

UNIVERSITY OF SYDNEY UNION

1. NAME

The name of the Society shall be Sydney University Society of Medical Innovation (SUSMI) (Hereinafter referred to as 'the Society').

2. AIMS

- 2.1. "The Society" is not-for-profit; meaning: the assets and income of the society shall be applied solely in furtherance of the aims of the society and no portion shall be distributed directly or indirectly to the members of the society except as bona fide compensation expenses incurred on behalf of the society.
- 2.2. The aims of the Society shall be to:
 - 2.2.1. Help engage students from different disciplines in medical innovation.
 - 2.2.2. To provide a platform for students to apply their creativity and ingenuity towards innovative solutions in the medical and healthcare industries.
 - 2.2.3. Encourage interdisciplinary collaboration and networking for students interested in the medical innovation field.
- 2.3. The Society will undertake the following activities to achieve its aims:
 - 2.3.1. Talks from industry/academic experts: To share their insights and experiences associated with implementation of medical innovations. These events will be hosted as seminars, discussion panels or a cocktail night-meet and greet.
 - 2.3.2. Design challenges (e.g., hackathons and designathons): For passionate students to tap into their creativity to innovate, while also working on their collaborative ability. This event is to encourage collaborative efforts between students and challenge them to tap into their creativity and ingenuity to come up with and pitch solutions to real problems.
 - 2.3.3. Site visits: To provide students with insights regarding how medical companies operate by showcasing an inside perspective of the implementation of innovation within the industry. These rare insights into industry are to spark intrigue and motivation to further their pursuits.
 - 2.3.4. Medical Trivia Nights: To encourage students to socialise with their peers by boosting morale and embracing common interests in medical knowledge.

- 2.3.5. Internship workshops: To prepare students with skills and knowledge to work as interns, innovating within the medical field. Partnering up with industry sponsors to fast track prospective students to final stage interviews.

3. MEMBERSHIP

- 3.1. The classes of annual Membership shall be:

- i. **Ordinary Membership**

All Members of The University of Sydney Union shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are present.

- ii. **Associate Membership**

All members of The University of Sydney Union other than those who qualify for Ordinary Membership shall be eligible for Associate Membership of the Society. Associate Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society.

- iii. **Honorary Membership**

Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. *Honorary Membership* may be terminated by a two-thirds majority vote at a General Meeting. *Honorary Members* are only eligible to hold Executive positions, vote in elections or vote at meetings of the Society if they qualify for *Ordinary Membership* of the Society.

- 3.2. Upon payment of a subscription fee, a person shall be deemed an *Ordinary Member* or *Associate Member* of the Society and henceforth be bound by this Constitution.

- 3.3. The subscription fees for membership shall be:

- i. *Ordinary Membership* \$0
- ii. *Associate Membership* \$0

4. THE EXECUTIVE

- 4.1. The Society shall have an Executive consisting of:

- i. A President
- ii. 2 Vice Presidents
- iii. A Secretary
- iv. A Treasurer
- v. 2 Sponsorship Directors
- vi. 2 Marketing Directors

- vii. 2 Events Directors
- viii. An Expansion Director

4.2. The Executive shall have power to manage the Society in accordance with this Constitution.

4.3. Attendance of *Executive Members* at Ordinary and General Meetings is obligatory. Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at an Ordinary Meeting.

5. DUTIES OF EXECUTIVE MEMBERS

5.1. The President shall:

- i. Chair all Society, Committee, General and Annual General Meetings (held during their term) of the Society of Medical Innovation;
- ii. Oversee and coordinate the activities and administration of the Society of Medical Innovation;
- iii. Manage, ensure that the elected directors of the Society of Medical Innovation perform duties as laid down by the Constitution, through messages, regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- iv. Ensure that all other tasks necessary for the running of the activities of the Society are performed, properly either by doing them or delegating the duties;
- v. Have a thorough knowledge of the Society of Medical Innovation's Constitution;
- vi. Plan the coming year's activities;
- vii. Act as official spokesperson for Society of Medical Innovation;
- viii. Liaise with fellow committee members; and
- ix. Acquaint each committee member with their function, responsibility, duties and maintain personal contact with them:
 - a. To liaise with USU and departments of the University where necessary in collaboration with the USU Delegate;
 - b. To ensure that the USU is informed of changes to the Executive;
 - c. To pass on their knowledge to their successor;
 - d. To seek out opportunities for the benefit and growth of the Society and strategies new events; and
 - e. To start and maintain relationships with sponsors and industry contacts.

