

**Constitution of the Association
of Medical Students - Ireland**

AMSI

October 2016/2017



ASSOCIATION OF MEDICAL STUDENTS IRELAND

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Article 1 Name and Nature of the Association

The name of the Association shall be the Association of Medical Students - Ireland (AMSI), hereinafter referred to as 'the Association'. The Association is a non-governmental, not for profit, student-led organisation based in Ireland and was formed in 2013.

Article 2 Aims of the Association

The aims and objectives of the Association shall be:

- To increase collaboration between the medical schools
- To represent the views of medical students on a national and international level
- To promote medical student wellness
- To create a forum where students can engage with a wide variety of health, scientific and educational issues and promote an atmosphere of participation
- To be the National Member Organisation for Ireland to the IFMSA and be an active participant in the Standing Committees of the IFMSA

Article 3 Membership

- 3.1 All medical students enrolled in an accredited Medical institution in Ireland are eligible for membership. Current accredited Medical Institutions in Ireland are:
- National University of Ireland, Galway
 - University of Limerick
 - University College Dublin
 - University College Cork
 - Trinity College Dublin
 - Royal College of Surgeons, Ireland
 - Queen's University, Belfast
- 3.2.1 All students of a 3rd Level Institution are welcome to join the Association as long as the Medical Student membership of the Association remains above 70% of the total membership. This is to act as a buffer to keep the Association in line with the regulations of IFMSA which states that the Medical Student membership of the organisation must remain above 60% of its total membership. Should the percentage of Medical Students drop below 70%, a membership review must take place by the Local Committees, overseen by the Vice-President for Internal Affairs.
- 3.3 Any student from a 3rd Level Institution may run for any position within the Association, be that at a local or national level.
- 3.4 Any eligible person shall become a member of the Association on registration to affiliate organisations. Alternatively, they may become a member of their Local AMSI Committee without becoming a member of affiliate organisations by contacting their Local AMSI Committee. Current Official Affiliate organisations are NUIG Medical Society, BioSoc Trinity College Dublin, RCSI Students' Union, UCD Medical Society, UCC Medical

Society and UL Medical Society. Currently, individual admission to the Association is free of charge. Association membership fees to the cost of 250 Euro should be paid by affiliate Societies to the Association by the first day of November.

- 3.5 Any eligible person shall become a member of the Association on signing their name to the affiliate Societies of the Association and/or Local Committee of the Association.

Article 4 The Executive Board

- 4.1 An Executive Board shall conduct the business of the Association.
- 4.2 The Executive Board of the Association shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.
- 4.3 The Executive Board shall consist of the following members:
- * **President**
 - * **Vice President for External Affairs**
 - * **Vice President for Internal Affairs**
 - * **Vice President of Events, Training and Capacity Building**
 - * **Vice President for Finance**
 - * **Secretary General**
 - * **Public Relations Officer**
 - * **National Exchanges Officer (NEO)**
 - * **National Officer for Medical Education (NOME)**
 - * **National Officer for Research Exchanges (NORE)**
 - * **National Officer for Human Rights and Peace (NORP)**
 - * **National Officer for Public Health (NOPH)**
 - * **National Officer for Sexual and Reproductive Health, including HIV and AIDS (NORA)**

All members of the Executive Board shall be required to be members of the Association. Further members may be added to the Executive Board should a Local Committee not have an elected representative on the Executive Board. These EB members shall act as a liaison for the EB to that LC as well as to ensure the views of the LC are incorporated into EB discussions.

- 4.4 **President**
The President shall have overall responsibility for the affairs of the Association. He/She shall chair all meetings of the Association, save where decided otherwise by the Executive Board or where otherwise provided for in this constitution.
- 4.5 **Vice-President for External Affairs (VPE)**
The Vice-President for External Affairs shall be responsible for the external affairs of the Association, liaising with the IFMSA, other NMOs, 3rd Party Organisations as well as with Governmental and non-Governmental Organisations.
- 4.6 **Vice-President for Internal Affairs (VPI)**

The Vice-President for Internal Affairs shall be responsible for the internal affairs of the Association. He/she shall liaise with the Local Committees and other members of the Board in order to ensure that targets and expectations are fulfilled. He/she shall be the first point of contact on the Executive Board for any problem related to the Executive Board, save when the problem is in relation to the Vice-President for Internal Affairs in which case the issue may proceed directly to the President.

4.7 Vice President of Events, Training and Capacity Building (VPTCB)

The Vice-President of Events, Training & Capacity Building shall be in charge of overseeing the smooth running of the Local Committees. They shall provide a platform for collaboration between Committees and develop National and Local Projects along with the Local Committees.

4.8 Vice President for Finance

The Vice President for Finance will manage the financial affairs of the Association, in consultation with the President. He/She will maintain the financial records of the Association. He/She will prepare and present to the Association at the end of year accounts and financial report for the Association. He/she will also be responsible for incoming sponsorship.

