

Constitution of Armidale Students' Promoting International Rights and Equality (ASPIRE)

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Part 1 - Preliminary

1. Name

1.1. The official name of this organisation is 'Armidale Students' Promoting International Rights and Equality.' The organisation shall also operate under the name 'ASPIRE.'

2. Vision, Mission, Objectives

2.1. The vision, mission and objectives of ASPIRE shall be read and understood with as broad a definition as possible. As far as possible, all aims shall be read and understood as being principle aims.

2.2. The vision of ASPIRE shall be,

2.2.1. Sustainable, universal and equitable health for all.

2.3. The mission of ASPIRE shall be,

2.3.1. To engage medical students and the wider Armidale community in global health and promote effective action on global health.

2.4. The objectives of ASPIRE shall be,

2.4.1. Create and run engaging and informative events promoting awareness of global health issues;

2.4.2. Provide opportunities for students and the wider community to improve global health education;

2.4.3. Raise funds for reputable organisations helping to improve global health;

2.4.4. Consult and represent the views of the students of UNE on global health issues;

2.5. The organisation may subscribe to, support with its funds, become a member of or co-operate with any other association or organisation, whose objectives are similar to those of the organisation.

3. Definitions

3.1. In this constitution, unless a contrary intention is made explicit,

3.1.1. AGM means the Annual General Meeting;

3.1.2. AMSA means the Australian Medical Students' Association;

3.1.3. AMSA ThinkTanks refers to the AMSA initiative to provide a direct and accessible link between local medical students and AMSA as an open gathering for all UNEMSA members;

3.1.4. ARAR means Armidale Rural Australians for Refugees;

- 3.1.5. ASPIRE means Armidale Students' Promoting International Rights and Equality;
- 3.1.6. BMed means the JMP Bachelor of Medicine course or Equivalent;
- 3.1.7. Committee means the ASPIRE Committee;
- 3.1.8. Day means a regular calendar day;
- 3.1.9. Faculty means the staff of the JMP and SRM;
- 3.1.10. General Meeting means a general meeting of the ASPIRE members;
- 3.1.11. GHG means Global Health Group;
- 3.1.12. GPSN UNE means the General Practice Student Network at the University of New England;
- 3.1.13. IOGs means ASPIRE's Internal Operating Guidelines, a document outlining the internal governance of ASPIRE;
- 3.1.14. JMP means the Joint Medical Program of the University of Newcastle and University of New England;
- 3.1.15. MoU means a Memorandum of Understanding, a document formalising an affiliation between ASPIRE another external organisation;
- 3.1.16. NERCHA means the New England Rural Club for Health Alliance;
- 3.1.17. Committee Member means a member of the committee
- 3.1.18. Organisation mean ASPIRE;
- 3.1.19. Returning Officer means the Member in charge of coordinating elections and election nominations;
- 3.1.20. SIG(s) means UNE's SRM Special Interest Groups, which includes but is not limited to GPSN UNE, NERCHA and UNESS;
- 3.1.21. Services UNE means the Clubs and Societies subcommittee of UNE;
- 3.1.22. SLA means Sustainable Living Armidale;
- 3.1.23. Society means ASPIRE;
- 3.1.24. Special General Meeting means a general meeting of the organisation other than an Annual General Meeting;
- 3.1.25. SRM means the University of New England School of Rural Medicine;
- 3.1.26. Student means a student enrolled in the BMed or MD Program through the University of New England or Equivalent;
- 3.1.27. UNE means University of New England;
- 3.1.28. UNEMSA means University of New England Medical Students' Association Inc.;
- 3.1.29. UNESA means the University of New England Student Association;
- 3.1.30. UNESS means the University of New England's Surgical Society;
- 3.1.31. University means the University of New England;
- 3.1.32. UNMS means the University of Newcastle Medical Society;
- 3.1.33. VMO means ASPIRE's Vision, Mission, Objective, as defined by Clause 2.
- 3.1.34. Wake-up! refers to the University of Newcastle's Global Health Group.
- 3.1.35. MD refers to the Doctor of Medicine

3.2. In this constitution:

3.2.1. A reference to a function includes a reference to a power, authority and duty, and a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

Part 2 - Membership

4. Membership generally

4.1. Membership of ASPIRE will consist of the following categories:

- 4.1.1. Medical membership;
- 4.1.2. Associate membership, see clause 14;
- 4.1.3. Non-Medical membership, see clause 15,

4.2. The number of members in each category will be unlimited.

4.3. The benefits, rights and privileges associated with each category of membership will be as determined and advised by the Committee from time to time.

4.4. A person is eligible to be a Medical Member of the association if:

- 4.4.1. the person is a natural person, and;
- 4.4.2. the person is enrolled as a student of the University of New England Bachelor of medicine Program or the Doctor of Medicine or similar, or has taken a leave of absence from this program lasting no longer than 1 year.

4.5. The person is entitled to Associate membership if they satisfy the provisions under clause 14;

4.6. The person is entitled to a Non-Medical membership if they satisfy the provisions under clause 15;

5. Nomination of membership

5.1. Nomination for Medical Membership is implied upon individual gaining entrance into the UNE BMed or MD or Equivalent.

5.2. Nomination for Associate Membership is implied when the person is a student at the University of Newcastle, and a member of 'UNMS' and/or 'Wake Up!'

5.3. The secretary must, upon sign-up of a nominee, enter the nominee's name in the register of members and, on the name being entered into the register, the nominee becomes a member of ASPIRE.

6. Cessation of membership

6.1. A person ceases to be a member of ASPIRE if the person:

- 6.1.1. ceases to qualify for membership as stated in clause 4;
- 6.1.2. resigns membership as outlined in clause 7;
- 6.1.3. places ASPIRE in jeopardy, or compromises the effective function or reputation of ASPIRE (as determined by the committee, where an opportunity for both parties involved have had a chance to present their case to an external mediator; of whom is agreed upon by all parties.)
- 6.1.4. is convicted of an indictable offence, or;
- 6.1.5. dies.

7. Resignation of membership

7.1. A member may resign from membership of ASPIRE by first giving notice in writing to the Secretary of a least one week (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

7.2. If a member of the ASPIRE ceases to a member under clause 7.1 and in every other case where a member ceases to hold membership, the Secretary must enter the date of membership cessation, and remove the members name from the membership register and place it into the membership archive, as outlined in clause 9.

8. Membership entitlements not transferable

8.1. A right, privilege or obligation which a person has by reason of being a member of ASPIRE:

- 8.1.1. Is not capable of being transferred or transmitted to another person, and;
- 8.1.2. terminates on cessation of the person's membership.

9. Register of members

9.1. The Committee must establish and maintain a register and an archive of members for each category of membership.

9.2. The membership register will include the names and contact details of all persons admitted to membership of the Association, the dates of their admission, and any further particulars the Committee or the Members require from time to time.

9.3. The membership archive will include the names and contact details of all persons whose membership of the Association has ceased or has been resigned; the dates of their admission and membership cessation or resignation.

9.4. The register will be available at all reasonable times by any Member who applies to the Secretary for such inspection. This will only entail viewing of the names of Members, unless otherwise approved by the Committee.

