDUS Executive annually and be enforced from the commencement of the academic year.
- 20.4. Any change to the MANDUS Subcommittee Policy Document must be approved by:

- 20.4.1. The MANDUS Executive; or
 - 20.4.2. Simple Majority at a Committee Meeting.
- 20.5. MANDUS Subcommittee Members shall:
- 20.5.1. Be elected by the subcommittee election process section 20.6;
 - 20.5.2. Not hold a vote at MANDUS Committee meetings; and
 - 20.5.3. Assist the Representative of the subcommittee in the execution of their responsibilities under this constitution.
- 20.6. Subject to section 20.7, the election process for MANDUS Subcommittees shall include the following:
- 20.6.1. Call for nominations across all year groups at least fourteen days before the proposed election;
 - 20.6.2. Nominations are to be received no later than 48 hours before the commencement of voting;
 - 20.6.3. The positions must be advertised to all students with a perceived interest in the subcommittee;
 - 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
 - 20.6.5. Unfilled positions must be advertised within 48 hours of initial announcement.
 - 20.6.6. Applications for unfilled positions must be submitted as per election proper and taken to an internal vote by executive members of current and newly elected committee or subcommittee.
- 20.7. Special election procedures for a MANDUS Subcommittee may be approved by a Simple Majority of the MANDUS Committee.
- 20.8. Special election procedures approved by the MANDUS Committee under clause 20.7 must be notified to the Members not less than fourteen days before the next election for that Subcommittee.

21. Chairperson of a MANDUS Committee

- 21.1. 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.
- 21.2. In the absence of the President, the Vice-President shall be the chairperson at MANDUS Committee Meetings.
- 21.3. A Committee Member, elected by Simple Majority 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.

22. Committee meetings

- 22.1. The Committee shall meet together for the dispatch of business not less than once every month in the academic calendar.
- 22.2. An ordinary member may attend a Committee Meeting, by informing the Secretary prior to the commencement of the meeting.
- 22.3. 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 22.
- 22.4. Notice of meetings must be given to members of the Committee at least 48 hours prior to the meeting:
 - 22.4.1. in writing;
 - 22.4.2. by telephone;
 - 22.4.3. via email;
 - 22.4.4. in person; or
 - 22.4.5. via an online platform that is easily accessible and available to the committee deemed appropriate by the President.
- 22.5. If less than 12 hours before the meeting notice should be given via telephone.
- 22.6. 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:
 - 22.6.1. in writing;

- 22.6.2. by telephone;
 - 22.6.3. via email;
 - 22.6.4. in person; or
 - 22.6.5. via an online platform that is easily accessible and available to the committee deemed appropriate by the President.
- 22.7. 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.
- 22.8. Each Committee Member has a vote.
- 22.9. 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.
- 22.10. 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.
- 22.11. At a Committee Meeting, quorum is achieved when at least half of the Committee are present, including either the President or Vice-President.
- 22.12. 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.
- 22.13. 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.
- 22.14. The Secretary must cause every disclosure made under section 22.12 by a member to be recorded in the minutes of the meeting.

23. Minutes of Committee Meetings

- 23.1. 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.

- 23.2. 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.
- 23.3. 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.
- 23.4. Following approval by the President, the minutes must be made available to all members of MANDUS.
- 23.5. Minutes of the MANDUS meetings are to be made available to the Pro Vice Chancellor and/or the Dean of Medicine on request.
- 23.6. Meetings taken outside of Committee meetings must be appropriately documented and minutes forwarded through to the MANDUS Secretary for documentation.

24. Resignation or Removal from office of Committee Members

- 24.1. A member of MANDUS Committee who wishes to resign from the Committee must submit their resignation in writing to the President, except:
- 24.1.1. where the Committee Member wishing to resign is the President, he or she must submit their resignation in writing to the Vice-President.
- 24.2. The resignation takes effect:
- 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
- 24.2.2. if a later date is specified in the notice, on the later date.
- 24.3. 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.
- 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.

24.5. The meeting of MANDUS Committee referred to in section 24.4 shall be convened no less than two weeks after the letter has been issued to the Committee Member.

24.6. At the meeting referred to in section 24.4 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.

25. Casual vacancies in membership of MANDUS Committee

25.1. A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member:

25.1.1. dies;

25.1.2. resigns following the procedure outlined in section 24.1;

25.1.3. is permanently incapacitated by mental or physical ill-health;

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.

25.1.5. ceases to be a member of MANDUS; or

25.1.6. is removed from office under the procedures outlined in section 24.

26. Purpose of the Executive

- 26.1. 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.

27. Interim Policy

- 27.1. The Executive may determine an interim policy where no policy of MANDUS Committee exists.
- 27.2. An interim policy as referred to in section 27.1 will automatically lapse upon the day of the following MANDUS Committee Meeting unless specifically ratified by that meeting of MANDUS Committee.

28. MANDUS President

- 28.1. The President shall:
- 28.1.1. be known as the “MANDUS President”;
 - 28.1.2. be elected by the student body; and
 - 28.1.3. 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.
- 28.2. The President shall:
- 28.2.1. Direct, co-ordinate and supervise the work of the other elected and appointed office bearers of the Committee;
 - 28.2.2. Direct the activities and manage the affairs of MANDUS; and
 - 28.2.3. Provide a President’s report at the AGM.
- 28.3. Within 28 days of his or her appointment as President, the President must lodge the required form with the appropriate government body to appoint themselves as MANDUS’ Public Officer in accordance with the requirements of the *Associations Incorporations Act 2009* (NSW).
- 28.4. Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee by the proceedings outlined in section 24.

