

THE LEICESTER  
UNIVERSITY  
STUDENTS' UNION  
MEDICAL  
ASSOCIATION  
CONSTITUTION

Edited by Ross Neale, LUSUMA Vice President 2012/13

*2013*

## Introduction

This Constitution is legally binding and exists in full accordance with the current Constitution of the Leicester University Students' Union, which overrules this document should any deviation in policy arise. This document remains subject to the approval of the Leicester University Students' Union and the Leicester University Students' Union Medical Association, hereinafter called "LUSUMA", for as long as it is current and the latter is affiliated to the former.

The purpose of this Constitution is to provide members of LUSUMA with guidelines to work to in the future. The design of these guidelines is to ensure that LUSUMA operates with continuity and in a way that is fitting for an institution of its type. These guidelines will inform the reader of what he or she can expect from LUSUMA and will inform the members of LUSUMA, especially those who are elected into posts on either of the LUSUMA committees, what is expected of them. To this end, where it is felt that the contents of this document hinder the development of LUSUMA, or they are no longer seen to be representative of what LUSUMA is or aims to be, LUSUMA must take it upon itself to amend the Constitution wherever and whenever it is deemed to be necessary. Where this document takes LUSUMA away from the aims of the Leicester University Students' Union, LUSUMA must also act to correct any difference. This action must be taken no later than at the first LUSUMA Annual General Committee Meeting to follow the discovery of such a difference.

Finally, LUSUMA must not forget or underestimate its reliance and dependence on the support it gains from the University of Leicester and particularly the Faculty of Medicine. When actions of LUSUMA that involve faculty related issues are being decided, the wishes of the Leicester University Faculty of Medicine, hereinafter called "the Faculty", must be seen to have been considered, even if the result of making of a LUSUMA decision proves not to reflect those wishes.

## 1. Name

1.1. The name of the organisation whose actions are bound by this document will be the Leicester University Students' Union Medical Association, hereinafter called "LUSUMA". LUSUMA will be affiliated to the Leicester University Students' Union, here in after called "the Students' Union".

## 2. Aims of LUSUMA

2.1. To represent and promote the academic, social, sporting and welfare needs of its Members

2.1.1. Within the Faculty and the rest of the University of Leicester.

2.1.2. Within the Students' Union.

2.1.3. Within the NHS.

2.1.4. Within the Leicester Community.

2.1.5. To other Universities.

2.1.6. To Supporting Organisations, both medical and non-medical, nationally and internationally.

## 3. Association Membership

3.1. There are two types of membership

3.1.1. LUSUMA Full Membership

3.1.2. LUSUMA Honorary Membership

3.2. On payment of the current subscription fee as described in section 3.6 below, any person shall become a LUSUMA Full Member.

3.3. LUSUMA Full Membership will last for life, unless officially terminated in accordance with section 3.9 below.

- 3.4.** LUSUMA Full Members whose enrolment as a student of the University comes to an end will continue to be LUSUMA Full Members.
- 3.5.** Only LUSUMA Full Members are voting members of LUSUMA.
- 3.6.** Subscription fees will be decided at the beginning of the academic year by LUSUMA Executive Committee and published in an accessible place for the duration of that academic year. They will be paid:
  - 3.6.1.** In the form of a lump payment at the time of the membership commencement.
  - 3.6.2.** The amount payable is dependent upon the year in which the membership commences.
    - 3.6.2.1.** First Year: the full subscription amount.
    - 3.6.2.2.** Second Year: the full subscription amount minus 10%.
    - 3.6.2.3.** Third Year: the full subscription amount minus 20%.
    - 3.6.2.4.** Forth Year: the full subscription amount minus 30%.
    - 3.6.2.5.** Fifth Year: the full subscription amount minus 40%.
    - 3.6.2.6.** All other students: the full subscription amount minus 40%.
- 3.7.** LUSUMA Honorary Membership may be conferred upon any person at a LUSUMA General Meeting, that person gaining such rights as is decided at that meeting or a subsequent LUSUMA General Meeting. Such rights will not include the right to vote on LUSUMA matters.
- 3.8.** Records of all LUSUMA Membership will be kept for a minimum of six years from the time a person becomes a member.
- 3.9.** Any LUSUMA member who acts against the aims of LUSUMA may have his or her membership terminated without repayment of any subscription paid. LUSUMA Membership may only be terminated by a motion passed unanimously at a LUSUMA Executive Committee Meeting. The termination of the LUSUMA membership will take effect immediately when such a motion is passed. Any person who feels their membership has been terminated unfairly may appeal to a LUSUMA Extraordinary