9.5. The Committee may, on application from a Member, withhold information about a Member from the register available from inspection if the Committee has reasonable grounds for believing the disclosure of information would put that Member at risk or harm.

9.6. A Member must not use information about a person obtained from the register to contact or send material to the person, other than for:

9.6.1. the purpose of sending the person a newsletter, a notice in respect to a meeting or other event relating to the Association or other material specifically relating to the Association.

9.7. Use of the information obtained from the register will be at the discretion of the Committee.

9.8. Clubs and Societies UNE may be provided with an up-to-date copy of the register on an annual basis. The information contained within this copy of the register will be at the discretion of the Committee.

9.9. Provision of information on the registers to external parties (except as prescribed in Clause 9.9), without explicit, written consent of the Association's relevant membership, is forbidden.

10. Fees and subscription

10.1. A Member of the association is not expected to pay a fee on admission to membership.

10.2. Unless otherwise agreed on by the committee in a committee meeting by a two-thirds majority vote, a fee cannot be put in place for admission to membership.

11. Members' liabilities

11.1. The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the cessation of the Association is limited to the amount, unpaid by the member in respect of service provided by ASPIRE or debt incurred.

12. Resolution of disputes

12.1. A dispute between a Member and another member (in their capacity as members) of the Association, or a dispute between a Member (or members) and the Association, are to be resolved at the discretion of the ASPIRE committee.

12.2. If a resolution cannot be determined between the member/s and ASPIRE, then the dispute is to be referred to an external mediator; who is to be agreed upon by all involved parties.

12.3. Disputes must be responded to within one month of the dispute being submitted to the ASPIRE committee.

13. Complaints

13.1. A complaint may be made to the Committee by any person; that a Member has:

13.1.1. refused or neglected to comply with a provision or provisions of this constitution, or;
13.1.2. wilfully acted in a manner prejudicial to the interests of the Association.

13.2. To respond to a complaint, the committee:

13.2.1. Must cause notice of the complaint to be served on the Member concerned, and;
13.2.2. Must give the Member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint,
13.2.3. Must take into consideration any submissions made by the Member in connection with the complaint; and
13.2.4. A resolution action plan must then be made by the Committee.

13.3. A Member may then appeal the resolution action plan, at which point an external mediator; agreed upon by both parties must be appointed to assist with resolving the complaint.

14. Associate membership

14.1. A person is eligible for Associate Membership if they:

- 14.1.1. Are a natural person, and;
- 14.1.2. Do not qualify for membership under the regulations stated in Clause 4.4, and;
- 14.1.3. Are a current member of Wake-up! and/or the University of Newcastle Medical Society.

14.2. "Associate membership" may be granted:

- 14.2.1. upon submission of their intention to become a Member to the Secretary;
- 14.2.2. submission of proof of membership to Wake-up! and/or the University of Newcastle Medical Society, and;
- 14.2.3. the approval of the submission by the Committee.

14.3. Membership for Associate Members is valid from the date the membership is granted to the end of the calendar year in which the membership is granted.

14.4. Associate members have the same rights as Medical Members, except the right to:

- 14.4.1. Vote in any election of the Association, or;
- 14.4.2. Nominate and run for a position on the committee, or;
- 14.4.3. Vote in a general or special general meeting, or;
- 14.4.4. Contribute towards a quorum at a general or special general meeting.

15. Non-Medical membership

15.1. A "Non-Medical Membership" is for person who has been granted Non-Medical Membership to ASPIRE in accordance with this Clause 15.

15.2. A person is eligible for Non-Medical Membership if they:

- 15.2.1. Are a natural person, and;
- 15.2.2. Do not qualify for membership under the regulations stated in Clause 4.4, and;
- 15.2.3. are currently enrolled at the University of New England.

15.3. A Non-Medical Membership is granted by a majority vote at a committee meeting, and is for individuals who, in the opinion of the Association, have demonstrated consistent support and commitment to ASPIRE.

15.4. Membership for Non-Medical Members is valid from the date the membership is granted to the end of the calendar year in which the membership is granted.

15.5. Non-Medical Members have the same rights as Medical Members, except the right

to:

15.5.1. Nominate and run for positions the Committee deems to be 'AMSA positions'. Currently these positions are limited to; AMSA Global Health Representative, Crossing Borders Representative, Red Party representative and Code Green Representative

Part 3 - The committee

16. Powers of the committee

16.1. Subject to this constitution and to any resolution passed by the Association in a General or Special Meeting, the committee:

- 16.1.1. Is to control and manage the affairs of the Association;
- 16.1.2. May exercise all such functions as may be required by the Association, other than those functions that are required by this constitution to be exercised at a General or Special Meeting with members of ASPIRE, and;
- 16.1.3. Has power to perform all such acts and do all such things that appear to the Committee to be necessary or desirable for the proper management of affairs of ASPIRE in relation to their committee roles.

17. Composition and membership of committee

17.1. The committee is to consist of:

- 17.1.1. The Committee members of ASPIRE, each of whom is to be elected as detailed under clause 18, and;
- 17.1.2. Affiliated Organisation Liaisons, as outlined in clause 18.

17.2. The Committee shall comprise of at least one (1) Member, elected for each of the following:

- 17.2.1. Engagement Officer;
- 17.2.2. Education Officer;
- 17.2.3. Code Green Project Representative;
- 17.2.4. Crossing Borders Project Representative;
- 17.2.5. Sexual and Reproductive Health Representative;
- 17.2.6. Healthy Communities Project Representative;
- 17.2.7. Red Week Project Convenor(s);
- 17.2.8. Treasurer;
- 17.2.9. Secretary;
- 17.2.10. AMSA Global Health Representative/Vice President; and
- 17.2.11. The President;

17.3. The duties of the Committee shall be to:

- 17.3.1. Perform all tasks that appear to the Committee to be necessary or desirable for the management and functioning of ASPIRE in relation to their committee role;
- 17.3.2. Complete all tasks in alignment with ASPIRE's Vision, Mission and Objectives as outlined in clause 2;
- 17.3.3. Attend and participate in all meetings, and in all of ASPIRE's events and projects to a reasonable degree;
- 17.3.4. To work with the Treasurer and AMSA Global Health Representative to ensure all of

ASPIRE's project and events are financially viable;

17.3.5. To work with the Engagement Officer to produce content for any internal or external publications, as required, including but not limited to the UNEMSA Armadillo Magazine; and

17.3.6. To assist with other matters of the Committee when relevant.

17.4. An individual elected to a Committee position shall not be permitted to bear office for more than one position on the Committee.

17.5. Each member of the committee is, subject to this constitution, to hold office until Seven (7) days following the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election.

17.6. Each member of the Committee has a responsibility to conduct all matters within their portfolio in a manner consistent with the Vision, Mission and Objectives of ASPIRE, as outlined in clause 2.

17.7. If there is sufficient interest, subcommittees for various portfolios can be established. Formation of subcommittees may be conducted at the discretion of the committee.

18. Affiliated Organisation Liaisons

18.1. Affiliated Organisation Liaisons will comprise of:

18.1.1. One (1) Officer appointed by the affiliated group which they present:

18.1.1.1. UNEMSA Liaison;

18.1.1.2. ARAR Liaison;

18.1.1.3. SLA Liaison;

18.1.1.4. GPSN Liaison;

18.1.1.5. NERCHA Liaison;

18.1.1.6. UNESS Liaison.

18.2. The Liaison is usually the Chair or President of the affiliated group, however can be appointed at the discretion of the external organisation.

