



The UCC Surgical Society Constitution and Rules

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Brookfield Healthcare and Science Complex AT UNIVERSITY COLLEGE CORK (NUIC)

College of Medicine and Health

1. Name and registered office

1.1 - The name of the society is The UCC Surgical Society and it is a part of the University College Cork Societies Guild. Hereafter the society shall be referred to as SurgSoc.

1.2 - The registered office of the Society is ASA Office, 6 Carraigside, College Road, Cork and shall be the principal contact address unless otherwise determined.

2. Principal objectives / other objectives

The role of SurgSoc is to promote surgery to UCC students. The society is committed to facilitate a broader understanding of surgery for students at the undergraduate and postgraduate levels at University College Cork. The objectives of the Society are:

2.1 – To further the overall interest in the field of surgery by the means of:

2.1.1 – Series of talks provided by local and international Guest Speakers / Lecturers;

2.1.2 – Practical sessions and workshops such as suturing, laparoscopic training, chest tube insertion, wound care, central line insertion etc;

2.1.3 – Case study competitions;

2.1.4 – Organising student debates within the college and also by co-organised debates with other societies focusing on surgical aspects;

2.1.5 – Providing an up to date website with links and resources to promote independent learning;

2.1.6 – Providing opportunities for domestic and international elective placements arranged through the Committee.

2.2 – To liaise the wishes and educational queries of its members to The Medical School.

2.3 – Although there may be one or two social activities within the academic year the vast majority shall remain focused on education and skills training.

3. The Committee

The Governing Body shall be known as the UCC Surgical Society Committee, hereafter be referred to as The Committee. The overall aim of the committee is to represent its members and uphold the constitution herein outlined.

3.1 – The Committee of the UCC Surgical Society shall be concerned with issues of the following:

3.1.1 – Arranging regular meetings to discuss, plan and organise events for the societies members;

3.1.2 – To execute and maintain the events outlined in 2.1.1 – 2.1.6 and expand upon the event calander;

3.1.3 – Acquiring the necessary means by which to operate the day to day running of the society. Take or lease, exchange, hire or otherwise acquire real and personal property/services and any rights or privileges belonging thereby;

3.1.4 – The finances and the administration of the society shall be controlled by the Committee in accordance with the Constitution and the views of the quorum as expressed at an AGM or EGM;

3.1.5 – The Committee shall be responsible for the drafting of internal policies, by-laws and rules in accordance with the Constituion, to ensure the fair and equal running of the Society for its members;

3.1.6 – Resolving any inter-member disputes should they arise.

3.2 – The members of the Committee shall have power to act in the name of the SurgSoc Society and on its behalf.

3.2.1 – Any form of legal contracts accepting any form of responsibility and/or liability can only be signed once the Auditor and Vice-Auditor have reviewed it and only if both parties agree the contract is in the best interest of the society, if the two parties cannot agree upon the matter the contract must be presented to the entire Committee at which point majority vote rules;

3.2.2 – Any member of the Society can sign a contract once they receive written (email) confirmation from the Auditor or Vice-Auditor to do so, the email must be kept as proof of confirmation.

3.3 – The Committee can establish sub-Committees that may deal with specific issues and aid the Committee in reaching its overall goal as stated above, the Committee shall have overall control and final say over its Sub-Committees in all matters.

3.3.1 – The sub-Committee(s) progress and actions shall be re-evaluated annually and summirized in a final report;

3.3.2 – On the basis of the sub-committee evaluation report, the outgoing Committee is responsible to make an unbiased reccommendation of renewal to the newly elected Committee.

