



TUMSS
TASMANIAN UNIVERSITY
MEDICAL STUDENTS' SOCIETY

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BYLAWS

OF THE

TASMANIAN UNIVERSITY MEDICAL STUDENTS' SOCIETY INC.

ABN 64 794 262 579

ADOPTED 5th of OCTOBER 2020

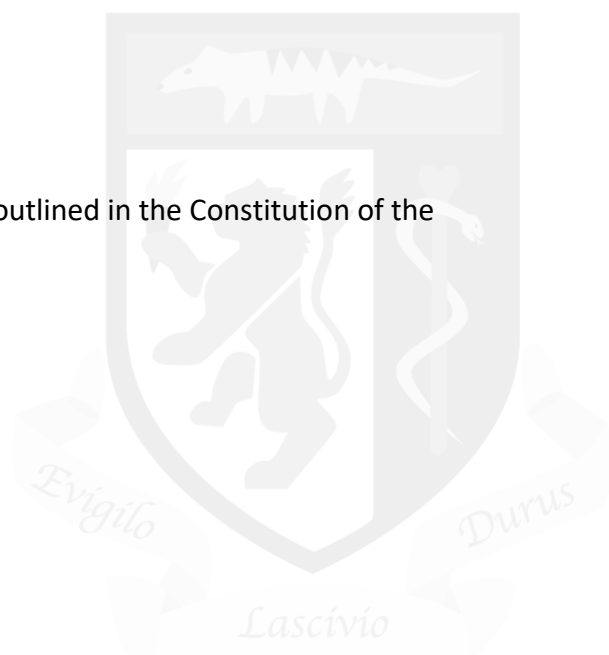


Table of Contents

PART 1 - ROLES & RESPONSIBILITIES	3
1. OFFICERS OF THE SOCIETY	3
2. STRUCTURE OF THE SOCIETY	3
3. RESPONSIBILITIES OF THE COMMITTEE	4
PART 2 - ELECTIONS & APPOINTMENTS	4
1. ELECTIONS	4
2. POSITIONS AWARDED BY THE SOCIETY	6
PART 3 - SUBCOMMITTEES OF THE SOCIETY	6
1. SUBCOMMITTEES	6
2. SPECIAL INTEREST GROUPS.....	7
PART 4 - MISCELLANEOUS	7
1. COMMITTEE MEETINGS.....	7
2. WEBSITE AND SOCIAL MEDIA	8
3. EVENTS	8
4. PUBLICATIONS	8
5. AWARDS OF THE SOCIETY.....	9
APPENDICES	9
APPENDIX 1: RESPONSIBILITIES OF THE OFFICES OF THE SOCIETY.....	9
APPENDIX 2: CHARTERS OF SPECIAL INTEREST GROUPS	16

Definitions & Abbreviations

Definitions & abbreviations are to be the same as those outlined in the Constitution of the Society.



PART 1 - ROLES & RESPONSIBILITIES

1. Officers of The Society

- 1.1. The General Officers of the Society are:
 - 1.1.1. the Executive Committee;
 - 1.1.2. the Student Welfare Officer;
 - 1.1.3. the Sponsorship Officer;
 - 1.1.4. the IT Officer;
 - 1.1.5. the International Student Officer;
 - 1.1.6. the Publications Officer;
 - 1.1.7. the Philanthropy Officer;
 - 1.1.8. the Deputy AMSA Representative;
 - 1.1.9. the Sports Officer;
 - 1.1.10. the Aboriginal and Torres Strait Islander Engagement Officer;
 - 1.1.11. the Queer Officer;
 - 1.1.12. the Research Engagement Officer;
 - 1.1.13. the Chair(s) of any Special Interest Group(s);
 - 1.1.13.1. the Graduation Committee Chair;
 - 1.1.13.2. the Tasmanian Anatomy and Surgical Interest Network (TASIN) Chair;
 - 1.1.13.3. the Tasmanian Student Pathology Society (TSPS) Chair.
- 1.2. The Representative Officers of the Society are:
 - 1.2.1. for years one, two and three:
 - 1.2.1.1. one Social Representative from each year;
 - 1.2.1.2. one Academic Representative from each year.
 - 1.2.2. for years four and five:
 - 1.2.2.1. one Clinical School Representative from the Hobart Clinical School from each year;
 - 1.2.2.2. one Clinical School Representative from the Launceston Clinical School from each year;
 - 1.2.2.3. one Clinical School Representative from the Rural Clinical School from each year.
- 1.3. Responsibilities of Officers of the Society are outlined in Appendix 1.