19. Election of committee members

19.1. Election of a member to the particular office shall be completed by ASPIRE from within the membership of ASPIRE.

19.2. Voting for the Committee members is to take place at the AGM each year, or SGM if needed.

19.3. Nominations of candidates for election as Committee Members of ASPIRE:

- 19.3.1. Must be made in writing;
- 19.3.2. Include the nominees name, contact details and the position/s they would like to nominate for, and;
- 19.3.3. Must be delivered to the Returning Officer of the association at least seven (7) days prior to the date fixed for the Annual General Meeting.

19.4. The President will act as the Returning Officer for elections, unless that Member intends to run for a position again, at which point the position of Returning Officer will be appointed to another Member who is not again running for a position.

19.5. Nominations for elections shall be called for at least fourteen (14) days prior to the date of the election, and must include;

- 19.5.1. The ASPIRE Committee position statements;
- 19.5.2. The name and contact details of the outgoing committee members;
- 19.5.3. The time, date and place of the meeting in which the election will be convened.

19.6. At the annual general meeting, all nominees will be given the opportunity to deliver a speech or presentation that shall not exceed two minutes in length; or five minutes in length for members applying for the role of President.

19.7. Individuals may nominate for multiple positions on the Committee.

19.8. If the number of nominations received is equal to or less than the number of vacancies to be filled, nominations for that position will also be open at the Annual General Meeting.

19.9. If the number of nominations received is greater than the number of vacancies to be filled, no further nominations for that position shall be taken at the Annual General Meeting.

19.10. An individual being elected into multiple positions may select one and the other position(s) are then given to the next highest vote holder.

19.11. In the case where a position is not filled, the incoming committee may use its discretion to appoint someone in a fair way via written applications, or hold another election, in whichever manner it sees fit.

19.12. At the conclusion of any election, the newly elected Committee members shall be announced to all year levels online via the ASPIRE website page, ASPIRE Facebook Page; and ASPIRE Facebook Group.

19.13. The term of the newly elected Committee shall commence Seven (7) days following their election.

19.14. The newly elected Committee must actively engage and complete a handover with the outgoing Committee.

19.15. The outgoing Committee is responsible for preparing handover information to the incoming office bearers.

19.16. Voting in elections shall be conducted as such:

19.16.1. Voting shall be on ballot paper or online, at the discretion of the Committee, in a preferential system.

19.16.2. The ballot for a given position must:

19.16.2.1. List the names of the person(s) nominated in an alphabetical or random order, and;

19.16.2.2. Contain appropriate space to indicate preferences.

19.16.3. On the ballot, nominees are to be numbered in order of preference, with one (1) being most preferred. At least three preferences are to be made, unless there are less than three nominations for a given position.

19.16.4. When counting the ballot, a single transferable voting system shall be used.

19.16.5. Each member has one vote per position being voted on and may vote for all positions being nominated.

19.16.6. In the case where there is only one nomination for a position, a two-thirds majority vote of confidence from voting members must be achieved for the nominated individual to hold office.

19.16.7. The ballots shall be counted by the Returning Officer and one other members of the outgoing Committee, or two nominated ASPIRE members, who are not nominated for positions that are being voted on ("Voting Officials").

19.16.8. The ballots will be counted immediately after voting and the results of the election will be announced as soon as a result has been reached for all Committee positions.

19.16.9. Electronic votes will be accepted by the Voting Officials, and will open at least by the close of the AGM and remain open until at least 12pm the following day.

19.16.10. The Returning Officer will retain and safely keep all election results and ballots and at the end of seven days after the conclusion of the AGM, such results shall be destroyed.

19.16.11. If a Member challenges the counting of votes by the Voting Officials, in response to a challenge the Committee must elect a randomised Member of the Association to verify the counting with the Voting Officials, at which point the results will be final.

20. President

20.1. The duties of the President shall be:

20.1.1. To oversee the general functioning of ASPIRE and to ensure the Vision, Mission and Objective are adhered to as outlined in clause 2;

20.1.2. To support the Committee in coordinating their roles;

20.1.3. To oversee the following portfolios unless otherwise decided by the Committee:

20.1.3.1. The AMSA Global Health Representative;

20.1.3.2. The Secretary;

20.1.3.3. The Treasurer;

20.1.3.4. The Engagement Officer;

20.1.3.5. The Education Officer.

20.1.4. To represent and advocate for ASPIRE and its members within:

20.1.4.1. UNEMSA;

20.1.4.2. The UNE School of Rural Medicine and the JMP;

20.1.4.3. AMSA and AMSA Global Health, in conjunction with the AMSA Global Health and AMSA Representative;

20.1.4.4. Any other local, national or international external organisations, as required.

20.1.5. To report back to a committee meeting with updates from any external organisations, at which they have represented ASPIRE.

20.1.6. To act as an official spokesperson of ASPIRE;

20.1.7. To set the annual agenda and to oversee and future strategic planning of ASPIRE in accordance with the wishes of ASPIRE's members;

20.1.8. To set the annual budget with the Treasurer in accordance to ASPIRE's Vision, Mission and objectives as outlined in clause 2;

20.1.9. To ensure the long term financial sustainability of ASPIRE and to oversee the future financial strategic plan for ASPIRE, in conjunction with the Treasurer;

20.1.10. To act as the Returning Officer at and coordinate ASPIRE committee elections;

20.1.11. To assist the Treasurer with the development of a prospectus annually;

20.1.12. To assist the Secretary in the maintenance of the Membership Register and Membership Archive;

20.1.13. To assist with other matters of the Committee where relevant.

20.1.14. To liaise with the following organisations/individuals:

20.1.14.1. Wake-up! and UNMS;

20.1.14.2. UNE Clubs and Societies;

20.1.14.3. UNEMSA and UNMS Clinical Representatives, to assist in engaging forth (4th) and fifth (5th) year UNE SRM students;

20.1.14.4. UNE SIGs, including but limited to GPSN UNE, NERCHA and UNESS.

20.1.15. To review ASPIRE's MoUs and affiliations with external organisations annual.

20.1.16. If the President wishes to do so, they are eligible to remain as a member of the committee until the following years AGM.