4. The Society Officers

4.1 – The Committee shall be made up of the following members:

The Auditor	Vice-Auditor
Secretary	Financial Officer
Public Relations Officer	Pre Clinical Representative
GEM Representative	Varied number of OCM's
Nursing Representative	

4.1.1 – The number of positions up for election shall be decided prior to the AGM by the outgoing Committee;

4.1.2 – The number of Committee members elected shall be decided upon at the Annual General Meeting by a majority vote from the quorum;

4.1.3 – UCC students entering their third, fourth and final year in medicine, including second GEM, in the following year shall be eligible to run for all positions except for Pre Clinical Rep. Nominees must be nominated by one member and seconded by another member of the UCC Surgical Society, neither of whom is the nominee;

4.1.4 – The position of Pre Clinical Rep. must be filled by a student entering their second year of medicine in the following year;

4.1.5 – The position of GEM Representative must be filled by an incoming second GEM;

4.1.6 – UCC Nursing students entering their third or final year in nursing in the following year are eligible to run for the position of Nursing Representative;

4.1.7 – The position eligibility as stated above is absolute, only in instances where vacant positions remaining can they be filled by students from a junior year;

4.1.8 – Each member of the Committee shall have one vote;

4.1.9 – In the event of any tie the Auditor shall have a casting vote, unless the Auditor is a candidate in an election, in which case the Vice-Auditor or another agreed Society Committee member will take the vote.

4.2 – In the event of poor performance, or misbehaviour as interpreted by the Committee, by a 2/3 majority rounded upwards an officer may be removed from the Committee. The officer concerned may with the support of twenty-five members call an EGM to appeal the decision.

4.2.1 – The Auditor may only be removed by an EGM called for that particular reason, in case of a resignation the Vice-Auditor shall take the Auditor's place and a recruitment process in accordance with paragraph 4.2.2-4.2.4 shall commence;

4.2.2 – If a Committee member chooses to leave the Committee they must give 2 weeks notice in writing to the Secretary, or in the case of the Secretary, to the chairperson;

4.2.3 – If the Committee finds a suitable replacement the new member can immediately take office and be officially confirmed at a planned AGM or EGM at a later date.;

4.2.4 – The recruitment procedure for the new Committee member is left to the discretion of the Committee but must be fair and advertised to all members.

4.3 - The term of the Committee begins at the start of June and ends at the end of May the following year.

4.4 – The outgoing Committee is responsible to handover their portfolios to the newly elected committee before the end of May.

4.5 – Each Committee member elected at the AGM will be responsible for their own portfolio as well as helping other members with theirs to ensure a fair workload distribution.

4.6 – The role of the **Auditor** is to:

4.6.1 – Oversee the good running of the committee and to liaise with faculty members, advisors and the College on behalf of the Society;

4.6.2 – Chair the committee meetings and other SurgSoc meetings relevant to the running of the Society;

4.6.3 – Promote and explain this constitution to the other Committee members at their first meeting;

4.6.4 – Delegate various tasks to any Committee member or member of SurgSoc, subject to the approval of the Committee and within reasonable measure;

4.6.5 – Be responsible for delivering high standard and high quality events for its members;

4.6.6 – Rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting or 2/3 at a committee meeting;

4.6.7 – Be accountable for any trespassing or breach of trust and/or constitutional laws;

4.6.8 – Be an ex-officio member of all Sub-Committees;

4.6.9 – Work with the PRO in promoting all SurgSoc events and contacts;

4.6.10 – Represent SurgSoc to the Societies' Guild and vice versa;

4.6.11 – Liaise with other Medical Schools in planning and executing joint regional/national/international events;

4.6.12 – Promote the society and act professionally at all official functions;

4.6.13 – Attend SurgSoc events and act as a support for the committee members in charge of running the event(s);

4.6.14 - The Auditor of the UCC Surgical Society Committee may not serve as a Committee member of any other UCC Society, during his/her term of office.

4.7 – The role of the **Vice-Auditor** is to:

- 4.7.1 – Assist the Auditor in the running of the Society and take on the role and responsibilities of the Auditor in his/her absence;
- 4.7.2 – Have the overall responsibility to ensure that the minutes from the meetings are an accurate account of events taken place and liaise with the Secretary;
- 4.7.3 – Ensure that the documents folder on the societies email is maintained and updated with all relevant documents necessary for the running of the society;
- 4.7.4 – Attend SurgSoc events and act as a support for the committee members in charge of running the event(s);
- 4.7.5 – Write an end of the year non-bias report on the progress, actions, benefits, challenges etc. of any sub-committee and present this report to the Committee;
- 4.7.6 – The Vice-Auditor shall have operational discretion to ensure the smooth and expedient running of overseeing projects;
- 4.7.7 – Promote the society and act professionally at all official functions.