29. MANDUS Vice-Presidents

29.1. MANDUS Vice-President (Pre-Clinical)

29.1.1. The Vice-President (Pre-Clinical) shall:

- 29.1.1.1. be known as the “MANDUS Vice-President (Pre-Clinical)”;
- 29.1.1.2. be elected by the student body in accordance the provisions of this constitution;
- 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
- 29.1.1.4. be a student who enrolled in Year 2 for the majority of their one-year term.

29.1.2. The Vice-President (Pre-Clinical) shall:

- 29.1.2.1. assist the President in the performance of the presidential duties as prescribed in section 28.2;
- 29.1.2.2. represent pre-clinical students and manage respective portfolios within these year groups; and
- 29.1.2.3. fulfil any of the Presidential responsibilities in the event of the President’s absence.

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.

29.2. MANDUS Vice-President (Clinical)

29.2.1. The Vice-President (Clinical) of MANDUS shall:

- 29.2.1.1. be known as the “MANDUS Vice-President (Clinical)”;
- 29.2.1.2. be elected by the student body in accordance the provisions of this constitution;
- 29.2.1.3. 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;

- 29.2.1.4. be a student enrolled in the clinical years, i.e. Year 3 or Year 4;
and
- 29.2.1.5. have previously held a position on the MANDUS Committee, as outlined in section 17.

29.2.2. The Vice-President (Clinical) shall:

- 29.2.2.1. assist the President in the performance of the presidential duties as prescribed in section 28;
- 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;
- 29.2.2.3. 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;
- 29.2.2.4. if unable to assume the role of President, appoint another MANDUS Committee Member as temporary President until the next MANDUS Committee Meeting;
- 29.2.2.5. fulfil any of the Presidential responsibilities in the event of the President's absence;
- 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
- 29.2.2.7. ensure the MANDUS Committee is informed of upcoming events.

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.

30. Secretary

30.1. The Secretary shall:

- 30.1.1. be known as the "MANDUS Secretary";

- 30.1.2. be elected by the student body in accordance the provisions of this constitution; and
 - 30.1.3. 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.
- 30.2. The Secretary shall:
- 30.2.1. co-ordinate the correspondence of MANDUS;
 - 30.2.2. keep full and correct minutes of the proceedings of MANDUS Committee;
 - 30.2.3. on behalf of MANDUS:
 - 30.2.3.1. keep and maintain in an up to date condition a register of the members of MANDUS;
 - 30.2.3.2. keep and maintain in an up to date condition the constitution of MANDUS;
 - 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;
 - 30.2.3.4. have custody of all books, documents, records and registers of MANDUS, other than those required by section 31 to be kept and maintained by the Treasurer;
 - 30.2.3.5. be responsible for communication within MANDUS;
 - 30.2.3.6. be able to delegate responsibilities from the preceding subsections to a member of the Committee; and
 - 30.2.3.7. perform such other duties as are imposed by this constitution on the Secretary.
- 30.3. Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee under the procedures outlined in section 24.

31. Treasurer

- 31.1. The Treasurer shall:
- 31.1.1. be known as the “MANDUS Treasurer”;

- 31.1.2. be elected by the student body in accordance the provisions of this constitution; and
- 31.1.3. 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.

31.2. The Treasurer shall:

- 31.2.1. 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;
- 31.2.2. Pay all moneys referred to in section 31.2.1 into such account or accounts of MANDUS as the Committee may direct;
- 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:
 - 31.2.3.1. In the case of payment by bank cheque, signed by himself or herself; or
 - 31.2.3.2. In the case of payment by electronic funds transfer (EFT), submitted and approved by two authorised signatories.
- 31.2.4. On behalf of MANDUS:
 - 31.2.4.1. Maintain accounting records as to correctly record and explain the financial transactions and financial position of MANDUS;
 - 31.2.4.2. Keep its accounting records in such manner as will enable true and fair accounts of MANDUS to be prepared;
 - 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;
 - 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;
 - 31.2.4.5. Ensure that MANDUS funds are not misused at any time;

- 31.2.4.6. Whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
 - 31.2.4.7. Have custody of all securities, books and documents of a financial nature and accounting records of MANDUS;
 - 31.2.4.8. Have the power to nominate two assistants from MANDUS Committee to assist in maintaining the funds of MANDUS; and
 - 31.2.4.9. Perform such other duties as are imposed by this constitution on the Treasurer.
- 31.3. The Treasurer, in addition to the President in his or her role as public officer, is an authorised signatory and may sign documents and enter into contracts on behalf of MANDUS.
- 31.4. Failure to adhere to constitutional duties shall constitute grounds for removal from office and/or MANDUS Committee under the procedures outlined in section 24.

32. Social Representative(s)

- 32.1. The responsibility of the Social Representative(s) is to:
- 32.1.1. 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;
 - 32.1.2. prepare an events calendar; and
 - 32.1.3. develop a social budget in liaison with the Treasurer.

33. Academic Representative(s)

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

34. AMSA Representative(s)

34.1. AMSA (Junior) Representative

34.1.1. The responsibility of the AMSA (Clinical) Representative is to:

- 34.1.1.1. act as a conduit for medico-political issues between AMSA and MANDUS;
- 34.1.1.2. assist the AMSA Representative;
- 34.1.1.3. promote AMSA and its initiatives; and
- 34.1.1.4. forward AMSA publications to members as well as encourage students to contribute to the publications.

34.2. AMSA Representative

34.2.1. The responsibility of the AMSA Representative is to:

- 34.2.1.1. liaise with the AMSA (Junior) Representative;
- 34.2.1.2. promote AMSA and its initiatives;
- 34.2.1.3. forward AMSA publications to pre-clinical members as well as encourage students to contribute to the publications;
- 34.2.1.4. 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;
- 34.2.1.5. attend 3 annual AMSA Council meetings as the designated AMSA Representative of MANDUS;
- 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;
- 34.2.1.7. attend Executive meetings with the Dean of the School of Medicine, Sydney; and
- 34.2.1.8. consult with the NSWMSC Representative, VMSC Representative, Global Health AMSA Representative, Indigenous Representative and International Representative before advocating for any particular policy.