General Committee Meeting (see 11.3 below) who will vote on whether the membership should be terminated

**3.10.** LUSUMA will abide by the Students' Union terms concerning equal opportunities, and LUSUMA and its members will make every effort to uphold these terms at all times.

## **4. Executive Committee**

**4.1.** This will consist of the Executive Officers of LUSUMA who will be:

**4.1.1.** The LUSUMA President, who will:

**4.1.1.1.** Chair LUSUMA General Committee Meetings and LUSUMA Executive Committee Meetings.

**4.1.1.2.** Have a casting vote. The LUSUMA President will only vote when a casting vote is required.

**4.1.1.3.** Be held in overall responsibility for the activities of LUSUMA

**4.1.1.4.** Stay up to date with current ideas, feelings and attitudes of LUSUMA Members, the Students' Union, the Faculty and other wide-ranging issues that may be of interest to LUSUMA Members.

**4.1.1.5.** Will act as an advisor to LUSUMA and its Committees and will therefore have at least one year's experience on the LUSUMA General Committee.

**4.1.1.6.** Continually strive to ensure the aims of LUSUMA are being achieved.

**4.1.1.7.** Always act with the aims and the good of LUSUMA in mind and for the benefit of LUSUMA Members.

**4.1.1.8.** Be responsible for the care and maintenance of the LUSUMA Presidential Stick, hereinafter called "the Stick", including:

**4.1.1.8.1.** Reupholstering the handle as necessary.

**4.1.1.8.2.** Engraving the name of the elected LUSUMA President into the Stick after notification of the result of an election at a LUSUMA Annual General Committee Meeting

- 4.1.1.8.3. Ensuring that the possession of the Stick remains with the LUSUMA President at all times.
- 4.1.1.8.4. Using the Stick to chair meetings or at events as required.
- 4.1.1.8.5. In the event of loss of the Stick, the LUSUMA Executive Committee shall call a LUSUMA Extraordinary Meeting in accordance with section 11.3 below wherein members will follow the process in section .... to make a motion of no confidence in the LUSUMA President.

**4.1.2.** The LUSUMA Vice President who will:

- 4.1.2.1.** Assist the LUSUMA President in the general running of LUSUMA
- 4.1.2.2.** Act as the LUSUMA President in his or her absence, taking on their responsibilities for the duration of that absence.
- 4.1.2.3.** Be responsible for the upkeep of relations with those organisations described in section 2.1 above.
- 4.1.2.4.** Be responsible for organising the Medical Students' Parenting Scheme, whilst working with the Academic and Welfare Officer
- 4.1.2.5.** Will act as an advisor to LUSUMA and its Committees and will therefore have at least one year's experience on the LUSUMA General Committee.
- 4.1.2.6.** Be responsible for organising the sale, ordering and distribution of LUSUMA merchandise to LUSUMA members including:
  - 4.1.2.6.1. Selecting an appropriate supplier and maintaining a proper business relationship with them.
  - 4.1.2.6.2. Co-ordinating a sub-committee as necessary to ensure the timely processing of orders and deliveries.
- 4.1.2.7.** Be responsible for all correspondence with Supporting Organisations and for securing sponsorship when necessary.