2. Structure of the Society

- 2.1. Whilst the Society can potentially be expanded in response to student interest and activity demand, the responsible creation of new roles is advised.
- 2.2. In the event of the President being unavailable to perform their duties, the Vice-President (Academic) or another member of the Executive will assume the duties of the President, as agreed by the Management Committee.
- 2.3. For each position in the Management Committee, one member of the Executive will serve as the primary point of contact, to ensure effective communication between the Executive and Management Committee. The reporting structure is:
 - 2.3.1. Report to Vice-President (Academic):
 - 2.3.1.1. TASIN Chair;

- 2.3.1.2. TSPS Chair;
- 2.3.1.3. Research Engagement Officer;
- 2.3.1.4. Academic Year Representatives;
- 2.3.1.5. Clinical School Representatives.
- 2.3.2. Report to Vice-President (Social):
 - 2.3.2.1. Student Welfare Officer;
 - 2.3.2.2. Sports Officer;
 - 2.3.2.3. Social Year Representatives.
- 2.3.3. Report to Secretary:
 - 2.3.3.1. IT Officer;
 - 2.3.3.2. Publications Officer;
 - 2.3.3.3. International Student Officer.
- 2.3.4. Report to Treasurer:
 - 2.3.4.1. Philanthropy;
 - 2.3.4.2. Sponsorship;
 - 2.3.4.3. Graduation Committee Chair.
- 2.3.5. Report to AMSA Representative:
 - 2.3.5.1. Deputy AMSA Representative;
 - 2.3.5.2. Aboriginal and Torres Strait Islander Engagement Officer;
 - 2.3.5.3. Queer Officer.

3. Responsibilities of the Committee

- 3.1. All Officers of the Society shall:
 - 3.1.1. fulfill their responsibilities as an Officer of the Society, as outlined in the Constitution (Responsibilities of the Committee);
 - 3.1.2. assist with all reasonable workload of the Society as delegated to them by the Executive, particularly:
 - 3.1.2.1. assisting with planning, setup, cleanup, and running of Society events;
 - 3.1.2.2. actively promoting upcoming Society events.
 - 3.1.3. fulfill the specific responsibilities of their office, as outlined in Appendix 1.
- 3.2. In the event that a Management Committee office is unfilled, the responsibilities of that office will fall to its overseeing Executive Officer or the President.

PART 2 - ELECTIONS & APPOINTMENTS

1. Elections

- 1.1. Election of Representative Officers of the Society:
 - 1.1.1. will occur at the earliest practical point in the academic year.
 - 1.1.2. applicants are to give a short speech to their respective year groups as to why they think they are a good candidate for the role.
 - 1.1.3. are to be officiated by an individual chosen by the President.

- 1.1.4. will be decided by a simple vote is to be taken of the respective year group to determine the successful candidates.
- 1.2. Election of Graduation Committee Chair –
 - 1.2.1. the nomination and voting process for the position of Graduation Committee Chair will be the same process as that outlined in the Constitution. However voting will be limited to the year group of medical students they are elected to represent, hence votes from other years are to be disregarded and not counted.
- 1.3. Joint Office Applications –
 - 1.3.1. one or two medical students may nominate together for a position on the Committee.
 - 1.3.2. it must be made clear in the nomination that the role would be shared between the two students.
 - 1.3.3. if they are successful in their nomination it is considered a joint office
 - 1.3.4. two students may not nominate for the following roles, they are to be filled by one person only:
 - 1.3.4.1. the President;
 - 1.3.4.2. the Secretary;
 - 1.3.4.3. the Treasurer;
 - 1.3.4.4. the AMSA Representative.
- 1.4. Campaigning for positions is permitted, provided it is not:
 - 1.4.1. defamatory;
 - 1.4.2. misleading;
 - 1.4.3. illegal;
 - 1.4.4. offensive;
 - 1.4.5. through official University or SoM channels;
 - 1.4.6. through official TUMSS channels.
- 1.5. Role-Specific Eligibility Criteria –
 - 1.5.1. in addition to the criteria outlined in rule 15.3 of the Constitution, in order to stand for election or re-election:
 - 1.5.1.1. the President must:
 - 1.5.1.1.1. have been an Officer of the Society for a minimum of one year prior to taking office;
 - 1.5.1.1.2. have completed the first year of the course prior to taking office; and
 - 1.5.1.1.3. be based in Hobart for the duration of their term.
 - 1.5.1.2. the Vice-President (Academic) must:
 - 1.5.1.2.1. have completed the first year of the course prior to taking office.
 - 1.5.1.3. the AMSA Representative must:
 - 1.5.1.3.1. have attended at least one AMSA Council prior to taking office.
 - 1.5.1.4. the Student Welfare Officer must:
 - 1.5.1.4.1. have completed the first year of the course prior to taking office; and
 - 1.5.1.4.2. be based in Hobart for the duration of their term.
 - 1.5.1.5. the International Student Officer must:

- 1.5.1.5.1. be based in Hobart for the duration of their term.
- 1.5.1.6. the Graduation Committee Chair must:
 - 1.5.1.6.1. be in the final year of the course for the duration of their term.
- 1.5.1.7. Year Representatives and Clinical School Representatives will:
 - 1.5.1.7.1. be limited to the year group and clinical school of the medical students they are nominated to represent.
- 1.5.2. the following roles are encouraged to be filled by students who identify as being a part of the group the role represents:
 - 1.5.2.1. International Student Officer; and
 - 1.5.2.2. Queer Officer.
- 1.5.3. Aboriginal and Torres Strait Islander Engagement Officer may only be filled by a student that identifies as being of an Aboriginal and Torres Strait Islander background.