35. Sponsorship Representative(s)

- 35.1. The responsibility of the Sponsorship Representative(s) is to:
- 35.1.1. Prepare and maintain the MANDUS sponsorship prospectus;
 - 35.1.2. Initiate and develop relationships with current and potential sponsors;
 - 35.1.3. Work with the Treasurer to ensure the correct management of sponsorship monies;
 - 35.1.4. To adhere to the MANDUS sponsorship policy; and
 - 35.1.5. Work with all subcommittees including MANDUS Victoria in order to maximise sponsorship income each year.

36. Sport Representative(s)

- 36.1. The responsibility of the Sport Representative(s) is to:
- 36.1.1. 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;
 - 36.1.2. Prepare an events calendar;
 - 36.1.3. Promote the integration of students throughout the University of Notre Dame, Sydney; and
 - 36.1.4. In liaison with the Treasurer, develop a sports budget for financial costs of MANDUS sporting teams.

37. Global Health (Global HANDS) Representative(s)

- 37.1. The responsibility of the Global Health (Global HANDS) Representative(s) is to:
- 37.1.1. Work with MANDUS and students to provide a sense of community in relation to global health and social justice;
 - 37.1.2. Provide a link between a subcommittee and the MANDUS Committee;
 - 37.1.3. 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;
 - 37.1.4. Prepare an events calendar;
 - 37.1.5. Manage and Chair the day-to-day affairs of Global Health;

- 37.1.6. Delegate duties to and facilitate performance of these duties to other MANDUS subcommittee members;
- 37.1.7. Represent the MANDUS Global Health to external organisations when required;
- 37.1.8. Assume the role of AMSA Global Health delegate for the University of Notre Dame Sydney; and
- 37.1.9. In liaison with the Treasurer, develop a Global Health budget that covers the expenses incurred for all events pertaining to the academic year.

38. Information Technology & Public Relations Representative

38.1. The responsibility of the Information Technology & Public Relations Representative(s) is to:

- 38.1.1. Create and manage MANDUS IT accounts;
- 38.1.2. Manage and update the MANDUS webpage;
- 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
- 38.1.4. In liaison with the Treasurer, develop an IT and Public Relations budget for financial costs.

39. Publications Representative(s)

39.1. The responsibility of the Publications Representative(s) is to:

- 39.1.1. Create and edit MANDUS publications;
- 39.1.2. Aid in the design and development of promotional material such as posters, tickets, advertisements and website maintenance; and
- 39.1.3. In liaison with the Treasurer, develop a publications budget for financial costs.

40. Third Year Representative(s)

40.1. The responsibility of the Third Year Representative(s) is to:

- 40.1.1. Work within the university to provide educational support and address educational needs as requested by third year students;
- 40.1.2. Represent third year students and liaise with staff at meetings addressing academic matters that affect the student body;
- 40.1.3. Support staff by helping them make more reasonable academic decisions to improve student compliance;
- 40.1.4. 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
- 40.1.5. In liaison with the Treasurer, develop a third year budget for financial costs.

41. Fourth Year Representative(s)

41.1. The responsibility of the Fourth Year Representative(s) is to:

- 41.1.1. Work within the university to provide educational support and address educational needs as requested by fourth year students;
- 41.1.2. Represent fourth year students and liaise with staff at meetings addressing academic matters that affect the student body;
- 41.1.3. Support staff by helping them make more reasonable academic decisions to improve student compliance;
- 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
- 41.1.5. In liaison with the Treasurer, develop a fourth year budget for financial costs.

42. SANDUS Representative(s)

42.1. The responsibility of the SANDUS representative(s) is to:

- 42.1.1. Provide, inform and acquaint students with a variety of opportunities as they relate to surgical anatomy and basic surgical skills;
- 42.1.2. Promote and encourage opportunities for students to communicate with surgeons, establish educational exchange and mentorship;

- 42.1.3. Provide a link between the SANDUS subcommittee and the MANDUS Committee;
- 42.1.4. Prepare an events calendar;
- 42.1.5. Manage and Chair the day-to-day affairs of surgical students;
- 42.1.6. Delegate duties to and facilitate performance of these duties to other SANDUS subcommittee members;
- 42.1.7. Represent the subcommittee to external organisations when required; and
- 42.1.8. In liaison with the Treasurer, develop a surgical budget that covers the expenses incurred for all events pertaining to the academic year.

43. NSW Clinical Schools Representative(s)

- 43.1. Members at each NSW Clinical School may elect a Representative.
- 43.2. To be eligible for nomination as a NSW Clinical School Representative, the candidate must be enrolled at the NSW Clinical School they wish to represent for the majority of their term in office.
- 43.3. The NSW Clinical School Representative's responsibilities are to:
 - 43.3.1. Represent their NSW Clinical School both internally and externally;
 - 43.3.2. Support the work of MANDUS at the NSW Clinical School;
 - 43.3.3. Oversee all events and operations of MANDUS at the NSW Clinical School;
 - 43.3.4. Act as a contact for Year 3 and 4 students for any issues at the relevant NSW Clinical School;
 - 43.3.5. Assist the Vice-President (Clinical) to oversee the organisation of events for Year 3 and 4 students; and
 - 43.3.6. Provide academic feedback to the NSW Clinical School staff on behalf of Year 3 and/or 4 students at the NSW Clinical School.
- 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.

44. MANDUS Victoria Representatives

44.1. MANDUS Victoria President

44.1.1. To be eligible for nomination as MANDUS Victoria President, the candidate must:

- 44.1.1.1. have previously held a MANDUS Victoria Representative role under this section 44; and
- 44.1.1.2. be enrolled at Melbourne Clinical School for the majority of their term.