4.9 Secretary General

The Secretary shall keep the non-financial records of the Association, including the official membership list, and manage the correspondence of the Association and submitting the end of year report. The secretary shall also be responsible for making sure the Association adheres to IFMSA deadlines and shall provide a fortnightly summary for the Executive Board of correspondence received that week. The Secretary General shall be responsible for advertising the meetings and events of the Association along with the Public Relations Officer.

4.10 Public Relations Officer (PRO)

The Public Relations Officer shall be responsible for advertising the meetings and events of the Association. They will be responsible for informing the association members and other interested bodies of upcoming events on social media and association webpage. The PRO shall provide the alumni network with updates from the Association every 3 months.

4.11 National Exchanges Officer (NEO)

The NEO shall be responsible for overseeing the signing of SCOPE contracts at the General Assemblies of the IFMSA. Further, they shall be the point of contact for the Local Exchanges Officers (LEOs) for development and assistance and act as a liaison for the LEOs to the Executive Board. The NEO is the official voice of the Association in the Standing Committee on Professional Exchanges (SCOPE).

4.12 National Officer for Medical Education (NOME)

The NOME shall be responsible for campaigning nationally on Medical Education Issues and overseeing National Medical Education Projects. Further, they shall be the point of contact for the Local Officers for Medical Education (LOMEs) for development and assistance and act as a liaison for the LOMEs to the Executive Board. The NOME is the official voice of the Association in the Standing Committee on Medical Education

(SCOME).

4.13 National Officer for Research Exchanges (NORE)

The NORE shall be responsible for overseeing the signing of SCORE contracts at the General Assemblies of the IFMSA. Further, they shall be the point of contact for the Local Officers for Research Exchanges (LOREs) for development and assistance and act as a liaison for the LOREs to the Executive Board. The NORE is the official voice of the Association in the Standing Committee on Research Exchanges (SCORE).

4.14 National Officer for Human Rights and Peace (NORP)

The NORP shall be responsible for campaigning nationally and internationally (with approval from the VPE) on Human Rights and Peace Issues and overseeing National Projects. Further, they shall be the point of contact for the Local Officers for Human Rights and Peace (LORPs) for development and assistance and act as a liaison for the LORPs to the Executive Board. The NORP is the official voice of the Association in the Standing Committee on Human Rights and Peace (SCORP).

4.15 National Officer for Public Health (NOPH)

The NOPH shall be responsible for campaigning nationally and internationally on Public Health Issues and overseeing National Projects. Further, they shall be the point of contact for the Local Officers for Public Health (LOPHs) for development and assistance and act as a liaison for the LOPHs to the Executive Board. The NOPH is the official voice of the Association in the Standing Committee on Public Health (SCOPH).

4.16 National Officer for Sexual and Reproductive Health, including HIV and AIDS (NORA)

The NORA shall be responsible for campaigning nationally and internationally on Sexual and Reproductive diseases and overseeing National Projects. Further, they shall be the point of contact for the Local Officers for Sexual and Reproductive Health, including HIV and AIDS (LOPHs) for development and assistance and act as a liaison for the LOPHs to the Executive Board. The NORA is the official voice of the Association in the Standing Committee on Sexual and Reproductive Health, including HIV and AIDS (SCORA).

4.17 Auxiliary Members

Should point all member universities not be represented on the EB, auxiliary EB members from those universities shall be elected. This may mean that the number of members on the EB varies from year to year as required.

4.18 Alumni Network

The purpose of the Alumni Network is to impart advice onto future Executive Boards in regards to the functioning of the Association. They are not obliged to attend meetings. The format of the network shall be an opt-in system. They shall receive updates from the PRO on the progress of the Association every 3 months. A database of alumni shall be established which will include details of their alma mater, email address, previous role within AMSI,

and current profession and location which will be accessible to both other members of the alumni network and members of the Association.

4.18.1 **The Supervising Council**

The Supervising Council (SupCo) shall consist of 4 members and will be elected for the 2017/2018 term.

4.18.2 The SupCo shall be the point of contact for any member of the Association should they wish to query the actions of an Executive Board Member or query the constitutionality of actions undertaken by members. The SupCo shall conduct an independent review of an issue if they are requested to do so and if they deem the request valid.

4.18.3 In order for a request to be deemed valid by the SupCo, there must be evidence available that wrongdoing may have taken place and/or the actions of a person/persons on the Executive Board are in breach of the Constitution of the Association.

4.18.4 Members of the Supervising Council will decide amongst themselves on a group of officials to oversee throughout the year. For each group they will:

- a. Discuss with the officials their individual work plan of the year.
- b. Follow up with the same officials throughout the year and offer advice as necessary.
- c. Be impartial and objective in all their objectives.

4.19 **Executive Board Meetings**

4.19.1 Meetings of the Executive Board shall be held at least monthly during the academic year. All members of the Executive Board shall be entitled to attend and vote at such meetings.

4.19.2 The quorum for a meeting of the Executive Board shall be seven Executive Board members.

4.19.3 Meetings of the Executive Board shall be convened by the President. At least two days notice of an Executive Board meeting shall be given by the President or Secretary to the members of the Executive Board.