2. Positions Awarded by the Society

- 2.1. Positions awarded by the Society are defined as positions in which any member of the organisation is a representative, and is not subject to an election process.
- 2.2. Positions awarded by the Society will be decided on a panel:
 - 2.2.1. the panel will be formed by at least three members of the Management Committee;
 - 2.2.2. the panel will be disclosed in the application process.

PART 3 - SUBCOMMITTEES OF THE SOCIETY

1. Subcommittees

- 1.1. The Management Committee may –
 - 1.1.1. appoint a subcommittee of members in accordance with the process outlined in the By-Laws (Positions Awarded by the Society).
 - 1.1.2. prescribe powers and functions of the subcommittee.
- 1.2. The Committee must appoint an Officer of the Society to chair a subcommittee.
- 1.3. A quorum for the transaction of a meeting of a subcommittee is three members.
- 1.4. Any question arising at a meeting of a subcommittee is to be determined:
 - 1.4.1. by a show of hands; or
 - 1.4.2. if demanded by a member, by a poll taken at that meeting in a manner determined by the chair.
- 1.5. On questions arising at a meeting of a subcommittee –
 - 1.5.1. all members shall have one vote.
 - 1.5.2. the Chair shall have a casting vote.
- 1.6. Written notice of a meeting of a subcommittee must be provided to all members of a subcommittee a minimum of 48 hours prior:
 - 1.6.1. by email; or

- 1.6.2. by any other reasonable method nominated by a subcommittee member.
- 1.7. The term of a subcommittee member expires at the end of the calendar year in which they were appointed.
- 1.8. All subcommittees are dissolved at the end of each calendar year, excluding Special Interest Groups.

2. Special Interest Groups

- 2.1. A Special Interest Group (SIG) is a special subcommittee of the Society and is subject to additional privileges and requirements.
- 2.2. The Chair of a SIG will be elected in accordance with the Constitution at the Annual General Meeting.
- 2.3. A SIG:
 - 2.3.1. shall not dissolve at the end of a calendar year;
 - 2.3.2. may only be dissolved by amendment of the bylaws.
- 2.4. Finances of a SIG:
 - 2.4.1. shall be overseen by the Treasurer;
 - 2.4.2. shall be allocated a separate budget line by the Treasurer with consideration to the needs of and revenue generated by the SIG.
- 2.5. Monies shall be held and processed in the same manner as other Committees.
- 2.6. Sponsorship of a SIG:
 - 2.6.1. shall be actively sought by the SIG;
 - 2.6.2. shall be supported by the Sponsorship Officer.
- 2.7. The SIGs of the Society are:
 - 2.7.1. the Graduation Committee;
 - 2.7.2. the Tasmanian Anatomy and Surgical Interest Network (TASIN);
 - 2.7.3. the Tasmanian Student Pathology Society (TSPS).
- 2.8. Committee members of SIGs are to be selected as per 'Positions Awarded by the Society' with the Chair of the respective SIG sitting on the selection panel.
- 2.9. The Objectives and Structure of the SIGs shall be outlined in Appendix 2.

PART 4 - MISCELLANEOUS

1. Committee Meetings

- 1.1. All Committee members are expected to attend all relevant meetings.
- 1.2. Any apologies are to be forwarded to the Honorary Secretary within a timely manner.
- 1.3. Committee members should send their reports through to the Honorary Secretary in a timely manner, ideally a minimum of 24 hours before meeting commencement.
- 1.4. The Honorary Secretary is to distribute the meeting agenda ideally 24 hours before the meeting's scheduled time.
- 1.5. Video/teleconferencing is tantamount to physical presence at meetings.

- 1.6. The Honorary Secretary should take detailed minutes of the meeting, and distribute these minutes in a timely manner, ideally within 24 hours of the conclusion of the meeting.
- 1.7. At each committee meeting, the chairperson is to be:
 - 1.7.1. the President; or
 - 1.7.2. an Officer of the Society delegated the role for that particular meeting.
- 1.8. Meetings should abide by Robert's Rules of Order to an extent that is reasonable.