44.1.2. The MANDUS Victoria President's responsibilities are to:

- 44.1.2.1. Represent MANDUS Victoria both internally and externally;
- 44.1.2.2. Oversee, manage and support the work of MANDUS Victoria and its representatives;
- 44.1.2.3. Work with the MANDUS Executives and Sponsorship Representative(s) to initiate and develop relationships with current and potential sponsors in Victoria;
- 44.1.2.4. Schedule meetings and creation of meeting agendas, in conjunction with the MANDUS Victoria Vice-President;
- 44.1.2.5. Represent MANDUS Victoria as a member of the MSCV Council;
- 44.1.2.6. Communicate with MANDUS, including the MANDUS Vice-President (Clinical), the MANDUS President, AMSA Representative and the Treasurer;
- 44.1.2.7. Attend monthly meetings with the Dean of the Melbourne Clinical School;
- 44.1.2.8. Oversee the organisation of events for Year 4 students; and
- 44.1.2.9. Oversee events for all students at the Victorian Clinical Schools.

44.1.3. The MANDUS Victoria President shall be an authorised signatory for MANDUS.

44.2. **MANDUS Victoria Vice-President**

44.2.1. The MANDUS Victoria Vice-President shall be a Year 3 student enrolled in the Melbourne Clinical School.

44.2.2. The MANDUS Victoria Vice-President's responsibilities are to:

- 44.2.2.1. Represent MANDUS Victoria both internally and externally;
- 44.2.2.2. Assist the MANDUS Victoria President to oversee, co-ordinate and support the work of MANDUS Victoria;

- 44.2.2.3. Work with the MANDUS Victoria President to initiate and develop relationships with current and potential sponsors in Victoria;
- 44.2.2.4. Attend monthly meetings with the Dean of the Melbourne Clinical School;
- 44.2.2.5. Assist the MANDUS Victoria President in scheduling meetings and creating meeting agendas;
- 44.2.2.6. Attend MSCV council meetings as a representative of MANDUS Victoria;
- 44.2.2.7. Oversee the organisation of events for Year 3 students at the Melbourne Clinical Schools;
- 44.2.2.8. Assist the MANDUS Victoria Vice-President in overseeing events for all students at the Victorian clinical Schools;
- 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
- 44.2.2.10. Coordinate annual elections for MANDUS Victoria positions.

44.3. **MANDUS Victoria MSCV Representative**

- 44.3.1. To be eligible for nomination as MANDUS Victoria MSCV Representative, the candidate must be enrolled at the Victorian clinical schools for both Year 3 and Year 4.
- 44.3.2. The MANDUS Victoria MSCV Representative's responsibilities are to:
 - 44.3.2.1. Represent students attending the Victorian clinical schools at MSCV as a member of MSCV council;
 - 44.3.2.2. Liaise with MSCV and facilitate the passage of information to the students across all Victorian clinical schools;
 - 44.3.2.3. Serve as the key contact point of MANDUS Victoria for all MSCV-related matters; and
 - 44.3.2.4. Communicate matters after MSCV meetings to AMSA representative and formulate policy/position statements if required.

44.4. **Ballarat Clinical School Representative**

44.4.1. To be eligible for nomination as Ballarat Clinical School Representative, the candidate must be enrolled at the Ballarat Clinical School for the majority of their term.

44.4.2. The MANDUS Victoria Ballarat Clinical School Representative's responsibilities are to:

- 44.4.2.1. Represent MANDUS Victoria both internally and externally;
- 44.4.2.2. Support the work of MANDUS Victoria at the Ballarat Clinical School;
- 44.4.2.3. Oversee all events and operations of MANDUS Victoria at the Ballarat Clinical School;
- 44.4.2.4. Act as a contact for Year 4 students for any issues at the Ballarat Clinical School;
- 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
- 44.4.2.6. Provide academic feedback to the Ballarat Clinical School staff on behalf of Year 4 students at the Ballarat Clinical School.

44.5. **MANDUS Victoria Year 3 Representative(s)**

44.5.1. To be eligible for nomination as MANDUS Victoria Year 3 Representative, the candidate must be enrolled in Year 3 at the Melbourne Clinical School for the majority of their term.

44.5.2. The MANDUS Victoria Year 3 Representative's responsibilities are to:

- 44.5.2.1. Represent MANDUS Victoria both internally and externally;
- 44.5.2.2. Communicate with the MANDUS Victoria Vice-President;
- 44.5.2.3. Attend monthly meetings with the Dean of the Melbourne Clinical School;
- 44.5.2.4. Oversee the organisation of events for Year 3 students enrolled in the Melbourne Clinical School;
- 44.5.2.5. Assist the MANDUS Victoria team and the Vice-President (Clinical) to oversee events for all students at the Victorian clinical schools;

- 44.5.2.6. Facilitate the advertisement of MANDUS Victoria events to Year 3 students;
- 44.5.2.7. Oversee the MANDUS Victoria social media accounts with the MANDUS Victoria Vice-President and the MANDUS Victoria Fourth Year Representative;
- 44.5.2.8. Act as a contact for Year 3 students for any issues at the Melbourne Clinical School;
- 44.5.2.9. Collate feedback from Year 3 students at the Melbourne Clinical School after each clinical rotation; and
- 44.5.2.10. Provide academic feedback to the Melbourne Clinical School staff on behalf of Year 3 students at the Melbourne Clinical School.