21. AMSA Global Health representative

21.1. The duties of the AMSA Global Health Representative for the ASPIRE Committee, shall be:

- 21.1.1. To act as a liaison between AMSA, AMSA Global Health and ASPIRE, and represent ASPIRE on all AMSA and AMSA Global Health matters.
- 21.1.2. To promote AMSA Global Health opportunities to the ASPIRE committee and its members;
- 21.1.3. To provide a summary report from each AMSA Global Health Forum to ASPIRE's members, including the presentation of any new project or event ideas that might arise from collaboration with other university's global health groups, at the next available committee meeting;
- 21.1.4. To report any other activities of the AMSA Global Health management team to the ASPIRE Committee and Members;
- 21.1.5. To oversee the organise and execution of any tasks set out by AMSA Global Health for ASPIRE, including the implementation of any new tasks, campaigns, projects or events that may arise;
- 21.1.6. To oversee the organisation of ASPIRE's AMSA Global Health Conference Scholarships, if necessary;
- 21.1.7. To oversee the general functioning of ASPIRE;
- 21.1.8. To support the Committee in coordinating their roles;
- 21.1.9. To oversee the creation, planning, promotion and execution of ASPIRE's events;
- 21.1.10. To take responsibility for ASPIRE's property and cupboard (located in: PBL B Tutorial Room, School of Rural Medicine, University of New England, Armidale, NSW, Australia, 2351);
- 21.1.11. To, with the President, oversee the following portfolios unless otherwise decided by the Committee:
 - 21.1.11.1. The Code Green Project Representative;
 - 21.1.11.2. The Crossing Borders Project Representative;
 - 21.1.11.3. The Sexual and Reproductive Health Project Representative;
 - 21.1.11.4. The Healthy Communities Project Representative; and
 - 21.1.11.5. The Red Week Project Convenor(s);

21.2. The duties of the AMSA Global Health Representative for the AMSA Global Health Committee, shall be:

- 21.2.1. To fulfil the duties of the position as outlined in the AMSA and AMSA Global Health Constitution, Charter, and Regulations and Bylaws, and carry out all relevant tasks set by AMSA Global Health;
- 21.2.2. To attend AMSA Global Health Forums and represent the interests of ASPIRE and UNE SRM at Council;
- 21.2.3. To promote and attend the AMSA Global Health Conference, coordinate the ASPIRE delegation prior to and during the event, and assist, if required, with any logistical task of the conference;
- 21.2.4. To appoint a proxy, usually the President, to attend the AMSA Global Health Forums and the AMSA Global Health Conference, if unavailable;
- 21.2.5. To complete the tasks of a weekly e-mail from the AMSA Global Health National Coordinators;
- 21.2.6. To attend monthly state teleconference meetings, as required;
- 21.2.7. To assist and promote any AMSA Global Health tasks, activities, campaigns, projects and/or events that may arise;

21.2.8. Assist the AMSA Representative from UNEMSA with the organisation of ThinkTanks, take responsibility for the discussion and presentation of the Global Health policies at ThinkTanks, and assist when necessary the AMSA Representative with any other related tasks, events or projects that might arise, as required;

21.2.9. To assist the promotion and implementation of AMSA and AMSA Global Health policy within ASPIRE;

21.2.10. To encourage and promote AMSA membership to ASPIRE members.

21.3. With the President take responsibility for:

21.3.1. Setting the overall agenda and assisting with the future strategic planning of ASPIRE;

21.3.2. Ensuring the Vision, Mission and Objectives are adhered to as outlined in clause 2;

21.3.3. Being actively involved in promoting and representing ASPIRE as required; and

21.3.4. Reviewing the constitution and Internal Operating Guideline as required.

21.4. To assume the duties of the President should the President be unavailable.

22. Secretary

22.1. The duties of the Secretary shall be:

22.1.1. To schedule and promote all ASPIRE meetings;

22.1.2. To prepare an agenda for each meeting;

22.1.3. To record accurate minutes from each meeting;

22.1.4. To distribute minutes from meetings to all ASPIRE members within four (4) working days following each meeting;

22.1.5. To maintain all official documents of ASPIRE, including minutes, constitution, IOGs, MoUs and the ASPIRE Google Drive;

22.1.6. To oversee and update the Membership Register and Archive;

22.1.7. To oversee and coordinate a continuous handover process; and organise an annual handover meeting within fourteen (14) days of the AGM.

22.1.8. To assume the duties of the President should the President and Global Health Representative all be unavailable;

22.1.9. To assist other Committee members where needed, including the President and Global Health Representative in the management of ASPIRE.

23. Treasurer

23.1. The Treasury duties of the Treasurer shall be:

23.1.1. To construct, review, and update an annual budget in consultation with ASPIRE's President, committee and members; and in accordance with ASPIRE's Vision, Mission and Objectives as outlined in clause 2;

23.1.2. To oversee, work towards and maintain long term financial sustainability and financial strategic planning for ASPIRE, in conjunction with the President and Sponsorship Officer.

23.1.3. To keep up-to-date, true and accurate financial records of all of ASPIRE's financials;

- 23.1.4. To provide a financial report at each ASPIRE meeting;
- 23.1.5. To supervise event and project budgets and work with event and project coordinators to ensure financial sustainability of all ASPIRE events and projects;
- 23.1.6. To oversee the execution of ASPIRE's AMSA Global Health Conference Scholarships, in conjunction with the AMSA Global Health Representative;
- 23.1.7. To reimburse expenses from ASPIRE's activities;
- 23.1.8. To provide invoices to sponsors and other receipts as needed, unless otherwise decided by the Committee;
- 23.1.9. To prepare ASPIRE's books for audit as required.

23.2. The Sponsorship duties of the Sponsorship Officer shall be:

- 23.2.1. To gain sponsorship from outside organisations to assist with the cost of ASPIRE's events, projects and activities;
- 23.2.2. To ensure that sponsorship agreements are made with external organisations that are considered ethical as agreed upon by the ASPIRE committee and aligns with ASPIRE's Vision, Mission and Objectives as outlined in clause 2;
- 23.2.3. To negotiate and renegotiate the terms of sponsorship agreements with current and potential sponsors;
- 23.2.4. To actively seek new sponsorship opportunities for ASPIRE;
- 23.2.5. To work towards meeting the sponsorship income target set in the budget, in conjunction with the Treasurer;
- 23.2.6. To ensure all requirements set out in sponsorship contracts are fulfilled;
- 23.2.7. To ensure any funding or sponsorship forms are completed and kept up-to-date;
- 23.2.8. To oversee the communication between the sponsors and the ASPIRE Committee to organise the execution of all sponsorship agreements and the promotion of sponsors to ASPIRE's members;
- 23.2.9. To oversee and work towards the formation of long term sponsor partnerships that will help maintain ASPIRE's financial sustainability
- 23.2.10. To assist the President and Treasurer with working towards and maintaining long term financial sustainability and financial strategic planning for ASPIRE;
- 23.2.11. To ensure letters of gratitude are provided to all sponsors;
- 23.2.12. To revise and renew ASPIRE's Sponsorship Prospectus for early distribution, in conjunction with the President and Treasurer.
- 23.2.13. To negotiate sponsorship and funding agreements with sponsors following distribution of the ASPIRE Sponsorship Prospectus; and
- 23.2.14. To oversee ASPIRE's UNE Clubs and Societies Student Service and Amenities Fee Funding (SAFF) agreements; and liaison with the UNE Clubs and Societies and SAFF Office, as required.