2. Website and Social Media

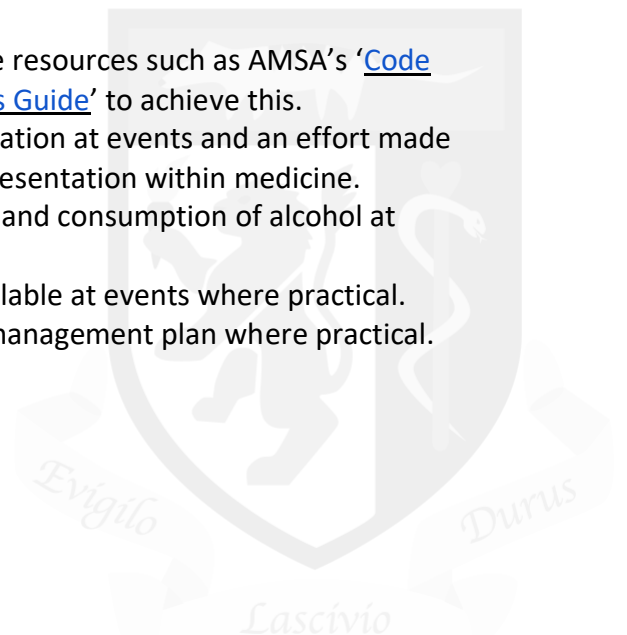
- 2.1. The Society shall maintain a presence on social media, with accounts on the following sites:
 - 2.1.1. Facebook; and
 - 2.1.2. Instagram.
- 2.2. Any new content to be posted on behalf of the Society on social media must be approved by a member of the Executive Committee.
- 2.3. Administrator access to social media accounts will be shared by the Honorary Secretary & IT Officer, and may be delegated to other Officers of the Society, entrusting the same principles the Society embodies are upheld.

3. Events

- 3.1. All events should:
 - 3.1.1. provide a safe environment for attendees;
 - 3.1.2. occur within the limits of the law as well as TUU and TSoM rules; and
 - 3.1.3. be run within financial limits as determined by the Honorary Treasurer.
- 3.2. All attempts should be made to make events as inclusive and accessible to all members as possible.
- 3.3. The Society is to run a variety of events throughout the year to try and engage as many students as possible with different interests.
- 3.4. All attempts should be made to make events of the Society as environmentally sustainable as possible –
 - 3.4.1. Officers of the Society should utilise resources such as AMSA's '[Code Green - Planning Sustainable Events Guide](#)' to achieve this.
- 3.5. There should be diversity in gender representation at events and an effort made to promote groups with traditionally low representation within medicine.
- 3.6. The Society is to promote responsible service and consumption of alcohol at social events –
 - 3.6.1. non-alcoholic tickets should be available at events where practical.
- 3.7. Events run by the Society should have a risk management plan where practical.

4. Publications

- 4.1. Centaur –



- 4.1.1. The official year book of the society shall be entitled 'Centaur' and shall be produced annually and distributed before graduation of each academic year.
- 4.2. The Medic –
 - 4.2.1. The official newsletter of the Society shall be entitled 'The Medic' and shall:
 - 4.2.1.1. be produced at least twice per semester for general distribution; and
 - 4.2.1.2. ensure that current medical student events, politics and issues are included, along with medical student submissions of humour and artistic value.

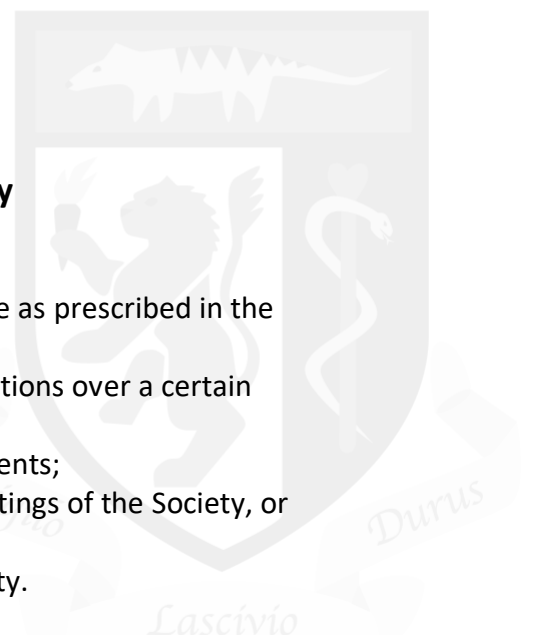
5. Awards of the Society

- 5.1. Awards should be presented by the President at the annual MedBall.
- 5.2. The TUMSS Award:
 - 5.2.1. awarded to the student adjudged by the Executive Committee to have made the greatest contribution to the medical student community, over a period of at least two years;
 - 5.2.2. the student should be in the final two years of the course; and
 - 5.2.3. the presentation of this award should be at the annual MedBall, or an alternative high attendance event run by the Society.
- 5.3. The Master of Medicine Award:
 - 5.3.1. awarded to the student adjudged by the Executive Committee to have demonstrated sustained academic and clinical achievement;
 - 5.3.2. the student should be in the final year of the course; and
 - 5.3.3. the presentation of this award should be at the annual MedBall, or an alternative high attendance event run by the Society.
- 5.4. Additional Awards:
 - 5.4.1. the Committee may create any additional awards as desired.