5.2. The Vice-Presidents shall:

A. Vice President (Internal)

- i. Supervise human resource and partnership directors;
- ii. In the absence of the President, chair all club, Committee, General and Annual General Meetings (held during their term) of the Society;

- iii. Assist the President in coordinating the activities and administration of the Society;
- iv. Have a thorough knowledge of the Society's constitution;
- v. Appoint and liaise with the subcommittee;
- vi. Assist the President in their duties wherever practical; and
- vii. Manage, ensure that the elected directors of the Society of Medical Innovation perform duties as laid down by the Constitution, through messages, regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters.

B. Vice President (External)

- i. In the absence of the President and Vice President (Internal), chair all club, Committee, General and Annual General Meetings (held during their term) of the Society;
- ii. Assist the President in coordinating the activities and administration of the Society;
- iii. Have a thorough knowledge of the Society's constitution;
- iv. Assist the President in their duties wherever practical;
- v. Maintain relationships with industry contacts and sponsors;
- vi. Liaise with the Sponsorship subcommittee (if applicable) to further develop industry connections; and
- vii. Liaise with executives from other societies both within and outside the University of Sydney to collaborate on events.

5.3. The Treasurer shall:

- i. Keep and maintain all financial records of the Society;
- ii. Hold cheque books, petty cash tins etc;
- iii. Keep the Society is informed of its financial position (at meetings, through regular e-mail reports, or regular newsletter;
- iv. Carry out financial transactions as directed by the Society's management;
- v. Not lend money, under any circumstances to yourself, the Society's members or other clubs;
- vi. Always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- vii. Not put the Society in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- viii. Always insist on a receipt or docket to validate any expenditure by the Society;
- ix. Pay all accounts by cheque;
- x. Always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- xi. Always provide a receipt to a person who gives money to the Society for any reason and bank all money received IMMEDIATELY;
- xii. Ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
- xiii. Ensure that Society funds are not misused at any time;
- xiv. Ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained; and

- xv. Under no circumstances meet any expenses without documentation.

5.4. The Secretary shall:

- i. Be responsible for receiving and replying to all correspondence on behalf of the Society;
- ii. Organise availabilities of executive members for meetings, develop respective agendas (in consultation with the President), and take the meeting minutes;
- iii. Keep relevant the Society's papers and Google Drive database in order;
- iv. Maintain the membership list (with name, email and USU Member Number), updating when changes are made;
- v. Have a thorough knowledge of the Society of Medical Innovation's Constitution;
- vi. Provide an updated constitution when needed;
- vii. Coordinate elections;
- viii. Liaise with USU and departments of the University to ensure compliance;
- ix. Develop risk assessment forms for events considered medium or high risk by the USU; and
- x. Liaise (or appoint a liaison who is doing an engineering degree) to maintain a relationship with the Professional Engagement Program team, allowing engineering-related events to be eligible for PEP hours.

5.5. The Sponsorship Directors shall:

A. Sponsorship Director (Internal)

- i. Coordinate with the Vice President (External) and Core Executives;
- ii. Resolve conflicts/disagreements with the Sponsorship Director (External) by consulting the Core Executives;
- iii. Manage Sponsorship subcommittee members and act as their representative;
- iv. Organise regular sponsorship meetings (including preparing meeting slides, leading the sessions, and coordinating schedules);
- v. Manage the sponsorship external directory;
- vi. Create and distribute sponsorship signatures;
- vii. Ensure each sponsorship member/team drafts an appropriate business prospectus; and
- viii. Ensure each sponsorship member/team sends the prospectus to appropriate companies.

B. Sponsorship Director (External)

- i. Coordinate with the Vice President (Internal) and Core Executives;
- ii. Resolve conflicts/disagreements with the Sponsorship Director (Internal) by consulting the Core Executives;
- iii. Communicate with potential sponsors;
- iv. Liaise with current sponsors about current events and information about the club;
- v. Create sponsorship packages and perks; and
- vi. Manage business meetings;

- a. To produce business meeting materials;
- b. To lead potential business meetings; and
- c. To educate members on business meeting guidelines in advance.

5.6. The Marketing Directors shall:

- i. Coordinate with the Events Director and Core Executives;
- ii. Create and maintain marketing content for promotion of the Society such as digital content for Instagram, Facebook, LinkedIn and Website, e.g., written content on social media for upcoming events;
- iii. Design the Society's logo when necessary;
- iv. Design merchandise to sell with the Events Director when needed;
- v. Work in tandem with the fellow Marketing Director, wherein disagreements are to be resolved by the Core Executives; and
- vi. Manage, oversee and liaise with the marketing subcommittee members to:
 - a. Take initiative to assign marketing tasks accordingly;
 - b. Make sure the marketing team meets deadlines; and
 - c. Organise meetings and consistently manage the marketing team.

