



1. NAMES AND DEFINITIONS

- 1.1 The name of the Society will be “Manchester Medical Students' Society”, with the abbreviated form being Manchester “MedSoc”.
- 1.2 For the purposes of this document, “Manchester Medical Students' Society” shall be referred to as “the Society”.
- 1.3 For the purposes of this document, the “University of Manchester Students' Union” shall be referred to as the “Students' Union”.
- 1.4 For the purposes of this document, “members” of the society refers to all students on the MBChB course.

2. SOCIETY BACKGROUND

- 2.1 In 1901 Owens College medical students won the right to form a representative council, and this was confirmed in the charter of the new University of Manchester in 1903. The purpose of the Council was to promote the social and academic interests of the medical students. The Medics' Representative Students' Council was hence established in 1903.
- 2.2 In later years, the society became known as Manchester Medical Students' Society or MedSoc.
- 2.3 The society is independent of the Manchester Medical School, but is supported by them, and will work closely with them and in accordance with MMS rules. MedSoc is run by students, for students.
- 2.4 The society is considered to be the umbrella society of all medics' sub-societies, charities and sports teams. It oversees these societies by providing funding as well as other means of support such as advertising and publicity through social media.

3. AIMS AND OBJECTIVES

- 3.1 To promote and protect the interests of its members.
- 3.2 To ensure that all medics settle well in the course and have a positive experience during their time in Manchester. This is done through various activities such as introductory lectures, the welcome fair and socials throughout the year.
- 3.3 To promote lectures, discussions, and academic and social events for the benefit of members of the society.

- 3.3 To bridge the gap between medical companies (medico-legal, insurance, exam support) and students via various speaking opportunities, fairs and social media advertisement.
- 3.4 To support members during exam and revision periods by organising mock practical sessions and revision days and lectures.
- 3.5 To provide support, funding, and advice to all medic sub-societies, sports teams and charities provided certain criteria are met.
- 3.6 To play an active role in the community by raising funds for local charities through our annual ball as well as other fundraising events.
- 3.7 To actively seek out exclusive deals & discounts from bookstores, restaurants, bars and other establishments for members and MedSoc card holders.
- 3.8 In pursuance of the above Aims and Objectives, the Society shall ensure that the safety of all persons affected by the Society's activities is treated with utmost importance.
- 3.9 In pursuance of the above Aims and Objectives, the society shall at all times comply with the Students' Union's policies regarding equality, discrimination and access.