APPENDICES

Appendix 1: Responsibilities of the Offices of the Society

- 1. The President will:
 - 1.1. uphold the additional requirements of their office as prescribed in the Constitution including to:
 - 1.1.1. be the second signatory to financial transactions over a certain threshold as outlined in the Constitution;
 - 1.1.2. countersign other relevant financial documents;
 - 1.1.3. call and chair all meetings and general meetings of the Society, or delegate that duty;
 - 1.1.4. hold a casting vote in elections of the Society.



- 1.2. call and chair meetings pertaining to the Society;
 - 1.3. have an ordinary and a casting vote at all meetings;
 - 1.4. be the official spokesperson of the Society;
 - 1.5. meet with the Head of the TSoM, and other UTAS officials as required, to discuss student issues;
 - 1.6. liaise and engage with medical students and TSoM staff;
 - 1.7. act as the primary liaison between the Society and other student associations;
 - 1.8. oversee and coordinate the activities and the administration of the Society;
 - 1.9. ensure that all Officers of the Society perform their prescribed duties;
 - 1.10. assist and advise other Officers of the Society with their duties;
 - 1.11. be the alternate delegate to the TUU Societies' Council in the absence of the Honorary Treasurer;
 - 1.12. present the annual awards of the Society described within the Bylaws of the Society;
 - 1.13. work with the Honorary Treasurer to ensure the budget of the Society is maintained;
 - 1.14. act as the liaison between the AMA and the Society, and facilitate student membership of the AMA at all year levels;
 - 1.15. attend AMA Tasmania State Council and Southern Division meetings, where they serve as a voting member;
 - 1.16. Attend AMSA Council meetings, or appoint a proxy to attend, as a representative of the Society;
 - 1.17. work as part of the AMSA State Medical Student Council (MSC) and broader advocacy team, assisting in the areas of: advocacy, campaigns, policy, media, submissions, managing AMSA's external image, and national and state-based communication;
 - 1.18. bring state-specific advocacy information and issues to the AMSA State MSC and broader advocacy team;
 - 1.19. organise a formal handover process to the succeeding Management Committee; and
 - 1.20. take the role of 'Immediate Past President' following their term as President, receiving the minutes of meetings of the succeeding Executive and advising the new Committee.
2. The Vice-President (Academic) will:
- 2.1. be responsible for student advocacy through liaising with medical students and TSoM staff;
 - 2.2. facilitate student representation on TSoM committees responsible for education in the course;
 - 2.3. attend other meetings as necessary or nominate an appropriate proxy;
 - 2.4. formally report relevant issues to the Management Committee and to the student body;
 - 2.5. coordinate extracurricular academic activities including:
 - 2.5.1. Careers Night;
 - 2.5.2. Elective Night; and
 - 2.5.3. TUMSS OSCE tutoring program.

- 2.6. in the event of not being based in Hobart for their term, organise a Hobart-based subcommittee to aid in the organisation of academic events;
 - 2.7. facilitate and coordinate the TUMSS Conference Support application process together with the TSoM.
3. The Vice-President (Social) will:
- 3.1. convene the organisation and promotion of a variety of social events, encouraging participation across all year groups and campuses, including:
 - 3.1.1. MedCamp and orientation activities, in liaison with the Student Welfare Officer;
 - 3.1.2. MedParty; and
 - 3.1.3. MedBall.
 - 3.2. assist the Representative Officers to create other year-specific social events; and
 - 3.3. in the event of not being based in Hobart for their term, organise a Hobart-based subcommittee to aid in the organisation of social events.
4. The Honorary Treasurer will:
- 4.1. uphold the requirements of their office and the finances of the Society as prescribed in the Constitution;
 - 4.2. manage and keep a record of the Society's finances;
 - 4.3. aim to ensure the Society's total expenditure does not exceed its total income by;
 - 4.3.1. approving budgets and expenditures in consultation with the Executive.
 - 4.4. invoice sponsors in consultation with the Sponsorship Officer;
 - 4.5. present an audited annual financial statement to the Annual General Meeting;
 - 4.6. be the Society's primary delegate for the TUU Societies Council, and will be responsible for maintaining TUU Affiliation, including:
 - 4.6.1. preparing the annual audit for the TUU Clubs and Societies Council;
 - 4.6.2. ensuring adequate attendance at TUU meetings;
 - 4.6.3. provision of activity statements and any other requirements for affiliation; and
 - 4.6.4. submitting Grant/Claim applications to the TUU on behalf of the Society.
 - 4.7. reimburse, fully, the President for costs relating to attendance of AMSA Councils.
5. The Honorary Secretary will:
- 5.1. uphold the additional requirements of their office as prescribed in the Constitution including:
 - 5.1.1. maintaining the Society's register of members; and
 - 5.1.2. acting as the Returning Officer for elections of the Committee.
 - 5.2. organise the Society's stall at any TUU orientation events;
 - 5.3. coordinate the production and distribution of membership tags;
 - 5.4. act as the Public Officer of the Society, performing the duties of that role as outlined within the Constitution and the Act, namely:

- 5.4.1. notifying CBOS of their appointment to the role, and any change of address;
- 5.4.2. serving and receiving legal documents on behalf of the Society; and
- 5.4.3. submitting the outcomes of any special resolutions at general meetings (including amendments to the Constitution) to CBOS.
- 5.5. be responsible for keeping comprehensive records of all of the Society's proceedings;
- 5.6. be responsible for archiving records of importance, including publications of the Society;
- 5.7. give due notice of all meetings of the Society, including general meetings;
- 5.8. prepare and distribute the agenda for all meetings of the Society;
- 5.9. distribute minutes to all attendees within a week of meetings;
- 5.10. organise merchandise for members of the Society;
- 5.11. be responsible for the maintenance and moderation of the TUMSS Online Marketplace on Facebook; and
- 5.12. assist the President to coordinate handover for the incoming Management Committee.

6. The AMSA Representative will:

- 6.1. act as the primary liaison between AMSA and the Society;
- 6.2. promote and encourage engagement with AMSA initiatives by UTAS medical students;
- 6.3. attend AMSA Council meetings as the Society's voting representative:
 - 6.3.1. provide a report on behalf of the Society, in collaboration with the President;
 - 6.3.2. provide feedback on, and gauge student opinions on AMSA policies, including running local AMSA ThinkTanks;
 - 6.3.3. represent and voice the views of UTAS medical students on the Council floor; and
 - 6.3.4. vote in line with UTAS medical student views.
- 6.4. fulfil any other reasonable duty to AMSA, as directed by the AMSA Executive, that does not conflict with the interests of the Society;
- 6.5. submit a TUMSS reports for AMSA's bi-annual national publication, Panacea, if requested;
- 6.6. liaise with the AMSA Representatives from other Medical Student Societies, and share any relevant TUMSS policy and experiences on specific issues as they arise;
- 6.7. supply a copy of Centaur to all other Medical Societies, as requested;
- 6.8. coordinate the Tasmanian delegations to AMSA events, in collaboration with other Tasmanian medical student societies as appropriate;
- 6.9. assist medical students in securing funding and sponsorship to attend AMSA events;
- 6.10. assist the Student Welfare Officer in coordinating AMSA initiatives locally that relate to student health and wellbeing; and
- 6.11. assist the Deputy AMSA Representative in coordinating the AMSA National Blood Drive ("Vampire Cup") for Tasmanian medical students.

7. The Student Welfare Officer will:
 - 7.1. coordinate events that promote all aspects of student health and wellbeing, including:
 - 7.1.1. lunch and breakfast events;
 - 7.1.2. movie nights; and
 - 7.1.3. wellbeing week/blue week.
 - 7.2. coordinate a peer mentoring program in collaboration with the TSoM;
 - 7.3. coordinate the First Year Orientation Activities in association with the Vice-President (Social), including:
 - 7.3.1. Medcamp; and
 - 7.3.2. the first year 'Survival Guide'.
 - 7.4. disseminate information about wellbeing activities and support services available to students;
 - 7.5. liaise with the Director of Student Services at TSoM;
 - 7.6. coordinate AMSA initiatives relating to student health and wellbeing, with the assistance of the AMSA Representative;
 - 7.7. refer immediate building management issues in student areas to the Tasmanian School of Medicine's Manager of Building Operations in consultation with the President; and
 - 7.8. in collaboration with the Vice-President (Social), organise welfare stations for as many of the Society's social events as possible.

8. The Sponsorship Officer will:
 - 8.1. communicate with sponsors prior to, during, and after any sponsored event or publication;
 - 8.2. produce a sponsorship prospectus, distributing to existing and potential sponsors at the start of each calendar year and as required through the year;
 - 8.3. coordinate the TUMSS Member Benefits program;
 - 8.4. liaise with SIGs to assist with securing sponsorship;
 - 8.5. liaise with other members of the Committee as necessary regarding sponsorship matters;
 - 8.6. seek new sponsors for the Society or specific projects; and
 - 8.7. negotiate and/or renegotiate terms of sponsorship agreements with current and potential sponsors.