44.6. **MANDUS Victoria Year 4 Representative(s)**

- 44.6.1. To be eligible for nomination as MANDUS Victoria Year 4 Representative, the candidate must be enrolled in Year 4 at the Melbourne Clinical School for the majority of their term.
- 44.6.2. The MANDUS Victoria Year 4 Representative's responsibilities are to:
 - 44.6.2.1. Represent MANDUS Victoria both internally and externally;
 - 44.6.2.2. Communicate with the MANDUS Victoria Vice-President;
 - 44.6.2.3. Attend monthly meetings with the Dean of the Melbourne Clinical School;
 - 44.6.2.4. Oversee the organisation of events for Year 4 students enrolled in the Melbourne Clinical School;
 - 44.6.2.5. Assist the MANDUS Victoria team and the Vice-President (Clinical) to oversee events for all students at the Victorian clinical schools;
 - 44.6.2.6. Facilitate the advertisement of MANDUS Victoria events to Year 4 students;
 - 44.6.2.7. Oversee the MANDUS Victoria social media accounts with the MANDUS Victoria Vice-President and MANDUS Victoria Year 4 Representative;

- 44.6.2.8. Act as a contact for Year 4 students for any issues at the Melbourne Clinical School;
- 44.6.2.9. Collate feedback from Year 4 students at the Melbourne Clinical School after each clinical rotation; and
- 44.6.2.10. Provide academic feedback to the Melbourne Clinical School staff on behalf of Year 4 students at the Melbourne Clinical School.

45. Wellbeing Representative(s)

- 45.1. The responsibility of the Wellbeing representative(s) is to:
 - 45.1.1. Provide, inform and acquaint students with a variety of opportunities as they relate to student wellbeing and mental health;
 - 45.1.2. To promote opportunities for students to communicate with other students, staff or other relevant people regarding student wellbeing and welfare, establish mentorship;
 - 45.1.3. Provide a link between any Wellbeing subcommittee and the MANDUS Committee;
 - 45.1.4. Prepare an events calendar;
 - 45.1.5. Delegate duties to and facilitate performance of these duties to other MANDUS Wellbeing subcommittee members;
 - 45.1.6. Represent the subcommittee to external organisations when required; and
 - 45.1.7. In liaison with the Treasurer, develop a Wellbeing budget that covers the expenses incurred for all events pertaining to the academic year.

46. RANDA Representative(s)

- 46.1. The responsibility of the RANDA Representative(s) is to:
 - 46.1.1. Provide, inform and acquaint students with a variety of opportunities as they relate to research;
 - 46.1.2. promote and encourage opportunities for students to communicate with Researchers in different fields of medicine, establish educational exchange and mentorship;

- 46.1.3. Provide a link between the RANDA subcommittee and the MANDUS Committee;
- 46.1.4. Prepare an events calendar;
- 46.1.5. Delegate duties to and facilitate performance of these duties to other MANDUS RANDA subcommittee members;
- 46.1.6. Represent the subcommittee to external organisations when required;
- 46.1.7. In liaison with the Treasurer, develop a RANDA budget that covers the expenses incurred for all events pertaining to the academic year;
- 46.1.8. Assist and provide support where necessary to students in relation to the research project required for the award of the Doctor of Medicine (MD) degree;
- 46.1.9. Liaise and communicate with the MANDUS Academic Representative(s), specifically regarding MD project-related student issues; and
- 46.1.10. Liaise and communicate with the School of Medicine, Sydney, specifically regarding MD project-related student or staff issues.

47. PANDA Representative(s)

- 47.1. The responsibility of the PANDA Representative(s) is to:
 - 47.1.1. Provide, inform and acquaint students with a variety of opportunities as they relate to paediatric medicine;
 - 47.1.2. Promote and encourage opportunities for students to communicate with paediatricians, and to establish educational exchange and mentorship;
 - 47.1.3. Provide a link between the PANDA subcommittee and the MANDUS Committee;
 - 47.1.4. Prepare an events calendar;
 - 47.1.5. Delegate duties to and facilitate performance of these duties to other MANDUS PANDA subcommittee members;
 - 47.1.6. Represent the subcommittee to external organisations when required; and
 - 47.1.7. In liaison with the Treasurer, develop a PANDA budget that covers the expenses incurred for all events pertaining to the academic year.

48. UNDSEM Representative(s)

48.1. The responsibility of the UNDSEM Representative(s) is to:

- 48.1.1. Provide a link between the UNDSEM Subcommittee and the MANDUS Committee;
- 48.1.2. Prepare events and initiatives with the aim of promoting the equitable and fair treatment of all medical students and practitioners;
- 48.1.3. Manage the day-to-day affairs of the UNDSEM Subcommittee;
- 48.1.4. Delegate duties to, and facilitate the performance of these duties to other UNDSEM Subcommittee Members; and
- 48.1.5. In liaison with the Treasurer, develop a UNDSEM budget that covers the expenses incurred for all UNDSEM events for the academic year.

49. SSUNDA Representative(s)

49.1. The responsibility of the SSUNDA Representative(s) is to:

- 49.1.1. Provide, inform and acquaint students with a variety of options as they relate to the various medical specialties and sub-specialties;
- 49.1.2. Promote and encourage opportunities for students to communicate with specialists, and to establish educational exchange and mentorship;
- 49.1.3. Provide a link between the SSUNDA subcommittee and the MANDUS Committee;
- 49.1.4. Prepare an events calendar for the subcommittee;
- 49.1.5. Delegate duties to, and facilitate performance of, duties of the subcommittee to other SSUNDA subcommittee members;
- 49.1.6. Represent the subcommittee to external organisations when required; and
- 49.1.7. In liaison with the Treasurer, develop a SSUNDA budget that covers the expenses incurred for all events pertaining to the subcommittee for the academic year.

50. Indigenous Students Representative(s)

50.1. The responsibility of the Indigenous Students Representative(s) is to:

- 50.1.1. Represent Indigenous Students on the MANDUS Committee;
 - 50.1.2. Present advice to the MANDUS Committee and SoM regarding Indigenous Students' experience in medicine and ways to improve Indigenous Student involvement and representation in MANDUS and at the SoM; and
 - 50.1.3. Take part in decisions affecting Indigenous Students, including Indigenous Student educational support, cultural safety, medical recruitment and Indigenous Student recruitment and retention.
- 50.2. The Indigenous Students Representative shall be chosen by the Indigenous Students Sub-committee by their own election; as they choose fit.