5.7. The Events Directors shall:

- i. Plan the coming year's activities and events;
- ii. Oversee and coordinate the activities and administration of events run by the Society;
- iii. Work in tandem with the fellow Events Director, wherein disagreements are to be resolved by the Core Executives;
- iv. Direct the facilitation and set up of events;
- v. Act as master of ceremonies at events, when needed;
- vi. Monitor event performances, strategise, take action and delegate tasks accordingly to improve;
- vii. Ensure that all technical equipment at events functions normally;
- viii. Source the required technical equipment for events;
- ix. Uphold the maintenance of equipment at events; and
- x. Manage, oversee and liaise with the events subcommittee members to:
 - a. Take initiative in planning and delivering events;
 - b. Develop marking rubrics for design challenges such as designations or hackathons;
 - c. Make sure the events team meets deadlines; and
 - d. Organise meetings and consistently manage the events team.

5.8. The Expansion Director shall:

- i. Liaise with the President and Vice Presidents to determine methods of promoting the name and aims of the Society;
- ii. Develop, coordinate and host efforts designed to elucidate the principles and opportunities within medical innovation and how this is intrinsic to the Society. Such efforts may include:

- a. Primary/high school catered workshops/outreaches;
 - b. Pop-up tents (both internal and external from the University of Sydney).
- iii. Establish and continue communication with university faculties and schools (e.g., Engineering (Biomedical, Mechanical), Sciences (Medical, Computer), Business, et cetera) both within the University of Sydney and other universities;
- iv. Research relevant programs, conferences and professional expos (hosted internally by the university and externally) that may allow the presence of the Society and/or its executives;
- v. Coordinate with the Marketing Directors to design affordable and specific merchandise/marketing efforts (e.g., handballs for school workshops, pop-up stall layouts, et cetera);
- vi. Continue to participate in Society meetings and relay updates on their work; and
- vii. Plan new methods to further expand the Society for upcoming semesters and future Expansion Directors.

6. ORDINARY MEETINGS

- 6.1. The Society shall hold an Ordinary Meeting at least once every 6 weeks during semester, and as required outside semester.
- 6.2. Ordinary Meetings shall be called by the President, Vice Presidents, or Secretary forthwith upon receipt of the written application of the lesser of twenty percent (20%) or 15 Ordinary Members of the Society.
- 6.3. At least three (3) days notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all Members. (A mail-out is understood to include communication by e-mail.)
- 6.4. The President shall chair Ordinary Meetings. In the absence of the President, the Vice President (Internal) or Vice President (External) shall chair the Meeting.
- 6.5. Quorum at Ordinary Meetings shall be five (5) *Ordinary Members* if the Society's current membership is no greater than seventy (70) *Ordinary Members*, or ten (10) *Ordinary Members* if the Society's membership is greater than seventy (70) *Ordinary Members*. Quorum must include not less than three (3) *Executive Members*.
- 6.6. The agenda for an Ordinary Meeting shall include:
 - 1. Apologies and leaves of absence;
 - 2. Minutes of the previous meeting;
 - 3. Correspondence;
 - 4. Reports of Executive Members;
 - 5. General Business.

- 6.7. An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
- i. Giving direction to the Executive;
 - ii. Determining the use of the finances and other assets of the Society;
 - iii. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee;
 - iv. Dismissing *Executive Members* under 4.3 of the Constitution.

7. GENERAL MEETINGS

- 7.1. The Society shall hold General Meetings as required during the semester.
- 7.2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of *Ordinary Members* of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.
- 7.3. Except as provided in Section 9 and 10, the Secretary shall give at least seven (7) days notice of the time and place of a General Meeting through one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 7.4. Quorum at General Meetings shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- 7.5. The procedure at all meetings shall follow the normal rules of debate.
- 7.6. The agenda for a General Meeting shall include:
1. Opening and welcome;
 2. Apologies and leaves of absence;
 3. Minutes of the previous meeting;
 4. Business arising from the minutes;
 5. Correspondence;
 6. Motions on notice;
 7. Reports of *Executive Members*;
 8. Other reports;
 9. General business;
 10. Date of the next meeting.

- 7.7. A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:
- i. Granting *Honorary Membership*;
 - ii. Repealing motions and the effect of motions carried at an Ordinary Meeting;
 - iii. Amending the Constitution;
 - iv. Dismissing Executive Members for failure to adequately perform their executive duties, provided that the Executive Member is given reasonable right of reply;
 - v. Dissolving the Society.
- 7.8. Vacant executive positions may be filled at a General Meeting following the ordinary procedures for election as per Section 9 of this constitution.