9. The IT Officer will:
 - 9.1. manage the online accounts and services of the Society;
 - 9.2. maintain the website of the Society, including:
 - 9.2.1. posting recent news, event reports, publications, photos, information, promotional material etc.;
 - 9.2.2. assisting with online sales of tickets, memberships and merchandise where required;
 - 9.2.3. ensuring domain name and hosting services are paid for; and
 - 9.2.4. prompt troubleshooting and management of technical problems as they arise.
 - 9.3. assist with the production of electronic media relevant to the Society, such as logos, posters, videos, etc. as required;

- 9.4. ensure that the Society's social media presence is kept up to date and used appropriately; and
 - 9.5. advocate on information technology issues that are relevant to medical students.
10. The International Student Officer will:
- 10.1. liaise with international students to offer guidance and assistance with any concerns they may have, involving the Student Welfare Officer as required;
 - 10.2. organise the International Student Mentoring Program in conjunction with the School of Medicine;
 - 10.3. sit on the AMSA International Student Network;
 - 10.4. coordinate events and support programs pertinent to international students, in association with the Student Welfare Officer, including the Cross Cultural Fiesta.
 - 10.5. act as a liaison between international medical student societies and the Society;
 - 10.6. work in conjunction with the IMST (International Medical Society of Tasmania) to help the international cohort with curriculum and advocacy work; and
 - 10.7. liaise with UTAS international student welfare initiatives via TUU as the representative for TSoM.
11. The Publications Officer will:
- 11.1. oversee an editorial team for the production of the Society's publications, including The Medic and Centaur;
 - 11.2. organise an official photographer for the Society's events as deemed necessary;
 - 11.3. ensure copies of Centaur are provided to the Australian Medical Students' Association and the Hobart Clinical School Library;
 - 11.4. liaise with the Honorary Secretary to ensure that copies of publications are appropriately archived;
 - 11.5. ensure that copies of The Medic are distributed to all members at all teaching sites;
 - 11.6. produce the promotional material for the Society's events and initiatives; and
 - 11.7. liaise with other Committee members to ensure that issues relevant to medical students are included in The Medic.
12. The Philanthropy Officer will:
- 12.1. aim to engage medical students in charitable pursuits;
 - 12.2. raise awareness of local, national and international issues amongst members of the Society;
 - 12.3. facilitate awareness campaigns and fundraising pursuits, from helping existing programs (within or outside the TSoM) to the formation of new programs that fit the Aims & Objectives of the Society; and
 - 12.4. choose, with the assistance of the wider Committee, a focal charity for the year, and pursue fundraising initiatives to raise money for this chosen charity.

13. The Deputy AMSA Representative will:
 - 13.1. support the AMSA Representative in all duties;
 - 13.2. act as voting proxy for the AMSA Representative at any AMSA Council meetings should the AMSA Representative be unable to attend;
 - 13.3. encourage participation in AMSA events and activities from students particularly within the preclinical years; and
 - 13.4. co-ordinate the AMSA National Blood drive (“Vampire Cup”) for Tasmanian medical students in conjunction with AMSA’s Vampire Cup National Co-ordinators.

14. The Sports Officer will:
 - 14.1. organise sporting activities, namely:
 - 14.1.1. intra-society competitions;
 - 14.1.2. social sports teams; and
 - 14.1.3. charity runs, in collaboration with the Philanthropy Officer.
 - 14.2. coordinate inter-faculty sports competition with other societies, including the Tri-Faculty Shield (with the Engineering and Law student societies).

15. The Aboriginal and Torres Strait Islander Engagement Officer will:
 - 15.1. aid the Committee in advancing the interests of Aboriginal and Torres Strait Islander medical students;
 - 15.2. act as liaison between Aboriginal and Torres Strait Islander medical students and the Society;
 - 15.3. promote cultural awareness amongst UTAS medical students; and
 - 15.4. advocate for a high standard of Aboriginal and Torres Strait Islander teaching in the medical curriculum.

16. The Queer Engagement Officer will:
 - 16.1. aid the Committee in advancing the interests of Queer (i.e. LGBTIQ+) medical students and causes;
 - 16.2. act as liaison between Queer students and the Society;
 - 16.3. advocate for a high standard Queer health teaching in the medical curriculum; and
 - 16.4. support Queer spaces within medicine, and in the broader health student community through Queer Health and Medical Students (QHAMS).

17. The Research Engagement Officer will:
 - 17.1. be responsible for liaising with the Society and current medical students undertaking research projects, be it through the University of Tasmania, Menzies Institute for Medical Research, other research institutes, or in conjunction with clinicians independent of a research institute;
 - 17.2. liaise with medical administration to address any relevant issues medical students may have related to medical research projects, or issues related to the Bachelor of Medical Science with Honours program; and