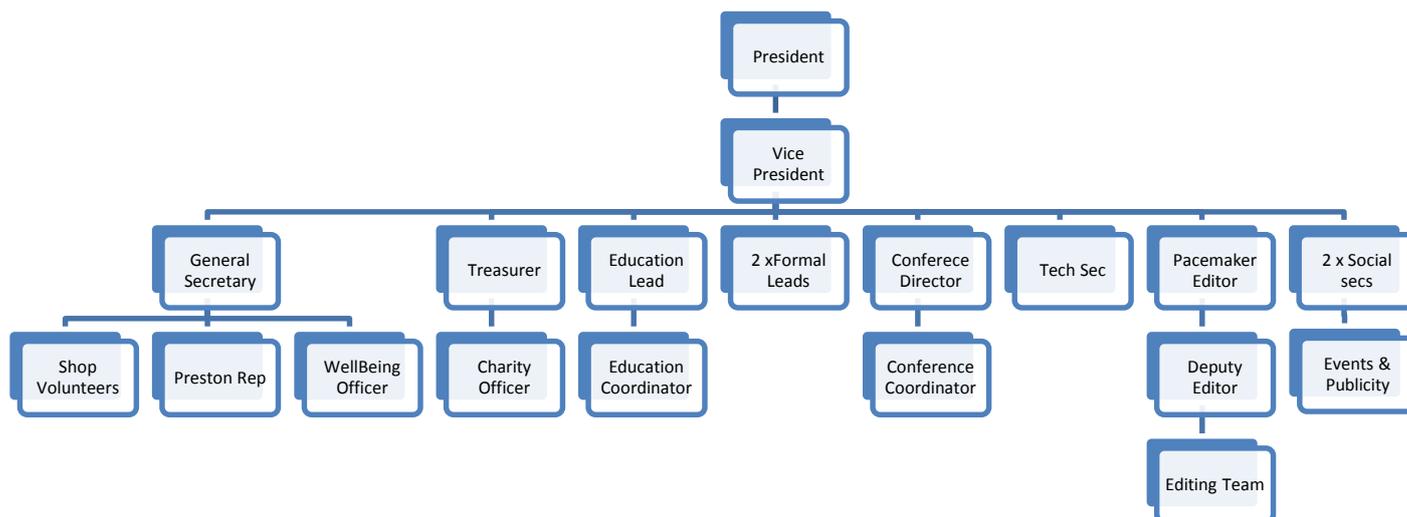
4. MEMBERSHIP

- 4.1 All Students of the MBChB course are automatically considered to be members of the society.
- 4.2 Members can however opt to purchase the MedSoc card for a fee which entitles them to discounted prices at society events as well as other local establishments (bars, nightclubs, restaurants, book stores). The MedSoc card provides all members with a full lifetime membership.
- 4.3 The price of the MedSoc card is decided by the committee at the start of every year by a majority vote of the executive committee. Special promotions on the price of the card can be run for a stated period of time at the discretion of the committee. It is the duty of all committee members to find deals for the MedSoc card at the beginning of each year with the Events & Publicity officer in particular.

5. SOCIETY COMMITTEE AND ADMINISTRATION

5.1 Administrative affairs of the society shall be conducted by the Society Committee, the structure of which is outlined below:

5.2 The committee comprises of executive members and society officers which may or may not be part of the election process as set out later on in this document. Different perks shall be allocated to both set of members.



- The Executive members of the committee comprises of the following:
 - President (phase 2)
 - Vice President
 - General Secretary
 - Treasurer
 - Education Lead (phase 2)
 - Formal Leads (one from phase 1, one from phase 2)
 - Conference Director (phase 2)
 - Technology Secretary (TechSec)
 - Pacemaker Editor
 - Social Leads (one from phase 1, one from phase 2)

- The Officers of the committee comprises of the following:
 - Preston Rep
 - Charity Officer
 - Education Coordinator
 - Conference Coordinator
 - Events & Publicity Officer
 - Deputy Editor
 - Wellbeing Officer

- 5.3 The Committee shall have no additional rights or responsibilities beyond those set out in this document or in the constitution of the "Activities By-Laws" at the Students' Union.
- 5.4 All Committee members shall be members of the Society and full members of the Students' Union.
- 5.5 All Committee members are entitled to certain perks listed as follows unless decided otherwise by the executive committee. Being part of the Committee can be a very challenging and time consuming responsibility and since the roles are fulfilled on a voluntary basis, committee perks are allocated to entice students to apply and stand as candidates for MedSoc elections;
- Executive Members: Free access to all social and educational events, Complimentary MedSoc Card, Free access to all formal events, free personalised Committee Merchandise.
 - Officers: Free access to all social and educational events, option to purchase committee hoodie at cost price, Complimentary MedSoc Card. Ball tickets will be subsidised by 25%.
 - Exceptions: The MedShop volunteers and the rest of the editing team will be granted free access to no more than 5 social events throughout the year excluding the ball and formal, as well as free access to all lectures excluding mock OSCEs. They will equally benefit from a member's discount on merchandise, the ball and winter formal.
- 5.6 The MedSoc shop volunteers and the rest of the Pacemaker editing team shall be offered the following perks: Membership discount on MedSoc merchandise and formal events and free access to socials such as end of exam parties and pub crawls.
- 5.7 At no point will any committee member abuse the above perks by handing out free tickets or access to events to non-committee members.
- 5.8 Committee roles can be modified or added by the existing committee provided consensus is reached among all committee members.
- 5.9 Regular fortnightly meetings are to be held by the committee. Attendance is compulsory for executive committee members. Officers of the society may also be required to attend certain meetings.

6. COMMITTEE MEMBERS: ROLES & RESPONSIBILITIES

6.1 PRESIDENT

The President is the chair of the MedSoc Committee. Candidates must have held a position on the MedSoc committee for at least one full committee year to be eligible for this role. In the event that this criterion is not met, applications for this position will be considered from the entire cohort. A large part of the President's time is spent at meetings. He/she is required to:

- Chair regular general committee meetings.
- Attend the Society funding committee meetings.
- Keep on top of all society affairs and ensure all committee members are aware of all society businesses.
- Liaise with the medical school and student union with regards to decisions affecting the society.
- Approve medics' sub-society funding requests together with the vice-president and the treasurer.
- Prepare the society budget report together with the treasurer and vice-president.
- Actively find sponsors together with the treasurer for the academic year.