4.8 – The role of the **Secretary** is to:

- 4.8.1 - Call the meetings with at least 1 week's notice, or at least 48hrs in situations of great importance;
- 4.8.2 – Prepare the agendas and keep accurate, up to date minutes of the Committee meetings;
- 4.8.3 – Liaise with the Vice-Auditor that the written minutes are accurate and then upload them to the society email documents folder;
- 4.8.4 - Keep a current and accurate register of SurgSoc members adding new members as appropriate;
- 4.8.5 – Together with other Committee members, especially the OCM's, plan for and execute events during Freshers Week to promote the Society and increase membership numbers;
- 4.8.6 – Promote the society and act professionally at all official functions.

4.9 – The role of the **GEM Representative** is to:

- 4.9.1 – Act as a representative of SurgSoc to first and second year graduate entry medicine students and vice versa;
- 4.9.2 – Liaise with The MedSoc GEM Representative to promote events for the GEM years;
- 4.9.3 – Promote the society and act professionally at all official functions.

4.10 – The role of the **Financial Officer** is to:

- 4.10.1 - Maintain clear and accessible account for the society's expenditures and funding from the beginning of the financial year on the 1st of June to the end of the year on the 31st of May;
- 4.10.2 – Keep a record of which members have paid for particular events requiring individual cost coverage;
- 4.10.3 – Keep a detailed record of paid or payable cheques with the members name, amount paid and what the cheque is for;
- 4.10.4 – Keep communication with companies and contacts that are currently funding the Society and seek out new sponsorship opportunities;
- 4.10.5 – Be responsible for the cover of appropriate insurance for events that require it;
- 4.10.7 – Give an audited overview for the financial year at the AGM ensure that SurgSoc abides by current laws relating to the finances of non-charitable societies;
- 4.10.8 – Promote the society and act professionally at all official functions.

4.11 – The role of the **Public Relations Officer** is to:

- 4.11.1 – Promote the Society through different media outlets to raise the Societies status and increase membership numbers;
- 4.11.2 – Have the overall responsibility of creating posters for events, sending out event requests via facebook, updating the website, updating facebook and other social pages, utilize web based and actual tv and radio promotion etc etc;
- 4.11.3 – To maintain contact with the press and the media;
- 4.11.4 - To advise Sub-Committees on publicity matters;
- 4.11.5 – Promote the society and act professionally at all official functions;

4.12 – The role of the **Pre Clinical Representative** is to:

- 4.12.1 – Act as a representative of SurgSoc to first and second year direct entry medicine students and vice versa;
- 4.12.2 – In rare occurrences to liaise with the Medical School in the absence of the other committee members due to clinical placements;
- 4.12.3 – Promote the society and act professionally at all official functions.

- 4.13 – The role of the **Other Committee Member(s)** is to:
- 4.13.1 – Assist in the smooth running of the Societies events and administrative work;
 - 4.13.2 – To help with delegated tasks but also show initiative in expanding the Societies finances and events calendar;
 - 4.13.3 - Liaise with other societies Representatives or OCMs to organise joint events or the selling of tickets on the behalf of SurgSoc to other disciplines;
 - 4.7.4 – Attend SurgSoc events and act as a support for the committee members in charge of running the event(s);
 - 4.7.5 – Promote the society and act professionally at all official functions.

- 4.14 – The role of the **Nursing Representative** is to:
- 4.14.1 – Act as a representative of SurgSoc to the UCC nursing students of all years and vice versa;
 - 4.14.2 – Act as a liaison between SurgSoc and the staff, advisors and faculty of the Catherine McAuley School of Nursing and Midwifery;
 - 4.14.3 – With the help of the Committee plan, organize and execute relevant events for the student nursing body;
 - 4.14.4 - The Nursing Representative shall have operational discretion in regards to nursing targeted events to ensure the smooth and expedient running of the events;
 - 4.14.5 – Promote the society and act professionally at all official functions;

5. Membership eligibility and termination

5.1 – Membership to the Surgical Society will be open all students and staff of University College Cork.