24. Engagement Officer

24.1. The duties of the Engagement Officer shall be:

- 24.1.1. To oversee the overall branding and promotion of ASPIRE generally;
- 24.1.2. To oversee all of the promotion for ASPIRE's activities, events and projects;
- 24.1.3. To assist other members of the ASPIRE committee with the creation and distribution of promotional materials, as required;
- 24.1.4. To oversee all publications contributed to or created by ASPIRE, including but not limited to creating an article for the UNEMSA Armadillo Magazine at least three (3) times per year.
- 24.1.5. To maintain and regularly update the ASPIRE website page, in conjunction with the UNEMSA website officer;

- 24.1.6. To maintain and regularly update the ASPIRE Facebook Group and Page, the ASPIRE Instagram account and any other social media deemed most relevant by the Committee;
- 24.1.7. To review and update the ASPIRE Global Health Event and Project Calendar, in conjunction with the ASPIRE committee;
- 24.1.8. To review and update the ASPIRE Pin-board (located in the School of Rural Medicine, Common Room, University of New England, Armidale, NSW, Australia, 2351), as required;
- 24.1.9. To ensure all sponsorships promotion requirements are met; in conjunction with the Sponsorship officer;
- 24.1.10. To organise, order and sell any ASPIRE merchandise as required;
- 24.1.11. To safe keep ASPIRE's online documents, records and photos;
- 24.1.12. To oversee and assist the committee with the ASPIRE email accounts and in setting up their forwarding and sending details as requested;
- 24.1.13. To help organising an online voting system for the ASPIRE elections, and any other voting elections, as required and in conjunction with the relevant ASPIRE committee members.

25. Education Officer

25.1. The duties of the Education Officer shall be:

25.1.1. To plan, organize and facilitate activities, events, projects or campaigns that are entertaining, interactive, and informative for ASPIRE members, that do not fit within the scope of the other project portfolios but may include them; some of these events may include, but are not limited to:

- 25.1.1.1. The organisation Orientation Week events and activities for ASPIRE;
- 25.1.1.2. The organisation of an annual Global Health Speaker Night;
- 25.1.1.3. The organisation of Global Health Film Nights;
- 25.1.1.4. The organisation of an activity or event for the UNE Welfare Day, and;
- 25.1.1.5. Assisting the UNEMSA Academic Convenor with UNEMSA Academic events include the Health Equity Selective Night, and/or the UNEMSA Women's Night.
- 25.1.1.6. The organisation of any other events or activities with the other SIGs within the SRM and/or UNEMSA;

25.1.2. To organize, oversee, and be responsible for any other relevant education projects or events that may arise, as required.

26. Code Green Project Representative

26.1. The duties of the Code Green Project Representative shall be:

- 26.1.1. To be responsible for the promotion and running of the AMSA Global Health Code Green Campaign; including the running of events and dissemination of relevant information;
- 26.1.2. To represent ASPIRE at all Code Green meetings with the Code Green National Project Manager/s and other GHG Code Green representatives, as necessary;
- 26.1.3. To be responsible for a Code Green subcommittee; if required for the running of the campaign or events;
- 26.1.4. To act as a liaison and representative between the following organisations and ASPIRE, and to promote and report back any relevant activities or information to ASPIRE:

- 26.1.4.1. Sustainable Living Armidale, in conjunction with the AMSA Global Health Representative.
- 26.1.4.2. Doctors for the Environment Australia (DEA)
- 26.1.4.3. Any other relevant Climate Change and Health organisations within UNE, and the wider community.
- 26.1.5. To respond in a timely manner to all Code Green and external organisation correspondence;
- 26.1.6. To report back to ASPIRE committee meetings any relevant information from the Code Green National Project Managers; or any other relevant external organisations;
- 26.1.7. To help ensure that the execution of all ASPIRE's events and activities are run as environmentally sustainable as possible; and
- 26.1.8. To be responsible for educating and increasing the awareness about the effects of Climate Change on Health, through overseeing any relevant events and/or activities that are entertaining, interactive and informative, for ASPIRE members, the UNE SRM, UNE and the wider community.

27. Crossing Borders Project Representative

27.1. The duties of the Crossing Borders Project Representative shall be:

- 27.1.1. To be responsible for the promotion and running of the AMSA Global Health Crossing Borders Campaign; including the running of events and dissemination of relevant information;
- 27.1.2. To represent ASPIRE at all Crossing Borders meetings with the Crossing Borders National Project Manager/s and other GHG Crossing Borders representatives, as necessary;
- 27.1.3. To be responsible for a Crossing Borders subcommittee; if required for the running of the campaign or events;
- 27.1.4. To act as a liaison and representative between the following organisations and ASPIRE, and to promote and report back any relevant activities or information to ASPIRE:
 - 27.1.4.1. Armidale Rural Australian for Refugees, in conjunction with the Global Health Representative.
 - 27.1.4.2. Doctors for Refugees Australia
 - 27.1.4.3. Any other relevant Refugee and Asylum Seeker Healthcare organisations within UNE, and the wider community;
- 27.1.5. To respond in a timely manner to all Crossing Borders and external organisation correspondence;
- 27.1.6. To report back to ASPIRE committee meetings with any relevant information from the Crossing Borders National Project Managers; and/or any other relevant information from any other external organisations;
- 27.1.7. To be responsible for educating and increasing the awareness about Refugee and Asylum Seeker Healthcare, through overseeing any other relevant events and/or activities that are entertaining, interactive and informative, for ASPIRE members, the UNE SRM, UNE and the wider community.

28. Healthy Communities Project Representative

28.1 The duties of the Healthy Communities Project Representative shall be:

- 28.1.1. To be responsible for the promotion and running of the AMSA Global Health Healthy Communities Project, including the running of events and dissemination of relevant information;

- 28.1.2. To represent ASPIRE at all AMSA Healthy Communities meetings with the AMSA Healthy Communities National Project Manager/s and other GHG Healthy Communities representatives, as necessary;
- 28.1.3. To be responsible for a Healthy Communities subcommittee, if required, for the running of the campaign or events;
- 28.1.4. To act as a liaison and representative between the following organisations and ASPIRE, and to promote and report back any relevant activities or information to ASPIRE:
- 28.1.4.1. Armidale parkrun;
 - 28.1.4.2. Doctors for Nutrition Australia;
 - 28.1.4.3. Any other relevant organisations helping to mitigate the health burden of non-communicable diseases within UNE and the wider community;
- 28.1.5. To respond in a timely manner to all correspondence from AMSA Healthy Communities and other external organisations;
- 28.1.6. To report back to ASPIRE committee meetings with any relevant information from the AMSA Healthy Communities National Project Manager(s); and/or any other relevant information from any other external organisations;
- 28.1.7. To be responsible for educating and increasing the awareness about non-communicable diseases and their burden on health, through overseeing any other relevant events and/or activities that are entertaining, interactive and informative, for ASPIRE members, the UNE SRM, UNE and the wider community.