The President is also entitled to attend any sub-committee meetings as he/she sees fit- such as academic sub-committee meetings and funding committee meetings. The role also involves making decisions affecting both the society and the committee. As some decisions can alter the direction of the society, good communication with the committee is crucial. The President is responsible for the management and wellbeing of all members of the committee. In addition, it is important that the President and Vice-President work together to ensure all committee members pursue any personal aims to enhance the society, as per their manifesto. Good managerial skills are essential to ensure that the committee works together for the benefit of its members. The President is required to undertake training organised by the Student's Union Activities Department for this role. Additional tasks include delivering the Fresher's welcome speech and nominating the MedSoc annual Charity together with the Charity Officer. These tasks can be delegated to be undertaken by the Vice-President or the General Secretary.

6.2 VICE PRESIDENT

Candidates for the position of Vice President can be from any year and must not necessarily have sat on the MedSoc Committee for at least one full year before being able to apply for this position.

Their first role is to assist the President. This can involve taking over any responsibilities, duties or correspondence requested by the President. Committee discipline also falls within the remit of this role. The Vice President is in place to make sure that everyone fulfils their job description, is aware of their job and current tasks and deadlines, as well as being encouraged to develop and work hard for the society's benefit as well as their own. In addition to this, it is important that the President or Vice President work together to ensure all committee members pursue any personal aims to enhance the society, as per their manifesto.

He or she will attend any MedSoc Sub Committee meetings and report back to the President. Events such as the freshers fair and clinical fair are also the responsibility of the candidate in this role. Overseeing each committee member along with the day to day activities of MedSoc make this a busy role. The Vice-President can, with the permission of the President, attend any of the meetings that the president does and take over any correspondence, as needed.

Should the President be absent from Manchester and unable to administer their role then the Vice President, along with the Executive Committee, has responsibility for the Society and its actions. In this situation, the Vice President would deputise for the President, assuming all of his/her duties as required.

The Vice President also has the duty of overseeing all Sports & Societies under MedSoc. Yearly registration of each sub-society and making fair and justified funding decisions are especially important in this role. The role challenges the successful candidate in their leadership, diplomacy, teamwork and motivational skills.

6.3 GENERAL SECRETARY

Candidates for the position of General Secretary can be from any year and must not necessarily have sat on the MedSoc Committee for at least one full year before being able to apply for this position. Responsibilities include:

- Taking and recording minutes at each committee meeting.
- Organising merchandise and recruiting volunteers for the shop in Stopford Common Room.
- Post minutes on the drive or committee group after each meeting.
- Attend any sub-committee meetings in the absence of the President and the Vice President.
- Room bookings for meetings.
- Compiling the fresher's packs for the welcome fair.
- Assisting any other committee members in their tasks when required.
- Regular stock taking of merchandise and ensuring all sales and accounts are registered and up to date.
- Updating the committee calendar.
- Overseeing the tasks undertaken by the Preston Rep and the Wellbeing officer.

The candidate should ideally be based in Stopford and be a phase I student or near stopford if in phase II.

6.4 TREASURER

Candidates for the position of Treasurer can be from any year and must not necessarily have sat on the MedSoc Committee for at least one full year before being able to apply for this position.

The role of Treasurer comes with a wide range of important responsibilities:

- Principal signatory on all of the society's accounts.
- Responsible for the day-to-day running of all of the Society's accounts and is responsible to the committee and all members, for all society books, statements, receipts, amount of balances therein. They should be knowledgeable and be in a position to justify all expenditures.
- Work with the President and Vice President on the society's budget throughout the academic year.
- Work with the President and Vice-President to approve and allocate funding to medics' societies and sports teams.
- Keep track of yearly budget and ensure the society's balances remain within reasonable figures.

- Responsible for preparing the sponsorship brochure and contact all sponsors at the start of the academic year and ensure all payments are followed up and made.
- Responsible for all outgoing remittance- bills, invoices and other expenditures.
- Work with the Charity officer to keep a record of all proceeds raised by MedSoc for Charity and arrange a transfer to be made to said charity at the end of the committee.
- Responsible for preparing a bi-annual financial report of accounts to be published to all MedSoc members.
- Required to undertake training organised by the student union.