- 17.3. to the best of their ability and for all year levels, organise events to help promote, and help make information about research opportunities available (including but not limited to Bachelor of Medical Research with Honours and Undergraduate Research Opportunity Programme).
18. The Graduation Committee Chair will:
 - 18.1. chair the TUMSS Graduation Committee; and
 - 18.2. make sure the objects of the Graduation Committee are met, and fulfil any other responsibilities as outlined in Appendix 2.
19. The TASIN Chair will:
 - 19.1. chair the TASIN Committee; and
 - 19.2. make sure the objects of the TASIN Committee are met, and fulfil any other responsibilities as outlined in Appendix 2.
20. The TSPS Chair will:
 - 20.1. chair the TSPS Committee; and
 - 20.2. make sure the objects of the TSPS Committee are met, and fulfil any other responsibilities as outlined in Appendix 2.
21. The Representative Officers will:
 - 21.1. assist the organisation and promotion of all events, initiatives, and publications of the Society;
 - 21.2. raise pertinent issues from their respective year group with the President, Vice-President Academic, TUMSS Committee and TSoM as appropriate;
 - 21.3. work in collaboration with the Vice-President Academic to run OSCE practice nights, as appropriate;
 - 21.4. facilitate networking, connections and socialisation within their year group including:
 - 21.4.1. a Half-Way Party celebration in the third year of the course; and
 - 21.4.2. other social events as appropriate.
 - 21.5. collate their year group's pages for Centaur; and in the final year of the course, collate their year group's information for the Grad Book, in association with the Graduation Committee.

Appendix 2: Charters of Special Interest Groups

1. Graduation Committee

- 1.1. The Graduation Committee is a Special Interest Group of the Society.
- 1.2. The objects of the Graduation Committee shall be to:
 - 1.2.1. organise the official celebrations for the class of students graduating from the course each year; and
 - 1.2.2. contribute to Tasmanian junior doctors' readiness to practice.
- 1.3. The Graduation Committee will consist of final year medical students, and shall be composed of:
 - 1.3.1. the Chair; and

- 1.3.2. other members appointed by the Chair.
- 1.4. The Graduation Committee will coordinate the organisation of graduation events and activities, including but not limited to:
 - 1.4.1. Life in the Real World Seminar;
 - 1.4.2. Graduation Breakfast;
 - 1.4.3. Graduation Ball;
 - 1.4.4. Grad Book; and
 - 1.4.5. End of Year Grad Trip.
- 1.5. The Chair will be responsible for the graduation sponsorship, in close liaison with the Sponsorship Officer on all sponsorship relating to graduation events.

2. Tasmanian Anatomy and Surgery Interest Network (TASIN)

- 2.1. The Tasmanian Anatomy and Surgery Interest Network (TASIN) is a Special Interest Group of the Society.
- 2.2. The goals of TASIN are:
 - 2.2.1. provide an avenue for students to further their understanding of anatomy and surgery;
 - 2.2.2. to promote surgery as a career choice to medical students;
 - 2.2.3. to provide surgical and anatomical research opportunities to medical students;
 - 2.2.4. further enhance the relationships between medical students and surgeons in Tasmania;
 - 2.2.5. to provide information on surgical specialties and their respective training programs in Tasmania and Australia; and
 - 2.2.6. to provide a forum for professional and personal development in accordance with the guidelines for the Royal Australasian College of Surgeons (RACS).
- 2.3. TASIN shall be administered by the TASIN Committee.
- 2.4. The TASIN Committee will be members of TASIN, and shall be composed of:
 - 2.4.1. the Chair;
 - 2.4.2. the Treasurer;
 - 2.4.3. the Sponsorship Officer;
 - 2.4.4. representatives from each clinical school, and each of the years 1-3; and
 - 2.4.5. any other roles that are deemed appropriate on a year by year basis.
- 2.5. The responsibilities the TASIN Committee are to:
 - 2.5.1. organise educationally fulfilling events for medical students at the University;
 - 2.5.2. provide good role models for medical students;
 - 2.5.3. establish in the minds of medical students the charitable role of surgery in Australia and the world; and
 - 2.5.4. establish mentor relationships between medical students and surgeons in Tasmania.

3. Tasmanian Student Pathology Society (TSPS)

- 3.1. The Tasmanian Student Pathology Society (TSPS) is a Special Interest Group of the Society.
- 3.2. The objects of TSPS shall be to:

- 3.2.1. provide an avenue for students to further their understanding of pathology;
- 3.2.2. promote integration of pathology with other areas of medicine;
- 3.2.3. promote research opportunities in pathology for students; and
- 3.2.4. facilitate good relationships between the Royal College of Pathologists of Australasia, the Society, the University, and the medical student population.
- 3.3. TSPS shall be administered by the TSPS Committee.
- 3.4. The TSPS Committee will be members of TSPS, and shall be composed of:
 - 3.4.1. the Chair;
 - 3.4.2. the Treasurer; and
 - 3.4.3. the Communications Officer;
 - 3.4.4. representatives from each clinical school, and each of the years 1-3; and
 - 3.4.5. any other roles that are deemed appropriate on a year by year basis.
- 3.5. The responsibilities of the TSPS Committee are to:
 - 3.5.1. organise supplementary lectures and tutorials for medical students at the University;
 - 3.5.2. provide good role models for medical students;
 - 3.5.3. inform students of the University about scholarship opportunities in pathology; and be a voice for pathology teaching on behalf of students at the University.