29. Sexual and Reproductive Health Project Representative

29.1. The duties of the Sexual and Reproductive Health Representative shall be:

- 29.1.1. To be responsible for the promotion and running of the AMSA Global Health Sexual and Reproductive Health Project, including the running of events and dissemination of relevant information;
- 29.1.2. To represent ASPIRE at all AMSA Sexual and Reproductive Health meetings with the AMSA Sexual and Reproductive Health National Project Manager/s and other GHG Sexual and Reproductive Health representatives, as necessary;
- 29.1.3. To be responsible for a Sexual and Reproductive Health subcommittee, if required, for the running of the campaign or events;
- 29.1.4. To act as a liaison and representative between the following organisations and ASPIRE, and to promote and report back any relevant activities or information to ASPIRE:
- 29.1.4.1. Youth Empowerment Against HIV and AIDS (YEAH) and Red Aware, alongside the Red Week Convenor(s);
 - 29.1.4.2. The Australian Birthing Kits Foundation;
 - 29.1.4.3. The Zonta Armidale District 24;
 - 29.1.4.4. Any other relevant organisations to Sexual Health, Reproductive Health, and HIV/AIDS education and awareness, within UNE and the wider community;
- 29.1.5. To respond in a timely manner to all correspondence from AMSA Sexual and Reproductive Health and other external organisations;
- 29.1.6. To report back to ASPIRE committee meetings with any relevant information from the AMSA Sexual and Reproductive Health National Project Manager(s); and/or any other relevant information from any other external organisations;
- 29.1.7. To oversee the organisation and logistics of ASPIRE's Maternal and Child Skills Birthing Kit weekend:
- 29.1.7.1. To liaison with the Australian Birthing Kits Foundation, The Zonta Armidale District 24, The Tablelands Clinical School, the UNE SRM, and the ASPIRE committee in the creation of the event;

- 29.1.7.2. To be responsible for appropriately showing gratitude to the volunteers that are involved in creating the event;
- 29.1.8. To be responsible for educating and increasing the awareness about Global Maternal and Child Healthcare, Sexual and Reproductive Health, HIV/AIDS and barriers to equitable sexual health-care, through overseeing any other relevant events and/or activities that are entertaining, interactive and informative, for ASPIRE members, the UNE SRM, UNE and the wider community, in conjunction with the ASPIRE committee.

30. Red Week Project Convenor(s)

30.1. The duties of the Red Week Project Convenor(s) shall be:

- 30.1.1. To be responsible for the promotion and running of the Red Week event and campaign, including the running of events and dissemination of relevant information.
- 30.1.2. To represent ASPIRE at all AMSA Sexual and Reproductive Health meetings related to Red Week, and liaising with other Red Week or Sexual and Reproductive Health Representatives at other universities as required.
- 30.1.3. To be responsible for a Red Week subcommittee; if required for the running of Red Week and/or the Red Week campaign or events.
- 30.1.4. To work with the Sexual and Reproductive Health Project Representative to act as a liaison and representative between the following organisations and ASPIRE, and to promote and report back any relevant activities or information to ASPIRE:
- 30.1.4.1. Youth Empowerment Against HIV and AIDS (YEAH) and Red Aware, and;
 - 30.1.4.2. Any other relevant organisations to Youth Sexual Health and HIV AIDS education and awareness within UNE, and the wider community;
- 30.1.6. To report back to ASPIRE committee meetings with any relevant information from meetings with the AMSA Global Health Sexual and Reproductive Health National Project and/or any other external organisations;
- 30.1.7. To assist the Sexual and Reproductive Health Representative in being responsible for educating and increasing the awareness about HIV AIDS, and barriers to equitable sexual health-care, through the Red Aware campaign, and overseeing any other relevant events and/or activities that are entertaining, interactive and informative, for ASPIRE members, the UNE SRM, UNE and the wider community.

31. Casual vacancies

31.1. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a Member of the Association to the position using its discretion to appoint someone in a fair way via written applications, or hold another election, in whichever manner it sees fit.

31.2. A casual vacancy in the office of a Member of the Committee occurs if the member:

- 31.2.1. Resigns from office by notice in writing to the Secretary, as outlined in clause 32.3, or;
- 31.2.2. Ceases or resigns from membership of ASPIRE, as outlined in clause six (6) and seven (7), or;
- 31.2.3. is absent without reason from three (3) consecutive committee meetings, or;
- 31.2.4. Is convicted of an offense involving fraud or dishonesty for which the maximum

penalty on conviction is imprisonment for not less than three (3) months, or;
31.2.5. Dies.

32. Removal of committee members

32.1. The committee may propose the removal of a Committee Member at any time if it is deemed that the continuation of the person in their position compromises the effective functioning or reputation of ASPIRE.

32.2. A committee member may only be removed if:

32.2.1. There is an affirmative vote of at least two-thirds (2/3) of the Committee, and;

32.2.2. At least fourteen days' notice of the intention to move a motion of revocation has been served on the person, and;

32.2.3. The Member has been given a reasonable opportunity to respond to the motion and provide an alternative solution.

32.3. A committee member may resign from his or her position at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such a notice is received by the Secretary unless a later date is specified in the notice, in which it shall take effect on that later date.

32.4. Re-election for the committee member if outside fourteen (14) days of a general meeting, may use its discretion to appoint someone in a fair way via written applications, or hold another election, in whichever manner the ASPIRE committee sees fit.

33. Committee meetings and quorum

33.1. Committee meetings are to be held at such time and place as decided from time to time by the Committee; but no less than fortnightly during the academic term.

33.2. All meetings are open to all ASPIRE members.

33.3. All meetings shall be chaired by the President unless otherwise decided by the committee.

33.4. Presence of more than half of the Committee members to the meeting shall constitute a quorum.

33.5. No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned at the discretion of the ASPIRE committee.

33.6. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

33.7. An agenda of a meeting of the Committee and notice for forthcoming meetings must be provided by the Secretary to all ASPIRE members at least 24 hours (or such other period at the discretion of the Committee) before the time appointed for the holding of the meeting.

33.8. All meetings are to be formally documented and minutes are to be recorded at all ASPIRE meetings.

34. Delegation by committee to a sub-committee

34.1. The Committee may delegate any of its powers to a sub-committee comprising of such Members as the Committee deems fit.

34.2. Sub-committees of the Committee have the following functions:

34.2.1. To provide direction and feedback to the Committee;

34.2.2. To assist in the evaluation of progress, programs, and campaigns of the Committee;

34.2.3. To explore new programs, projects and campaign ideas for the Committee;

34.2.4. Any other function as deemed fit by the Committee.

34.3. All sub-committee members need to comply with this constitution, ASPIRE's IOGs and complete tasks in alignment with ASPIRE's Vision, Mission and Objectives outlined in clause 2.

34.4. The sub-committee chair will be the member of the ASPIRE committee who has formed the sub-committee, and is responsible for overseeing the overall function of the sub-committee.

34.5. A sub-committee may meet and adjourn as it deems appropriate.

34.6. Any decisions of the sub-committee will be determined at the discretion of the sub-committee chair and may be, but is not required to be, decided by a majority vote.

34.7. Sub-committees are required to make formal documentation and minutes of all meetings.

35. Voting and decisions

35.1. All ASPIRE members are entitled to vote for resolutions and motions proposed at committee meetings.

35.2. Decisions of the committee meeting shall be by affirmative majority of those present and voting at the meeting, provided quorum is reached.

35.3. In the event of an equality of vote the decision will be deemed negative, or against the proposed resolution or motion.

Part 4 - General meetings

36. Annual general meetings - holding of

36.1. An Annual General Meeting is to be held in the month of August, September or October each year, the time and place of which is to be determined by the Committee.