51. International Students Representative(s)

- 51.1. The responsibility of the International Students Representative(s) is to:
- 51.1.1. Represent International Students on the MANDUS Committee;
 - 51.1.2. Work with the University to provide support and address concerns of International Students;
 - 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
 - 51.1.4. Where relevant, assist the University to provide appropriate services and support for International Students to adjusting to relocation.
- 51.2. Only international students shall vote to elect an International Students Representative.

52. Alumni Committee Representative(s)

- 52.1. The responsibility of the Alumni Committee Representative(s) is to:
- 52.1.1. In collaboration with University staff, develop and maintain a list of SoM Alumni and their contact details;
 - 52.1.2. Initiate and organise a range of activities to enable members to connect with Alumni;
 - 52.1.3. In collaboration with the Publications Representative(s), develop and manage marketing material to promote the Alumni network; and

- 52.1.4. In liaison with the Treasurer, develop an Alumni Committee budget that covers the expenses pertaining to the subcommittee for the academic year.

53. WANDA Representative(s)

- 53.1. The responsibility of the WANDA Representative(s) is to:
- 53.1.1. Provide, inform and acquaint students with a variety of opportunities as they relate to women's health, gynaecology, and obstetric medicine;
 - 53.1.2. Promote and encourage opportunities for students to communicate with gynaecologists, obstetricians, and other women's health specialists, and to establish educational exchange and mentorship;
 - 53.1.3. Provide a link between the WANDA subcommittee and the MANDUS Committee;
 - 53.1.4. Prepare an events calendar;
 - 53.1.5. Delegate duties to and facilitate performance of these duties to other MANDUS WANDA subcommittee members;
 - 53.1.6. Represent the subcommittee to external organisations when required; and
 - 53.1.7. In liaison with the Treasurer, develop a WANDA budget that covers the expenses incurred for all events pertaining to the academic year.

54. Former MANDUS President

- 54.1. The responsibility of a former MANDUS President, holding office in the immediately preceding year, is to:
- 54.1.1. Act in an advisory role to the MANDUS Committee;
 - 54.1.2. Act as a mentor to the new MANDUS President;
 - 54.1.3. Maintain continuity between committees; and
 - 54.1.4. Attend committee meetings upon invitation from the Secretary.
- 54.2. In the event that the former President is unable to fulfil the role specified in section 54.1, the duties shall be undertaken by a member of the Executive holding office in the immediately preceding year.

PART 4: GENERAL MEETINGS

55. Chairperson of a General Meeting

- 55.1. The chairperson of a general meeting shall be the MANDUS President.
- 55.2. In the absence of the President, the Vice-President shall be the chairperson at MANDUS Committee Meetings.
- 55.3. 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.
- 55.4. At the President's request and upon approval at the meeting the President may vacate the chair.

56. Annual General Meetings

- 56.1. MANDUS must hold its annual general meetings in the second half of the School of Medicine, Sydney's academic year, provided that the meeting also falls within 6 months after the close of MANDUS' financial year.
- 56.2. The annual general meeting is, subject to the Act and to section 56.1, to be convened on the date and at the place and time that the committee thinks fit.

57. Special General Meetings

- 57.1. The MANDUS Committee may at any time convene a special general meeting.
- 57.2. The MANDUS Committee must, on the requisition of at least 25% of the total number of current members, convene a special general meeting for the purpose specified in that request within 14 Days of receiving that requisition.
- 57.3. A requisition of members for a special general meeting:
- 57.3.1. must be in writing;
 - 57.3.2. must state the purpose or purposes of the meeting;
 - 57.3.3. must be signed by the members making the requisition; and
 - 57.3.4. must be lodged with the Secretary.
- 57.4. If a special general meeting is not convened within the relevant period of 14 Days referred to in section 57.2 the members who made the request concerned may themselves convene a special general meeting as if they were the Committee.
- 57.5. For the purposes of section 57.3:
- 57.5.1. a requisition may be in electronic form; and
 - 57.5.2. a signature may be transmitted, and a requisition may be lodged, by electronic means.
- 57.6. The Secretary, receiving a notice under section 15.1, must convene a special general meeting for the purpose of dealing with the appeal to which that notice relates.

58. Notice

- 58.1. Except 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 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying:
- 58.1.1. the place of the meeting;
 - 58.1.2. the date of the meeting;
 - 58.1.3. time of the meeting; and
 - 58.1.4. the nature of the business proposed to be transacted at the meeting.

58.2. 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:

58.2.1. when and where the annual general meeting is to be held; and

58.2.2. the particulars and order in which business is to be transacted, as follows:

58.2.2.1. first, the consideration of the accounts and reports of the Committee;

58.2.2.2. second, the announcement of the new Committee Members; and

58.2.2.3. third, any other business requiring consideration by the Association at the annual general meeting.

58.3. 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:

58.3.1. the place of the meeting;

58.3.2. the date of the meeting;

58.3.3. time of the meeting;

58.3.4. the terms of the special resolution;

58.3.5. the intention to propose the resolution as a special resolution; and

58.3.6. the nature of any other business to be transacted at the meeting.

58.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

58.5. The Secretary may give a notice under this section 58 by:

58.5.1. serving it on a member personally;

58.5.2. sending it by email to a member's nominated email address; or

58.5.3. by publishing such a notice:

58.5.3.1. on the medical school notice board;

58.5.3.2. on the medical school student portal; or

58.5.3.3. on the MANDUS website.