8. ANNUAL GENERAL MEETING

- 8.1. The Society shall hold an Annual General Meeting annually in the month of **August**.
- 8.2. The Annual General Meeting shall be convened for the following purposes:
- i. To receive a report and statement of accounts for the preceding financial period;
 - ii. To elect an Executive for the ensuing term;
 - iii. To transact any other business, notice of which shall be duly submitted to the Secretary.
- 8.3. The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 8.4. The Annual General Meeting shall be held between 9 a.m. and 9 p.m. at a place on a campus of The University of Sydney and/or via video conference. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.
- 8.5. Quorum at the Annual General Meeting shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*.
- 8.6. The agenda for the Annual General Meeting shall include:
1. Opening and welcome;
 2. Apologies and leaves of absence;
 3. Minutes of the previous meeting;
 4. Business arising from the minutes;
 5. Correspondence;
 6. Motions on notice;

7. Annual Reports;
 - 7.1. President;
 - 7.2. Treasurer;
 - 7.3. Secretary;
 - 7.4. Other Executive Members;
 8. Election of the Executive;
 9. General business.
- 8.7. Society meetings may not be held during the University closure period surrounding the Christmas and New Year Public Holidays, and notice must be called outside of this period.

9. ELECTIONS

- 9.1. The Executive shall be elected annually at the **Annual General Meeting** in the month of **August** each year.
- 9.2. Only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote in the election.
- 9.3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.
- 9.4. The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all Members. (A mail-out is understood to include communication by e-mail.). The notice shall state:
 - i. The day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
 - ii. The day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
 - iii. The time, date and venue of the election;
 - iv. That only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote.
- 9.5. In order to stand for election, nominees must accept nomination.
- 9.6. Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

- 9.7. The Clubs & Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.
- 9.8. Voting shall be by secret ballot, and shall be Single Transferable Vote.
- 9.9. The General Body of the Society may, in a General Meeting, elect any *Ordinary Member* of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

10. ALTERATION TO THE CONSTITUTION

- 10.1. This Constitution may be amended by a two-thirds majority of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at any General Meeting, provided that:
 - i. Written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting;
 - ii. The said changes do not contravene The University of Sydney or The University of Sydney Union guidelines;
 - iii. The Secretary has given at least fourteen (14) days notice of those proposed changes to all Members through one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (A mail-out is understood to include communication by e-mail.);
 - iv. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs & Societies Manager of The University of Sydney Union within fourteen (14) days of the meeting;
 - v. The amendments are approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.
- 10.2. Constitutional amendments do not become effective until approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.

11. ASSETS AND FINANCES

- 11.1. All property of the Society shall be vested in the Executive, and shall be dealt with in such manner as directed by the Society in an Ordinary Meeting.
- 11.2. The Society shall maintain a bank account.
- 11.3. All payments of the Society shall be by cheque, or electronic fund transfer, signed by at least two members of the Executive, one of whom must be the Treasurer.
- 11.4. The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of the Sydney Union, and submitted for audit by the Clubs & Societies Auditor

immediately following the Financial Year End of the Society in the month of June each year.

11.5. Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Objects of the Society, and no portion of those funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.

11.6. The financial year of the Society shall run from the 1st July to the 30th June following.

12. DISSOLUTION

12.1. The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs & Societies Office, be transferred to a cultural, charitable or educational organisation as the Society in a General Meeting may resolve.

12.2. The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

13. INACTIVITY

13.1. The Society shall be deemed inactive after any continuous six month period in which the Club or Society has remained unregistered. If upon inactivity there remains any monies or properties, the Clubs & Societies Office shall control such properties and all money will be deposited into a USU-administered trust account, and will be returned to the Society should it reform. After a total of eighteen months inactivity, all Society funds will be transferred to the USU general account.

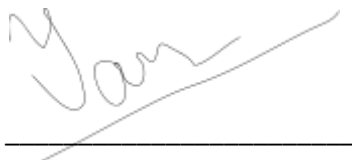
14. RECOGNITION

14.1. The Society shall comply with all requirements of The University of Sydney and The University of Sydney Union for recognition as a registered Society of The University of Sydney Union.

This Constitution was adopted on the twenty-fifth day of August, 2026

Signed on Date: 31/08/2026

Outgoing President: Tanisha Joshi

A handwritten signature in cursive script, appearing to read 'Tanisha', written over a horizontal line.

Secretary: Sam O'Donnell

A handwritten signature in cursive script, appearing to read 'S O'Donnell', written over a horizontal line.