**4.1.2.8.** Be responsible for the activities of LUSUMA sub-groups and sports groups, making sure they:

4.1.2.8.1. Submit a Signatory List by the start of the new academic year

4.1.2.8.2. Submit a Constitution and Code of Practice every two years, with the deadline being the end of the calendar year.

4.1.2.8.2.1. If Student Sub-groups do not keep up to date with these documents, they will be considered to be no longer active, in accordance to the *LUSUMA and MEDSIN Sub-group Document (2012)*

**4.1.3.** The LUSUMA Secretary who will:

**4.1.3.1.** Take minutes of LUSUMA General Committee Meetings and LUSUMA Operating Committee Meetings and make these available to all LUSUMA Members on the LUSUMA website within 3 days of a meeting.

**4.1.3.2.** Be responsible for the maintenance and upkeep of the LUSUMA Office and all LUSUMA Membership records.

**4.1.3.3.** Notify all LUSUMA Members of, and produce Agendas for, all LUSUMA General Committee Meetings and LUSUMA Executive Committee Meetings. Agendas should be made publicly accessible at least 48 hours before the relevant meeting.

**4.1.3.4.** Be responsible for all miscellaneous correspondence; including that to sub-groups on request of the LUSUMA Vice President

**4.1.3.5.** Be responsible for the production and distribution of the *LEICESTER MEDIC* at the beginning of each academic year to the new intake of First Year Medical Students.

**4.1.3.6.** Be responsible for the election of LUSUMA First Year Representatives, as detailed in section 6.1 below, onto the LUSUMA General Committee.

**4.1.3.7.** Notify LUSUMA of the outcomes of all meetings and elections held within them. The LUSUMA Secretary will also notify the Faculty and

the Dean of Medicine of the names of those members that are elected into posts at a LUSUMA Annual General Committee Meeting.

4.1.3.7.1. This includes notifying the Faculty in order for the Executive Committee to gain access to the LUSUMA Office.

**4.1.3.8.** Be responsible for organising at least 2 meetings each year with the Faculty and the Dean of Medicine and the LUSUMA Executive Committee.

**4.1.3.9.** Be responsible for the acquisition of a replacement LUSUMA Presidential Stick in the event of a loss of the current Stick.

**4.1.3.10.** Wear a name badge for the duration of *Introweek*<sup>®</sup> that says "Personal Assistant to President and Vice President"

**4.1.4.** The LUSUMA Treasurer who will:

**4.1.4.1.** Be responsible for keeping the LUSUMA accounts and dealing with all monetary affairs of LUSUMA.

**4.1.4.2.** Be the principle advisor to LUSUMA and its Committees on future financial developments. This advice will be made using lessons from the past and based upon the current financial status of LUSUMA.

**4.1.4.3.** Make direct contact with the relevant persons within the Student Union, in order to obtain the annual grant from the Students' Union and to advise the Students' Union and LUSUMA of the current attitudes and status regarding the financial affairs of the other.

**4.1.4.4.** Keep all relevant financial documents from the past three years' dealings.

**4.1.4.5.** Be responsible for the allocation of grant money to all sub-committees of LUSUMA and oversee the financial affairs of all the sub-committees throughout the year. Grant money can be allocated and withdrawn at the discretion of the LUSUMA Executive Committee.

## 5. LUSUMA Operating Committee

**5.1.** The day-to-day running of LUSUMA will be the responsibility of the LUSUMA Operating Committee. This committee will include:

**5.1.1.** The LUSUMA Executive Committee



**5.1.2.** The two LUSUMA Social Secretaries who will jointly:

**5.1.2.1.** Be responsible for the planning, organisation and realisation of all LUSUMA Social Events, including ticket sales.

**5.1.2.2.** Liaise with venues and organisations to develop new, innovative and wide ranging LUSUMA Social Events that cater for the needs of all LUSUMA Members.