5.2 – The Surgical Society will have four different classes of membership, namely Ordinary, Ex-Officio, Honorary and Advisory.

5.3 – ‘Ordinary member’ status is bestowed upon the students and staff currently in college and will extend from the first day of entry into the University until one year after qualification.

5.4 – The Committee has the power to appoint the status of Ex-Officio, Honorary and Advisory member to any individual they deem suitable.

5.5 – Any member who does not wish to remain a member of the Society can terminate their membership by informing the Secretary, in writing, of their wish to terminate their membership

5.6 - A member may be expelled from the Society on the grounds that his/her conduct is detrimental to the honor or interests of the Society, or on the grounds that the member has failed to or refused to comply with the rules or regulations of the Society.

5.6.1 – The decision to expel a member must be proposed and seconded by a member of the committee and a minimum of 2/3 of the Committee must be in favor of expelling the member;

5.6.2 – The member shall be informed in writing of the Committees decision and the grounds upon which the decision was made;

5.6.3 – If the member wishes they can appeal the decision and come before the Committee to speak on their own behalf and another vote shall be held;

5.6.4 – Any expelled member will be eligible to re-join the Society after a 2year period has passed.

6. AGM and EGM

6.1 – All members shall be entitled to attend the Societies Annual General Meeting which is hereafter referred to as AGM and have the right of Speech and power to propose and second motions.

6.2 – The committee must give at least 3 weeks notice before holding an AGM

6.3 - The UCC Surgical Society AGM will be held in the second term of the academic year in order to report on the progress of the Society in the past year, to pass motions and amendments, give account of the financial situation and to elect a new Committee of Officers to sit on the Governing Body for the coming year.

6.4 - All other general meetings outside of the AGM shall be called Extraordinary General Meetings, hereafter referred to as EGM.

6.4.1 – The purpose of an EGM will be to fill in vacancies, amend the constitution or for any other purposefully stated matter;

6.4.2 – The EGM shall follow the procedures of the AGM;

6.4.3 – An EGM may be called on a 2-week's notice by the request of two thirds of the officials, or twice the number of members on the present Committee plus one of ordinary members. Notice of an EGM may be called by at least twenty five members handing in a letter to that effect in to the Accommodation and Student Activities Office, the Society then has 7 college days to hold the EGM. A decision of the committee may be nullified by an EGM.

7. Voting procedures

7.1 – At an AGM a resolution other than a special resolution shall be decided upon by a simple majority by a show of hands unless balloting is required.

7.1.1 – A poll or written voting may be required if 15 members call for it or if the vote is too close to call by a simple show of hands;

7.1.2 – All elections for Committee Officers shall be done by ballots.

7.2 – All the present committee members not running for any positions together with a representative from the Guild at the AGM or EGM shall count the ballots in accordance with the constitution and fair practice.

7.2.1 – For a vote to be considered valid it must clearly and legibly state the full name of the candidates or the correct name of the proposed motion, or express the wish to Re-Open for Election (RON), if the ballot is in breach of this it will be considered nil void.

7.3 – Any member, other than the proposer, may second a motion. There can be no discussion on a proposed motion until it is seconded. If a motion is not seconded and subsequently fails, or is defeated, that motion may not be reintroduced at the same meeting unless there is a motion, “That the motion be re-opened”. This shall be in the nature of a procedural motion requiring a two third majority of those present and voting.

7.4 – The **Auditor** shall be the chairperson at all meetings when present and shall be responsible for the conduct of the meeting, for interpreting and giving their ruling on all matters of procedure, order, competency and relevancy as laid down in the Constitution.

7.3.1 – The Chair of the meeting shall in exercising their power of conduct of the meeting bear in mind:

7.3.1.1 - The order in which members have indicated their wish to speak; and the desirability of allowing those members who have not previously contributed to the debate the right to do so at an early stage.

7.3.2 – The Chair of the meeting shall have the casting vote in the event of an equality of votes for and against a motion resulting in a tie.

7.3.3 – He/she are not obliged to use their casting vote on the first occasion of such an equality of votes on any one motion and may call for a revote.