59. Quorum at general meetings

- 59.1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- 59.2. At a general meeting two-thirds of the total MANDUS membership or thirty members (being members entitled under this constitution to vote at a general meeting) present, whichever is the lower, constitute a quorum.
- 59.3. If within 30 minutes after the time specified for the holding of a general meeting in a notice given under section 58 a quorum is not present, the meeting:
 - 59.3.1. if convened on the requisition of members—is to be dissolved; and
 - 59.3.2. in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 59.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

60. Making of decisions

- 60.1. A question arising at a general meeting of the association, including an ordinary resolution, shall be decided by a majority of votes cast on a show of hands.
- 60.2. If the question is to be determined by a show of hands, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes of the meeting, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution, unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with section 60.3.

- 60.3. 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.
- 60.4. If a poll is demanded and taken under section 60.3 in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- 60.5. A poll demanded under section 60.3 must be taken immediately on that demand being made.

61. Special resolutions

- 61.1. A special resolution may only be passed by the association in accordance with section 39 of the Act.
- 61.2. Unless contrary to the Act, a special resolution is passed:
- 61.2.1. 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
 - 61.2.2. if the vote is held in one of the following manner:
 - 61.2.2.1. 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;
 - 61.2.2.2. in a postal ballot conducted by the association; or
 - 61.2.2.3. in such other manner as the Director-General may direct.

62. Adjournment

- 62.1. The Chairperson may, with the consent of greater than 50% of a general meeting at which a quorum is present, adjourn that general meeting from time to time and from place to place.
- 62.2. No business shall be transacted at an adjourned general meeting other than business left unfinished or on the agenda at the time when the general meeting was adjourned.

62.3. When a general meeting is adjourned for a period of 14 Days or more, the Secretary shall give notice under section 58 of the adjourned general meeting as if that general meeting were a fresh general meeting.

63. Voting rights and proxies of members of MANDUS

63.1. On any question arising at a general meeting of the association a member has one vote only.

63.2. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

63.3. 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.

64. Minutes of meetings of MANDUS

64.1. 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.

64.2. The President or Vice-President shall ensure that the minutes taken of a general meeting are checked and approved as correct by the Chairperson of the general meeting to which those minutes relate or by the Chairperson of the next succeeding general meeting, as the case requires.

64.3. When minutes have been documented and approved as correct under this section, they shall, until the contrary is proved, be evidence that:

64.3.1. the general meeting to which they relate (in this subsection called "the meeting") was duly convened and held;

64.3.2. all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and

64.3.3. all appointments or elections purporting to have been made at the meeting have been validly made.

64.4. All minutes are to be made available upon request to all members of the student body through:

- 64.4.1. the medical school student portal;
- 64.4.2. the MANDUS website; or
- 64.4.3. direct email access.

PART 5: ELECTIONS

65. Election Governance

- 65.1. 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.
- 65.2. The general elections for members of MANDUS Committee shall be held annually not less than 14 Days before the holding of the annual general meeting.
- 65.3. Subject to the following provisions, all members of MANDUS Committee shall be elected at the annual general election.

66. Terms of Office

- 66.1. The term of office for MANDUS Committee Members shall commence:
- 66.1.1. for those elected at an annual general election, immediately after the annual general meeting following their election;
 - 66.1.2. in the case of a casual vacancy arising under section 25, at the time of appointment; or

- 66.1.3. 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.
- 66.2. All MANDUS Committee Members' terms of office shall conclude at the end of the annual general meeting in the following year.

67. Filling Casual Vacancies

- 67.1. MANDUS shall within one month of the occurrence of the vacancy, fill any casual vacancy amongst its members.
- 67.2. 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.
- 67.3. If the person elected under section 67.2 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.
- 67.4. Each such unsuccessful candidate will be considered, in the order of the highest number of votes to the lowest, until the position has been filled.
- 67.5. 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 67.8.
- 67.6. If any office of MANDUS Committee falls vacant 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.
- 67.7. In those circumstances where MANDUS Committee is empowered to co-opt members to vacant positions on MANDUS Committee, the decision to co-opt such members by MANDUS Committee is a discretionary one.
- 67.8. When filling a vacancy on MANDUS Committee by co-opting, the Committee shall select the person from:
- 67.8.1. its members; or

67.8.2. the MANDUS Committee.

67.9. A MANDUS Committee member may be elected by co-opting provided that they hold no more than two positions, including the position conferred under this section 67, and that a minimum of three different members shall remain on the Executive at all times.

68. Entitlement to vote in Annual General Election

68.1. To be eligible to vote in the MANDUS elections a person must be a current member of MANDUS.

68.2. Subject to the provisions of this section 68, all current members of MANDUS are entitled to vote for all Committee positions to be decided in the annual general election.

68.3. Only MANDUS members currently enrolled in the Victorian clinical schools shall be entitled to vote for the MANDUS Victoria positions specified in section 44 for that year.

68.4. Voting in annual general elections shall be voluntary and no sanctions are attached to failure to vote.

69. Qualifications for Candidates

69.1. All members are eligible to be candidates for the positions of the MANDUS Committee, subject to the limitations contained in this constitution.

69.2. A person shall be disqualified from candidature if he or she is:

69.2.1. not a member;

69.2.2. a member of the academic staff of the University;

69.2.3. a member of the Election Tribunal; or

69.2.4. an election official.

70. Election Procedure

70.1. Subject to the provisions of this Constitution, a member of the MANDUS Committee may only be elected in accordance with the procedures contained in this section 70.