**5.1.2.3.** The selection of venues and organisations by the LUSUMA Social Secretaries must be in the best interests of LUSUMA and its members.

**5.1.2.4.** Work with the LUSUMA Publicity Secretary to ensure adequate publicity of LUSUMA Social Events to all LUSUMA Members.

~~**5.1.3.** The LUSUMA Publicity Secretary who will:~~

~~**5.1.3.1.** Publicise events (including all relevant activities organised by those organisations detailed in section 2.1 above), news and information of interest to LUSUMA and its members to all LUSUMA Members or appropriate sub groups thereof.~~

~~**5.1.3.2.** Achieve the aims of section 5.1.3.1 above via e mail (using the lists detailed in 5.1.5.2 below), lecture announcements, posters, text messages and any other viable means of communication that are legal and permitted by the University of Leicester and the Students' Union.~~

~~**5.1.3.3.** Achieve the aims of 5.1.3.1 with the help of the LUSUMA 4<sup>th</sup> Year Representative, LUSUMA 5<sup>th</sup> Year Representative and other members of the LUSUMA committee.~~

~~**5.1.3.4.** Information publicised by the LUSUMA Publicity Secretary will be monitored by the LUSUMA Executive Committee.~~

~~**5.1.3.5.** Advertise at least one social on a sandwich board, which has to be worn in the Maurice Shock Building~~

~~5.1.3.6. Encourage all Medical Students to support LUSUMA and its activities, especially those activities organised by the LUSUMA Social Secretaries and Ball Secretaries~~

~~5.1.3.7. Ensure the appropriate maintenance of Social Networking Sites on behalf of LUSUMA (including Facebook and Twitter)~~

**5.1.4.** The LUSUMA Sports Secretary who will:

**5.1.4.1.** Be responsible for the development and continuation of the sporting activities of LUSUMA Full Members.

**5.1.4.2.** Be responsible for all activities of LUSUMA Sports Teams and for the development and continuation of sporting relations with the National Association of Medics' Sports and those organisations detailed in section 2.1 above.

**5.1.4.3.** Work with the LUSUMA Social Secretaries when necessary to achieve the aims of 5.1.3.1 above.

**5.1.4.4.** Work with the LUSUMA Publicity Secretary to ensure adequate publicity of LUSUMA Sporting Events and Sports Teams to LUSUMA Members.

**5.1.4.5.** Liaise with the LUSUMA Executive Committee in order to distribute the money prescribed for sport by the LUSUMA Executive Committee between the LUSUMA Sports Teams according to their various requirements and in accordance with section 9 below.

**5.1.4.6.** Formulate a financial plan, according to the cost of hiring sports facilities from the University, so that LUSUMA members who wish to play sport, pay a yearly 'membership' fee to affiliate themselves with Medic Sport

**5.1.4.7.** Oversee the awarding of Sports Colours, to be given out at the yearly Sports Awards, to those who have fulfilled the relevant criteria

**5.1.4.8.** To liaise with the Sports and Recreation department and Students Union to make bookings for weekly training sessions

**5.1.5.** The two LUSUMA Ball Secretaries who will jointly:

- 5.1.5.1. Be responsible for the organisation of the LUSUMA Winter Ball and the LUSUMA Summer Party.
- 5.1.5.2. Work with the LUSUMA Publicity Secretary to ensure the events described in section 5.1.3.1 are adequately publicised to LUSUMA Members.
- 5.1.5.3. Be responsible for the co-ordination of fund-raising and finances for the events described in section 5.1.5.1 above by working with the LUSUMA Vice President.
- 5.1.5.4. Acquire input from the LUSUMA Committee and LUSUMA Members and use this data to help in the planning, organisation and realisation of the events described in section 5.1.5.1 above.
- 5.1.5.5. Set up a Sub-Committee as necessary to help in the planning, organisation and realisation of the events described in section 5.1.5.1 above.