This role also requires the candidate to be present for some time during summer to meet and discuss with potential society sponsors.

6.5 EDUCATION LEAD

Candidates for the position of Education Lead must have completed phase 1 of the MBChB course and must have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. In the event that this criterion is not met, applications for this position will be considered from the entire cohort.

Roles and responsibilities include:

- Overall planning of all phase I and II lecture series throughout the year.
- Organising Mock OSCEs for Year 1 & 2 students and collaborate with other societies for additional events.
- Contact speakers and tutors to deliver talks and help during revision days and OSCEs.
- Prepare surveys and feedback forms for all events.
- Organise the electives' fair.

The education lead must work with the coordinator in planning all of the above events.

6.6 FORMAL LEADS

There will be 2 formal leads. Ideally one from phase 1 and one from phase 2 of the MBChB course. They must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position.

Roles & Responsibilities include:

- Overseeing the organisation and planning of all formal events throughout the year including the Annual Charity Ball and the Winter Formal.
- Identifying a suitable location for events in advance and working with the President, Vice President and Treasurer to come up with an appropriate budget for the events.

- Liaising with the charity officer with regards to raising money during the ball and winter formal.

6.7 CONFERENCE DIRECTOR

Candidates for the position of Conference Director must have completed phase 1 of the MBChB course but must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This position will be non-elected but instead based on the strength of the candidate's application. Roles & Responsibilities include:

- Overseeing the planning and execution and the newly launched MedSoc Conference- Manchester MedX.
- Working with the rest of the executive committee and the conference coordinator to come up with a suitable theme and structure for the conference.
- Working with the President, Vice President and Treasurer to come up with a suitable budget for the conference.
- Contacting speakers to deliver talks at the conference.
- Finding a suitable venue for the conference.
- Organising feedback, certificates and surveys regarding the conference.
- Working with and delegating tasks to the conference coordinator.

Candidates for this position should ideally have some sort of experience in organising large events similar in nature due to the amount of planning and organisation required.

6.8 SOCIAL LEADS

There are 2 social leads; one from phase 1 of the MBChB course, and one from phase 2. This is to ensure both clinical and non-clinical years can be catered for in terms of social events, as each set of students will have varying preferences. They do not have to have sat on the MedSoc Committee for at least one full year before being able to apply for this position. Roles & Responsibilities include:

- Oversee the planning and organisation of all MedSoc Socials.
- Ensuring that a variety of events are planned in order to include students from all backgrounds.
- Ensure that event dates are fixed in advances as well as the booking of venues.
- Work with the wellbeing officer to ensure students attending social events remain safe throughout.
- Fill in the Student Union's risk assessment forms before events as per the stated guidelines.
- Liaise with Greater Manchester Police ahead of the main pub crawls to ensure code of conducts and council policies are being respected.

- Work closely with the Events & Publicity officer in the advertising of events and socials.

6.9 PACEMAKER EDITOR

Candidates for the position of Editor can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is a non-elected position and candidates will be appointed based on the strength of their application by the rest of the elected executive committee. Roles & Responsibilities include:

- Recruiting a deputy editor along with an editing team comprising of no more than ten individuals.
- Ensure that issues are planned ahead, published on time and distributed properly.
- Work with the treasurer to actively seek sponsors in exchange of advertising space.

6.10 TECHNOLOGY SECRETARY

Candidates for the position of TechSec can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is a non-elected position and candidates will be appointed based on the strength of their application by the rest of the elected executive committee. Roles & Responsibilities include:

- Ensuring that the website is maintained and updated on a regular basis.
- Creating posters for all MedSoc events and setting up the event page as well as online sales through the SU website.
- Ensuring that the membership database is maintained and updated on a regular basis.

Candidates for this position must ideally have experience in website design, maintenance and good graphics and art skills.

6.13 CONFERENCE COORDINATOR

Candidates for the position of conference coordinator can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is a non-elected position and the candidate will be appointed by the conference director based on his/her strength of application after consultation with the committee. Roles & Responsibilities include:

- Working with the conference director to ensure smooth running of the conference.
- Undertaking any tasks that may be delegated by the conference director.