- 70.2. If conducting elections by written ballot the Committee shall, at least one month prior to the annual general elections, appoint an Election Tribunal, who:
- 70.2.1. shall supervise and count the ballot;
 - 70.2.2. must not be members of MANDUS or the student body; and
 - 70.2.3. must be neutral and publicly perceived as such.
- 70.3. 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.
- 70.4. The Secretary shall post notice calling for nominations for the positions on the Committee at least 14 Days before the annual general election.
- 70.5. Nominations for the positions shall be submitted to the Secretary and shall be:
- 70.5.1. in writing;
 - 70.5.2. in the appropriate form approved by the Secretary; and
 - 70.5.3. received by the Election Tribunal no later than 48 hours before the commencement of the voting in the Annual General Election.
- 70.6. A candidate may be nominated for more than one position, and, if the candidate wins more than one position, that candidate shall elect which position they would like to fill, and their votes for the other position or positions will be disregarded.
- 70.7. The names of the candidates on the ballot forms will be in alphabetical order.
- 70.8. If voting is conducted by:
- 70.8.1. 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
 - 70.8.2. Online secret ballot, voting will be open for at least 3 weekdays.
- 70.9. Each voter may only vote once per election or referenda.
- 70.10. Voting will be by secret ballot and voting may be by postal vote or online voting system deemed appropriate by the MANDUS Executive.
- 70.11. Positions on the Committee will be determined on a first past the post voting system as follows:
- 70.11.1. 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

- 70.11.2. 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 an online re-election and, the candidate who receives the highest number of votes shall be declared elected to the position.
- 70.12. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 70.13. 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 69.
- 70.14. 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.
- 70.15. 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 annual general election.
- 70.16. The procedures in this section 70 shall apply to the election of MANDUS Victoria positions, except that all actions normally carried out by the Secretary shall instead be carried out by the MANDUS Victoria Vice-President.

71. Referenda

- 71.1. The MANDUS Committee shall submit a question as a referendum of the student body, if:
- 71.1.1. MANDUS Committee resolves by an Absolute Majority;
 - 71.1.2. a general meeting resolves by a simple majority; or
 - 71.1.3. 25% of the current membership submit a petition to the President.

- 71.2. 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.
- 71.3. In a referendum each member is entitled to one vote.
- 71.4. Referenda may be held in conjunction with any election.
- 71.5. The MANDUS Committee shall determine all matters of detail in connection with any referenda.
- 71.6. The result of a referendum shall be decided in the affirmative by an Absolute Majority of the votes.
- 71.7. A valid vote in a referendum is a ballot paper or online ballot that has only the question and “yes” or “no” written on the ballot unless otherwise determined by the Executive prior to the commencement of voting in a referendum.

PART 6: CONSTITUTION OF MANDUS

72. Constitution of MANDUS

72.1. 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.

72.2. An amendment to this Constitution may be proposed:

72.2.1. 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

72.2.2. by a resolution of an Absolute Majority of MANDUS Committee.

72.3. This constitution may be made, altered or repealed in accordance with section 10 of the Act and the following procedure:

72.3.1. A resolution to amend shall be put to a general meeting as a special resolution in the manner described in section 61 and follow the below in the case of alterations to proposed amendments:

- 72.3.1.1. 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
 - 72.3.1.2. If at the general meeting, alterations are made to the proposed amendment 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.
- 72.4. 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.
- 72.5. In accordance with section 12 of the Act, the public officer must apply to the Director-General for registration of the changes contained in the special resolution within 28 Days of the special resolution being passed.
- 72.6. The changes take effect once registered by the Director-General.
- 72.7. 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 72 and the Act.

PART 7: MISCELLANEOUS

73. MANDUS Logo

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

74. Inspection of MANDUS records

- 74.1. A member may at any reasonable time inspect without charge the records of MANDUS, provided that member privacy is protected.
- 74.2. A member may make a copy of any records of MANDUS provided that member privacy is protected, but shall have no right to remove the records for that purpose.
- 74.3. Despite sections 74.1 and 74.2 the Committee may refuse to permit a member of MANDUS to inspect or obtain a copy of records of MANDUS that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of MANDUS.

75. Distribution of property on winding up of MANDUS

- 75.1. Subject to the Act and the Regulations, in a winding up or dissolution of MANDUS, any surplus property 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.
- 75.2. The association referred to in section 75.1 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.
- 75.3. In this section 75, a reference to the surplus property of MANDUS is a reference to that property of MANDUS remaining after satisfaction of the debts and liabilities of MANDUS and the costs, charges and expenses of the winding up of MANDUS.

76. Authorised signatories

- 76.1. The President is an authorised signatory in his or her capacity as public officer.
- 76.2. The Treasurer is an authorised signatory.
- 76.3. The Executive may appoint any additional authorised signatories as they see fit.
- 76.4. Authorised signatories have the authority to enter into legally binding contracts on behalf of MANDUS and as an agent of MANDUS subject to obtaining:
- 76.4.1. for contracts with a value of \$10,000 or less, a written direction or approval from the President; or
- 76.4.2. for contracts with a value of more than \$10,000, the approval of a majority of the MANDUS Committee either in writing by circular resolution or at a meeting of the Committee; and
- 76.4.3. for all contracts, the signature of two authorised signatories.
- 76.5. MANDUS will indemnify and hold harmless any authorised signatories appointed in accordance with this section, acting lawfully pursuant to this section 76.

77. Sources of funds

- 77.1. The funds of the association are to be derived from membership fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- 77.2. All money received by MANDUS must be deposited as soon as practicable and without deduction to the credit of MANDUS' bank or other authorised deposit-taking institution account.
- 77.3. MANDUS must, as soon as practicable after receiving any money, issue an appropriate receipt.

78. Management of funds

- 78.1. Subject to any resolution passed by MANDUS in general meeting, the funds of MANDUS are to be used solely in pursuance of the objects of MANDUS in the manner that the Committee determines.
- 78.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

79. Financial year

- 79.1. The financial year of MANDUS is:
- 79.1.1. the period of time commencing on the date of incorporation of the association and ending on the following 30 June; and
 - 79.1.2. 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.