**5.1.6.** The LUSUMA Webmaster who will:

- 5.1.6.1. Be responsible for the maintenance, upkeep and regular updating of the LUSUMA Website.
- 5.1.6.2. Work with all other members of the LUSUMA General Committee to achieve the aims of section 5.1.6.1 above.
- 5.1.6.3. Ensure that the LUSUMA Website is sufficiently accessible and publicised to all LUSUMA Members.
- 5.1.6.4. Create and maintain e-mail distribution lists of all LUSUMA Members to enable rapid communication to be made with all LUSUMA Members.
- 5.1.6.5. Be responsible for the maintenance, safety and appropriate insurance cover of all LUSUMA portable electrical equipment.

**5.1.7.** The LUSUMA Media Officer who will:

- 5.1.7.1. Be responsible for photographing very major LUSUMA Social and Sporting Events.
- 5.1.7.2. Publicise events (including all relevant activities organised by those organisations detailed in section 2.1 above), news and information of interest to LUSUMA and its members to all LUSMA Members or appropriate sub-groups thereof.

**5.1.7.3.** Work closely with the LUSUMA Webmaster to upload all photographs of major LUSUMA Social and Sporting Events on the website, within 7 days of the event and other web based social forums, including *Facebook* within 14 days of the event. The LUSUMA Media Officer will ensure that all photographs are suitable for public viewing and do not jeopardise the position of LUSUMA within the Students' Union, with the Faculty or the University of Leicester.

**5.1.7.4.** Work closely with the LUSUMA Publicity Secretary to aid in the production of promotional videos, posters and all other forms of media to achieve the aims of section 5.1 (c) (ii) above.

**5.1.7.5.** Be responsible for the production of the LUSUMA Magazine, at least once per semester, with the aim of informing Medical Students of the activities of the LUSUMA committee, sub-organisations of LUSUMA and any other news or information relevant to Medical Students.

**5.1.7.6.** Set up a Sub-Committee as necessary to help in the planning, organisation and realisation of the magazine described in section (iv) above. Members of this subcommittee are subject to change by the Media officer and the LUSUMA executive committee.

**5.1.7.7.** Achieve the aims of section 5.1.7.2 above via e-mail, lecture announcements, posters, text messages and any other viable means of communication that are legal and permitted by the University of Leicester and the Students' Union.

**5.1.7.8.** Achieve the aims of 5.1.7.2 with the help of the LUSUMA 4<sup>th</sup> Year Representative, LUSUMA 5<sup>th</sup> Year Representative and other members of the LUSUMA committee.

**5.1.7.9.** Information publicised by the LUSUMA Publicity Secretary will be monitored by the LUSUMA Executive Committee.

**5.1.7.10.** Advertise at least one social on a sandwich board, which has to be worn in the Maurice Shock Building on a day of their choice.

**5.1.7.11.** Encourage all Medical Students to support LUSUMA and its activities, especially those activities organised by the LUSUMA Social Secretaries and Ball Secretaries

**5.1.7.12.** Ensure the appropriate maintenance of Social Networking Sites on behalf of LUSUMA (including Facebook and Twitter)

**5.1.8.** The LUSUMA International, Academic and Welfare Officer:

**5.1.8.1.** Create and distribute an international students guide to Leicester Medical School (including information about what to do before leaving home, for travel, and what to do on arrival)

**5.1.8.2.** Personally contact all international students to answer any enquires or direct them to proper support.

**5.1.8.3.** Meet and escort all international students upon arrival at Introweek®

**5.1.8.4.** Organize a meeting with the 3rd year direct entrants from Malaysia and a current 3rd or 4th year during their Introweek®

**5.1.8.5.** Continue bi-annual meeting for both 1st international student and Malaysian 3rd year entry students to answer any questions and put them in contact with older students from their countries of origin

**5.1.8.6.** Liaise with LUSUMA and Union Welfare Officers

**5.1.8.7.** Re-evaluate the international rep post at the end of each year with the Operating Committee to see if the position can be integrated with the Academic and Welfare Officer post, as outlined in section 5.1.9

**5.1.9.** The LUSUMA Academic and Welfare Officer who will:

**5.1.9.1.** Act as a specific point of contact and be visible within the Medical School to ensure people would feel comfortable raising any issues with the Officer.