4.19.4 Meetings shall be adherent to an agenda, as outlined by the President (or if unavailable, a Vice President, de facto the Vice President for External Affairs, unless otherwise agreed with the other members of the EB by majority decision). Issues arising during meetings shall be addressed following the completion of the agenda.

4.19.5 A record of the meeting will be kept by the Secretary General and published to the Executive Board for review no more than one week following cessation of the meeting.

4.19.6 Issues of contention that arise during meetings will be decided by a vote. In order for a motion to be proposed it must first be nominated by a member of the Executive Board and seconded by another member. An opposing motion may also be proposed by any Executive Board member irrespective of their stance in regards to the original motion, and any member

may also second this motion for voting. Voting will be cast via hand-raise and, if necessary, secret ballot. Votes will be counted/read by the chairperson and the motion decided on. A minimum quota of seven people (greater than 50% of the electorate) must be physically present in order for a vote to take place. In the event of a tie, the chairperson may decide to delay a vote to a following date, or may make an executive decision if a decision is required presently. Motions to change the Constitution require a 2/3 majority. Other motions require a simple majority. Secret ballots may be requested by any member of the Executive Board Member and must be accepted.

4.20 **Term of Office of the Executive Board**

The Executive Board shall hold office from the first day of November subsequent to their election until the last day of October of the following year.

Article 5 General Meetings

5.1 **Annual General Meeting**

5.1.1 The Annual General Meeting of the Association shall take place in the October of the academic year, at a time to be determined by the Executive Board of the Association.

5.1.2 No less than seven days notice of the Annual General Meeting shall be given.

5.1.3 The Annual General Meeting (AGM) will consist of Executive Board handover, constitutional amendments, election of hosts of the Intervarsities and Medical Case Competitions, candidature presentations for Executive Board positions and election of the new Executive Board. Should a candidate fail to succeed in attaining a position that they candidated for on the Executive Board, they may present their candidature for up to two other positions and be considered valid for the election of that position.

5.1.3 Prior to the commencement of the AGM, a pre-AGM must take place to be attended by at least half of the Executive Board. Discussion, updates, motion summaries and a social event must take place. A summary of the Pre-AGM must be delivered to the Executive Board Members as least 2 hours before the commencement of the AGM.

5.2 **Extraordinary General Meetings**

5.2.1 An Extraordinary General Meeting of the Association may be convened to:

- (i) Hold an election to fill a vacancy on the committee Executive Board, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Association;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the Executive Board; or

(ii) On foot of a submission to the Executive Board of the Association of a petition signed by not less than one hundred members of the Association.

5.2.3 No less than seven days notice of an Extraordinary General Meeting shall be given.

Article 6 Election of the Committee

6.1 The Executive Board of the Association shall be elected at the Annual General Meeting.

6.2 The President shall act as returning officer for the elections. Where the President intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the Executive Board.

6.3 Each member university is entitled to elect up to six representatives to the Association executive Board, as long as all member universities are represented on the Executive Board by at least one member. In such cases where an election of a certain candidate may be in breach of this point, this election shall be moved to the last point on the elections agenda. If the point is still being breached at the last point of the elections agenda, an auxiliary Ordinary Committee Member position shall be created specifically for one of the two chairpersons of a Local Committee which doesn't have any representation on the Executive Board.

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6.4 Any member of the Association is eligible to be nominated for an Executive Board position, provided they have completed at least 6 months service on their Local Committee. This bylaw is null until the October 2017 AGM.

6.5 All member universities are entitled to two votes in the election of the Executive Board. Prior discussion with their Local Committees on their opinions of where their votes should be placed is advised. This point shall be reviewed at the 2017 AGM.

6.6 The election of members of the committee shall take place by secret ballot at the A.G.M. Elections follow the following format: If one candidate is running for election, the options for voting are (i) To accept, and (ii) to reopen nominations. If two candidates are running for election, the options for voting are (i) To accept candidate A, (ii) To accept candidate B, and (iii) to reopen nominations. In the case of more than 2 people running for elections, the top two candidates after the first round of voting will move to Round 2 of voting, where the options available for voting are (i) To accept Candidate A, and (ii) to accept Candidate B. Voting then follows by simple majority. In the case of SupCo elections, the election follows the same format as the IFMSA SupCo election.

Article 7 Resignations from the Committee

7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary General of the Association. In the case of the resignation of the Secretary General, resignation may be instituted by a letter of resignation to the President.

Article 8 Management of Finance

- 8.1 The finances of the Association shall be managed by the President and the Vice President for Finance of the Association and they must both agree on each transaction made by the Association.
- 8.2 No member of the committee of the Association shall receive remuneration from the Association, or use their office for personal financial gain.
- 8.3 The Vice President for Finance is responsible for creating the financial budget after they have been elected for the coming year, as well as preparing a financial report each year which must be adopted at the AGM.

Article 9 Amendments to the Constitution

- 9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Association.

Article 10 Dissolution of the Association

- 10.1 The Association may be dissolved by a two-thirds majority vote of its membership at a General Meeting, including postal/email votes.

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