7.3.4 – If an equality of vote occurs on a second occasion for the same motion he or she shall be obliged to use their casting vote.

7.3.5 – The ruling of the Chair of the meeting may be challenged by any member in the form of a procedural motion requiring simple majority.

7.3.6 – In the event of the motion obtaining a simple majority the Chair shall be required to reverse the ruling in question.

7.3.7 – If the Auditor is absent or fifteen minutes late to the appointed meeting the position of chair shall pass to the Vice-Auditor, if the Vice-Auditor is absent the position goes to the Secretary, if all three are absent the Committee shall select another suitable person from its members;

7.4 - The competence of the Chair of the meeting may be questioned by the motion of “No Confidence in the Chair”. This shall be in the nature of a procedural motion requiring a two thirds majority of those present and voting. In the event of the motion being carried, the Chair of the meeting shall immediately vacate the chair in favor of the Vice-Auditor who shall immediately conduct an election for a new Chair of that meeting.

7.5 – The **Vice-Auditor** shall act as director of elections for all elections held by the Society. Where the Vice-Auditor is unable to so act, the responsibility will fall on the Secretary, whereas both are absent the Committee shall select from its members another person to act the role;

7.5.1 - The director of elections shall be responsible for opening the floor for nominations, accepting nominations and a second from a different member;

7.5.2 – Have an election procedure in place and together with a representative of the Guild tally up the votes.

7.5.3 – The Vice-Auditor shall take the chair when requested to do so by the Auditor or in the event of the chair being absent fifteen minutes after the appointed time for opening the meeting.

7.6 – A Procedural Motion shall take precedence over all terms of address to the Chair of the meeting apart from the “Point of Order” but shall not carry the right of interrupting the current speaker. In the event of a procedural motion being proposed, the Chair of the Meeting shall immediately ask for a seconder to the motion and in the event of the motion being seconded shall immediately put the procedural motion to the vote. Where the motion requires a two thirds majority this shall be two thirds of those present and voting. In the event of a procedural motion being carried it shall be put into effect immediately. The following constitute as procedural motions:

- A motion challenging the Chairmans’ ruling.
- A motion of No Confidence in the Chair.
- That debate on the motion be reopened.
- That this meeting is adjourned.
- That the meeting proceed to the next business.
- That consideration of the motion on the table be postponed.
- That voting be by secret ballot.
- That the meeting proceed immediately to the vote.
- That the business of the meeting be closed.

7.6.1 – All procedural motions shall require a two thirds majority of those present and voting.

7.7 – A Point of Information shall be a question or piece of factual information to the current speaker or to the meeting at large. When a Point of Information is indicated to the Chair of the meeting, while a speaker is exercising their right to speech, the Chair of the meeting may, at their discretion, interrupt the speaker to allow the Point of Information or may allow the speaker to finish their contribution to the debate whereupon he or she must consider the Point of Information before any further speakers. Where the Point of Information is in the nature of a question, the right of immediate reply may be granted at the discretion of the Chair of the Meeting.

7.7.1 – A Point of Order shall take precedence over all other matters under consideration and the Chair of the Meeting shall immediately allow the member making the Point or Order to speak considering the statement in paragraph 7.7. The Chair of the meeting shall immediately rule and act upon any legitimate Point of Order. In the event of any member making use of the precedence which allows a Point of Order to make statements which are not clearly not so, the Chair or the Meeting shall rule that individual to be out of order and he or she shall resume their seat immediately. In the event of a member being so ruled out of order on three occasions during a meeting, he or she shall personally forfeit the right of precedence of the Point of Order for the remainder of the meeting.

7.8 – Any amendments to this constitution and motions shall be passed at the AGM with the respect to the stated procedures outlined in this constitution, and with respect to the voting procedures outlined in paragraph 7.1 and 7.6.1.

7.9 – The quorum for the Annual General Meeting shall be twice the number of members of the Committee present plus one of ordinary members, additionally, one half of the number of the Committee shall be present for the meeting to be quorate. A meeting shall not be considered out of order until quorum is questioned. Anyone wishing to challenge the quorum must do so within fifteen minutes of the commencement of the meeting. The quorum for an Extra General Meeting shall be the same.