37. Annual general meetings - calling of and business at

37.1. In addition to any other business which may be transacted at an Annual General Meeting, the business of an AGM is to include the following:

37.1.1. To confirm the minutes of the last preceding AGM and of any special general meeting held since that meeting;

37.1.2. To receive the Committee reports on the activities of ASPIRE in the period since the last AGM;

37.1.3. The receiving of a financial statement of the Association for the preceding financial year;

37.1.4. To elect the Committee members of the organisation for the coming term.

37.2. The Annual General Meeting time and location must be specified in the notice convening it.

38. Special general meetings - calling of

38.1. The Secretary will convene a Special General Meeting:

38.1.1. When directed to do so by the Committee, or;

38.1.2. At the written request of not less than one-third ($\frac{1}{3}$) of the Committee members, or;

38.1.3. At the written request of no less than ten (10) ASPIRE members.

38.2. A Special General Meeting must be held within six (6) weeks, following the secretary:

38.2.1. Is given the written request, as outlined in clause 39.1.

38.3. If the Secretary is unable or unwilling to call the Special General Meeting, the President must call the meeting.

39. Notice

39.1. Notice for all General Meetings is to be given to members via email at least fourteen (14) days prior to the date of such meeting. Notice of such meetings must include the

agenda and any proposed resolutions.

40. Quorum for general meetings

40.1. No item of business is to be transacted at a General Meeting unless a quorum of Members entitled under this constitution to vote is present, during the time, an item is being considered.

40.2. The quorum for a General Meeting is to consist of at least Twelve (12) Members of the Association.

40.3. If within half an hour after the appointed time for commencement of a General Meeting a quorum is not present, the meeting:

40.3.1. If convened on the requisition of Members, is to be dissolved, and;

40.3.2. In any other case, is to stand adjourned to the same day in the following week at the same time and place, unless another place or time is specified at the time of adjournment by the person presiding the meeting and must also be provide in written notice to all ASPIRE members at least one (1) day prior to the meeting being re-adjourned.

40.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present are to constitute a quorum.

41. Presiding member

41.1. The President is to preside as chairperson at each General Meeting of the Association.

41.2. If the President is absent or unwilling to act, the Global Health Representative is to preside as chairperson at the meeting.

41.3. If the President or Global Health Representative is not present or willing to act, the Members present must elect one member to preside as chairperson at the meeting.

42. Adjournment

42.1. The chairperson of a General Meeting at which quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

42.2. If a General Meeting is adjourned, the Secretary must give written notice of the

adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the remaining business to be transacted at the meeting.

43. Making of decisions

43.1. A question arising at a general meeting of the association is to be determined by a show of hands.

43.2. For a question to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, has been, either;

43.2.1. Carried, or;

43.2.2. carried unanimously, or;

43.2.3. carried by a particular majority, or;

43.2.4. lost.

43.3. An entry of the resolution must then be recorded in the minutes, as evidence of the fact, either with or without, proof of the number or proportion of the votes recorded in favour of or against that resolution.

43.4. All decisions shall be by affirmative majority of those present and voting, provided quorum is reached.

44. Special resolutions, Change of name, Change of this Constitution

44.1. The Constitution and Name of this organisation may only be amended at an annual or special general meeting called for the purpose of considering constitutional or name changes.

44.2. Notice for any resolutions or changes must be provided to the secretary with the request to either convene a special meeting or at least fourteen (14) days prior the AGM.

44.3. Any changes must receive a two-third's majority of the voting members present at the general meeting, where quorum has been reached.

45. Voting

45.1. On any question arising at a General Meeting of the organisation, a Member has one vote only.

45.2. All decisions shall be by affirmative majority of those present and voting, providing quorum is reached. In the case of an equality of votes the decision will be deemed to be

decided in the negative.

45.3. A Member is not entitled to vote at any General Meeting of the organisation unless all money due and payable by the Member to the Association has been paid.

46. Proxy votes not permitted

46.1. Proxy voting must not be undertaken at or in respect of a general meeting.

Part 5 - Miscellaneous

47. Funds - source

47.1. The funds of the Association shall be derived from sponsorship, ticket sales, merchandise sales, donations and any other sources as the Committee determines.

47.2. All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.

48. Funds - management

48.1. The organisation shall adhere to the financial regulations of Services UNE, specifically:

48.1.1. ASPIRE shall hold a debit account with two signatories;

48.1.2. The President and Treasurer shall be the appointed signatories of the ASPIRE bank account.

48.1.3. The signatories will establish an online banking account with the bank or credit union with whom ASPIRE holds the debit account;

48.1.4. Each fund transfer requires authorisation of a least one signatories in the form of a signed reimbursement/expenditure form;

48.1.5. The two signatories will have separate password access to the online ASPIRE debit account;

48.1.6. Upon the end of term of the incumbent Committee and beginning of term of the incoming Committee, both incumbent and incoming President and Treasurer shall be present for the transfer of signatories.

48.1.7. The Debit Cards held by the President and Treasurer are done so at the full responsibility of those members in possession of the card. It is the responsibility of the owner of the card to ensure that the use of this card is done by only selected committee members and that the funds in the linked account is not less or excessively more than the amount that individual has allocated in their budget.

48.2. ASPIRE may hold other accounts with financial institutions, with approval from the Committee, for purposes which are beneficiary to the organisation and its Members. Any funds held in any such account must first be transferred from the ASPIRE bank account. Signatories of such accounts will include the President, Treasurer and whomever else the Committee deems appropriate.

48.3. All financial transactions must be beneficial to ASPIRE and its Members and must be demonstrated to be fiscally responsible with the ultimate purpose of maintaining financial security and long-term financial sustainability.

48.4. The Treasurer shall, upon direction of the Committee, reimburse any Member of the

Committee who has incurred expenses while engaged in official ASPIRE business upon presentation of relevant receipts and a completed reimbursement form.

48.4.1. Reimbursement shall not be granted to non-ASPIRE Members unless otherwise directed by the Committee, who must first be notified prior to any financial commitments being made on behalf of the Association;

48.4.2. All other expenditure will be approved or ratified at a committee meeting.

48.5. All financial transactions relating to ASPIRE activities must not be deposited into personal bank accounts. Therefore, all transactions relating to ASPIRE activities must be conducted within ASPIRE bank accounts unless otherwise directed by the Committee.

48.6. If a donation is to be made to a charity or other organisation, it is to be first deposited into the ASPIRE account and then transferred out from this account.

48.7. With regards to member or guest payments for ASPIRE events, members or guests are required to adhere to a deadline of payment determined by the Committee.

48.7.1. Should a Member or guest be unable to meet such deadline, but still wishes to attend said event, they are entitled to contact the Treasurer no later than three (3) working days prior to the deadline of payment, and a payment arrangement can be made 'in good faith' at the discretion of the Treasurer.

48.7.2. If a Member or guest attends an ASPIRE event without payment, or does not adhere to the agreement made 'in good faith', they may incur consequences such as prohibited entry to future events, or other, as decided by the Committee.

48.8. As soon as practicable after the annual general meeting, the Treasurer will prepare a statement containing particulars of the income and expenditure of the Association for the previous year, to be handed to the incumbent committee members.

48.9. No portion of the income and property of the association will be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members, provided that nothing herein contained will prevent the payment in good faith of:

48.9.1. Interest to any such Member in respect of moneys advanced by them to the Association or otherwise owing by the Association to them;

48.9.2. Remuneration to any officers or servants of the Association or to any Member or other person in return for any services actually rendered to the Association.