6.14 PACEMAKER DEPUTY EDITOR

Candidates for the position of Deputy Editor can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is a non- elected position and the candidate will be appointed by the Editor based on his/her strength of application after consultation with the committee. Roles & Responsibilities include:

- Working closely with the Editor to help run the paper and ensure issues are published in time and properly distributed.
- Undertaking any tasks that may be delegated by the Editor.
- Helping the Editor and the Treasurer in seeking sponsors for the paper.

6.15 CHARITY OFFICER

Candidates for the position of Charity Officer can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is an elected position. Roles & Responsibilities include:

- Identify a suitable partner charity for the year and annual ball after consulting with the committee.
- Develop links with other local charities by raising awareness or working with the social lead and wellbeing officer to organise fundraising events.
- Work with the treasurer to keep track of the money raised for charity.
- Work with other medics' societies such as StreetDoctors, MMCS, CATS and other charity based societies.

6.16 PRESTON REPRESENTATIVE

Candidates for the position of Preston Rep must be in phase 2 of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is an elected position and the candidate must be based in Preston during phase 2 of his/her degree. Roles & Responsibilities include

- Promoting MedSoc events and merchandise in Preston and maintaining a link between Preston MedSoc and Manchester MedSoc.
- Delivering and distributing Merchandise and Pacemaker issues in Preston.
- When required, liaise with Preston MedSoc to arrange transport facilities for medical students to attend events in Manchester.

Candidate for this position should ideally have a car. Travel expenses will be reimbursed.

6.17 EVENTS & PUBLICITY OFFICER

Candidates for the position of Events & Publicity officer can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is an elected position. Roles & Responsibilities include:

- Taking the lead to find deals from local businesses for the MedSoc card together with the committee's help.
- Promoting and advertising all MedSoc events and deals across social media: Facebook (Medics' groups) and Twitter.
- Keeping the MedSoc facebook page and twitter feed active and providing regular updates to members.
- Work with the TechSec to create posters for events.
- Ensuring publicity agreements with sponsors are respected.
- Promote the activities and events of medics' sub-societies, sports teams and charities.

6.18 WELLBEING OFFICER

Candidates for the position of Wellbeing Officer can be from any year of the MBChB course and must not have necessarily sat on the MedSoc Committee for at least one full year before being able to apply for this position. This is an elected position. Roles & Responsibilities include:

- Organising regular extra-curricular activities such as weekly runs, yoga classes or any other events that promote student wellbeing.
- Working together with the SU wellbeing officer to promote wellbeing opportunities available to students.
- Working with the charity officer to organise fundraising events that involves student participation.
- Working with the social lead to ensure that events organised are inclusive of the entire student body irrespective of their backgrounds and beliefs as well as ensuring the safety of students on nights out and pub crawls.

7. SOCIETY ELECTIONS & COMMITTEE APPLICATIONS

7.1 The following positions require members to be elected:

- President
- Vice-President
- Treasurer
- General Secretary
- Formal Leads
- Social Leads
- Social Coordinator
- Preston Rep
- Education Lead
- Educational Coordinator
- Events & Publicity Officer
- Charity Officer
- Wellbeing officer

7.2 Elections are to be carried out online with the Student Union acting as a facilitator. Medical Students registered on the MBChB programme are to receive emails with unique voting links.

7.3 Positions should be advertised at least one month in advance and all details regarding the election process should be duly and clearly communicated with candidates and society members.

7.4 Every applicant must fill in a form to explain why they think they would be suited for the role. Each application must be then vetted by the committee before being cleared to launch their campaign.

7.5 Names of applicants for each position must only be released after the deadline to ensure that no one has an unfair advantage.

7.6 Criteria for each position should be explicitly communicated with all society members. Criteria can be found in section 7 of this folder and is subject to changes if the committee agrees so.

7.7 Rules and regulations regarding campaigning will be well established by consulting with the SU and the Medical School, and communicated to candidates.

7.8 Any candidate for any position on the society committee must be a medical student at the University of Manchester Medical School.

7.9 Only current Manchester Medical Students and Intercalating students can participate in the society elections.

7.10 In any Society election, voters will have the option to Re-Open Nominations (RON) should they not wish to vote for any of the standing candidates.

- 7.12 Should no candidate for a position receive more votes than the RON option, then a by-election will occur with the option of choosing RON. Anyone who initially applied may re-apply in the second round and new candidates will be invited to run. In the event that no President has been elected, the Vice-President will run the Society until a by-election has been held to elect the new President.
- 7.13 If at the time of the vote closing there is a draw, then if there is a third losing candidate, he/she must drop out and a further vote be held. In the event that a position is not filled in the first or second round of elections, the person who held that role in the previous committee will continue to do so until a subsequent successful by-election is held
- 7.14 Elections will be held before Easter holidays on a date agreed by the whole committee. Candidates can start campaigning one month before the elections.
- 7.15 The current committee will keep running the society until handover is carried out, which shall be at an agreed date and time before the summer vacations. The newly elected committee will also attend certain meetings before the final handover is carried out to ensure that they have a proper understanding of how the society is run.
- 7.16 The following positions do not require election with members chosen according to the strength of their application:
- Conference Director
 - Conference Coordinator
 - Tech Sec
 - Pacemaker Editor
 - Pacemaker Deputy Editor
- 7.18 A suitable deadline shall be decided for the above applications with roles allocated according to merit and after consulting with the committee, in particular those exercising current positions.
- 7.19 The conference coordinator and the Deputy Editor shall be chosen by the newly appointed Director and Editor respectively.
- 7.20 If during the course of the year a committee member does not perform his or her duties accordingly, then a warning system shall be enforced with the hope that the member in question rectifies his or her behaviour. If the latter fails to happen, a disciplinary panel shall then be set into place comprising of several executive members to discuss the actions and behaviour of the committee member in question. A final decision regarding the member's committee position shall then be taken after consensus is reached with all executive members. A new member will then be recruited via an election or applications basis depending on the urgency of the situation and the committee's decision.

8. FINANCES

- 8.1 The society's finances are managed and controlled by the treasurer.
- 8.2 Before the start of the academic year, the treasurer, president and vice-president must draft a budget which shall be approved by the committee.
- 8.3 The treasurer must keep regular checks on the society's finances and ensure there are neither discrepancies in figures nor any financial abuse.
- 8.4 The treasurer must ensure Bi-Annual Financial Reports detailing every costs and Expenses are produced and published on time as well as signed by an external Auditor; in this case the society coordinator from the student union. The report must be made available to all members of the society via email or through social media.
- 8.5 The treasurer should ensure that all invoices and statements are well documented and kept in the drive and made available when required.
- 8.6 Each transaction must be signed by at least two executive members of the committee with the treasurer being one of them and the president, vice president or the general secretary being the other signatory.

9. SOCIETY FUNDING

- 9.1 The amount of money allocated to the funding of medics' sub-societies and sports teams will be decided by the treasurer, president and vice-president and stated in the budget.
- 9.2 Societies wishing to benefit from MedSoc funding needs to be registered with MedSoc at the beginning of the Academic Year and respect certain criteria such as specified in the registration and funding forms.
- 9.3 Funding applications will be considered by the treasurer, president and vice-president.
- 9.4 The Vice President will be in charge of keeping track of the amount of funding allocated to societies together with the treasurer.
- 9.5 With the medical school now taking the lead with regards to society funding, a substantial financial burden has been taken off MedSoc's shoulders. However, we still assist MMS on allocating those funds via a funding committee chaired by the Director of Student Experience. We also appreciate the fact that the reason our socials generate so much revenue is down to the participation of the student body and respective societies and since we are a non-profit society by nature, MedSoc will keep providing financial support within reasonable demands to all medics' societies and sports teams.

10. FEEDBACK & COMPLAINTS

- 10.1 The Society needs to ensure that feedback from members are always taken into consideration and acted upon.
- 10.2 The society should facilitate the process of feedback whether through surveys or via social media.
- 10.3 The President of the Society should provide regular updates of the activities of the society to the Head of the Medical School or the Director of student experience, and ask for regular feedback.

11: AMENDMENTS TO THE CONSITUTION

- 11.1 Proposed amendments to the Society constitution can be submitted to the Society committee by any member of the society.
- 11.2 Amendments must be accepted by a majority vote of the Society committee before being added to the constitution.
- 11.3 Constitutional amendments must be in agreement with the Aims and Objectives of the Society as well as with the SU guidelines.

Compiled and written by the MedSoc Committee,

December 2014



Tariq Ramtoola

(President)



Connor McLaughlin

(Vice President)



Neal Ramchander

(Treasurer)