48.10. Nothing herein contained will be construed as to prevent the payment or repayment to any Member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

49. Custody of books

49.1. Except as otherwise provided by this constitution, the President or Treasurer; or in their absence a Member of the Committee, must keep in their custody or under their control all records, books and other documents relating to the Association.

50. Inspection of books

50.1. The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:

50.1.1. Records, books and other financial documents of the Association;

50.1.2. This constitution;

50.1.3. Minutes of all Committee meetings and general meetings of the Association.

51. ASPIRE's Affiliation with External organisations

51.1. ASPIRE reserves the right to affiliate with other organisations at the discretion of the Committee.

51.2. ASPIRE is affiliated and registered with Services UNE, and:

51.2.1. Shall abide by their Constitution, Regulations and Bylaws;

51.2.2. In all matters not specifically dealt with herein, the Clubs and Societies Rules and Regulations shall apply;

51.2.3. Services UNE shall be provided with a copy of the AGM minutes;

51.2.4. Services UNE must be notified of any change of Committee via the Re-Affiliation Form;

51.2.5. ASPIRE must re-affiliate with Services UNE by 31st March each year through submission of the re-affiliation form, directed by the President.

51.2.6. Services UNE does not require a liaison on the ASPIRE committee.

51.3. ASPIRE is afflated with UNEMSA, and:

51.3.1. Is covered under the Special Interest Group Affiliation clause of the UNEMSA Constitution.

51.3.2. An ASPIRE liaison will be appointed;

51.3.2.1. The ASPIRE liaison may be present at all UNEMSA committee and general meetings;

51.3.2.2. The ASPIRE President shall be the ASPIRE liaison, or may delegate this role to Another person as they see fit.

51.3.3. The ASPIRE liaison shall inform UNEMSA of information about ASPIRE that is deemed significant to UNEMSA and its members. These include, but are not limited to:

51.3.3.1. Planned events and activities;

51.3.3.2. Plans to interact significantly with the SRM, including funding proposals or feedback pertaining to the interest of UNEMSA members.

51.3.4. Shall avoid deliberate conflict with UNEMSA's aims and objectives, events and activities, initiatives and roles, whilst still remaining independent of UNEMSA and its control of the group.

51.3.5. ASPIRE and UNEMSA both reserve the right to terminate affiliation

51.3.6. Intention to terminate affiliation must be given in writing by the President of the terminating party.

51.3.7. If a resolution cannot be reached between the two parties within seven days of receiving an Intention to Terminate notice, a Cessation of Affiliation Notice must be submitted by the terminating party to the other party.

51.3.8. ASPIRE and UNEMSA will adhere with a Memorandum of Understanding, as outline in Appendix A.

51.3.9. An annual review of this Memorandum of Understanding must be conducted before the Annual General Meeting of either organisation.

51.4. ASPIRE shall offer affiliation with other external organisations, including but not limited to UNE SRM SIGs, and other Armidale community groups who share similar interests to that of our Members at the discretion of the Committee.

51.5. Other organisations shall have the right to propose their affiliation with ASPIRE to the President.

51.6. The President shall be responsible for convening a meeting with the external organisation prior to establishing an official affiliation agreement.

51.7. Both ASPIRE and the external organisation are required to have their President or Chair, agree to the terms outlined in this clause, clause 54.

51.8. Upon agreement of both parties, a motion shall be proposed at the next ASPIRE Committee meeting to ratify the affiliation. Upon passing of this motion, amendments of the UNEMSA Constitution shall be made by the President to be passed at the next general meetings.

51.9. Upon passing of the motion of affiliation by the Committee, the Committee will create an Official Committee Observer position for a liaison from the affiliated organisation, as outlined in clause 18.

51.10. The affiliated organisation has the responsibilities to ASPIRE to:

51.10.1. Inform the Committee of their planned events and activities;

51.10.2. Collaborate with ASPIRE on appropriate matters in a timely manner;

51.10.3. Provide copies of their meeting minutes to ASPIRE as requested, and;

51.10.4. Ensure that their activities do not conflict with ASPIRE's Vision, Mission and Objectives, as outlined in clause 2.

51.11. ASPIRE has the responsibilities to the affiliated organisation to:

51.11.1. Inform the organisation of their planned events and activities;

51.11.2. Collaborate with the organisation on appropriate matters in a timely manner;

51.11.3. Provide copies of ASPIRE's meeting minutes when requested, and;

51.11.4. To ensure that none of ASPIRE's activities will conflict with the external organisations aims and objectives.

51.12. Both ASPIRE and any affiliated organisation retain the right to terminate the affiliation should it be found the affiliation is no longer beneficial to either party, or no longer aligns with ASPIRE's Vision, Mission and Objective, as outlined in clause 2.

51.13. Intention to terminate affiliation must be given in writing from either the ASPIRE Committee or the external organisations executive. Prior to termination, the initiating party shall allow the other party seven days to respond and convene a meeting. If an alternative resolution cannot be reached, a Cessation of Affiliation Notice must be submitted by the terminating party to the other party.

51.14. ASPIRE affiliates with the following Organisations:

- 51.14.1. UNE Services;
- 51.14.2. UNEMSA;
- 51.14.3. ARAR;
- 51.14.4. SLA;
- 51.14.5. GPSN;
- 51.14.6. NERCHA, and;
- 51.14.7. UNESS.

51.15. ASPIRE holds a Memorandum of Understanding with the following organisation:

- 51.15.1. UNEMSA (see Appendix A).

52. Liability

52.1. Neither ASPIRE nor any of its Committee Members shall be liable or responsible except as required by law, for any injury suffered on any persons taking part in the ASPIRE's activities.

53. Dissolution

53.1. Dissolution of ASPIRE may occur by;

- 53.1.1. A successful resolution at a General Meeting;
- 53.1.2. A resolution of Services UNE Board by virtue of ASPIRE' continued inactivity for a period in excess of twelve (12) months.

53.2. If a time comes where ASPIRE ceases to be active, the affiliated organisation, mentioned in clause 53.11, shall be notified in writing.

53.2.1. The notification of ASPIRE's dissolution is the responsibility of the last Committee prior to dissolution.

53.3. In the event of the ASPIRE being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes to be determined at the discretion of the Committee.

Appendix A

Memorandum of Understanding to be added each year after agreement with the University of New England Medical Student Association (UNEMSA)

Appendix B

History of Constitution Modifications

- This constitution was written and enacted in 2010 by Ananya Soni (Founding President)
- The Constitution was edited in 2011 by Jamie Cone (President)

- This Constitution was edited in 2012 by Rebecca Williams (President), Madelyn Gramlick (AMSA Global Health Representative), Thomas Hambly (Promotions Officer), Natalie Yeung and Stephanie Hayes (Secretary)

- This Constitution was edited in 2013 by Rebecca Williams (President) and Jake Funnell (Treasurer)

- This Constitution was edited in 2016 by Stormie de Groot (President)

- This Constitution was edited in 2016 by Daniel Jewiss (Treasurer)

- This Constitution was edited in 2018 by Bridie Peters and Ann Le (co-Presidents)
 - This Constitution was edited in 2019 by Fraser Brooks, Catherine Lobbe and Guy Jeffery (co-Presidents and AMSA GH Representative)
 - This Constitution was edited in 2020 by Guy Jeffery (President)