**5.1.9.2.** Be responsible for any academic concerns or issues of welfare of LUSUMA members

**5.1.9.3.** Liaise with appropriate sub-societies to ensure welfare issues of LUSUMA members are addressed

**5.1.9.4.** Work closely with Academic Representative, to ensure the academic needs of our LUSUMA members are reached, and thus attend Academic rep meetings with the faculty

**5.1.9.5.** Chair meetings with Academic Reps at least once a semester so any issues can be raised to the Medical School

**5.1.9.6.** Liaise with Stream Reps in Phase 2 and the LUSUMA 4<sup>th</sup> and 5<sup>th</sup> Year Representatives, in order to ensure the safety and welfare, along with academic concerns of LUSUMA members

**5.2.** The LUSUMA Operating Committee will:

**5.2.1.** Deal with all relevant issues and concerns to LUSUMA Members

**5.2.2.** Collect the opinions of LUSUMA Members regarding Social, Sports, Ball or any other events organised.

**5.2.3.** Gather suggestion for future events in order to feed back to the relevant parties.

**5.3.** The LUSUMA Operating Committee will meet as necessary at a LUSUMA Operating Committee Meeting, being quorate as detailed in section 14 below.

**5.4.** LUSUMA Operating Committee Meetings are closed to non-committee members unless they are specifically invited by the LUSUMA Executive Committee.

## **6. LUSUMA General Committee**

**6.1.** LUSUMA, including all of its sub-organisations, will be the responsibility of the LUSUMA General Committee. This Committee will include:

**6.1.1.** The LUSUMA Operating Committee as detailed in section 5.1 above.

**6.1.2.** The two LUSUMA 1<sup>st</sup> Year Representatives, elected in accordance with section 9.2.1 below, who will jointly:

**6.1.2.1.** Act as contacts between the 1<sup>st</sup> Year Class and the LUSUMA Committee.

**6.1.2.2.** Assist the LUSUMA Publicity Secretary in publicising events, news and information to the 1<sup>st</sup> Year Class.

**6.1.2.3.** Be responsible for the cleaning and upkeep of the LUSUMA Office within the Maurice Shock Building.

**6.1.3.** The LUSUMA 4<sup>th</sup> Year Representing who will:

**6.1.3.1.** Perform the functions of the LUSUMA Social Secretaries and the LUSUMA Publicity Secretary, limited to the 3rd and 4th Year Class.

**6.1.3.2.** Work with the 5th Year Representative and Academic & Welfare Representative to select and direct the Stream Representatives within, at a maximum, the first two months of the start of Junior and Senior Rotations

**6.1.3.3.** If this role is not filled, the out-going LUSUMA President may be co-opted onto the Operating Committee if there is a 51% majority vote within the elected committee.

**6.1.4.** The LUSUMA 5<sup>th</sup> Year Representative who will:

**6.1.4.1.** Perform the functions of the LUSUMA Social Secretaries and the LUSUMA Publicity Secretary, limited to the 5th Year Class.

**6.1.4.2.** Work with the 4th Year Representative and Academic & Welfare Representative to select and direct Stream Representatives within, at a maximum, the first two months of the start of Junior and Senior Rotations

**6.1.5.** The Graduate **and Mature Student** Representative who will:

**6.1.5.1.** Represent the views and opinions of the **L4 and L5** Graduate students to LUSUMA.

**6.1.5.2.** Identify and assist in satisfying the specific needs of the Graduate **and Mature** students

**6.1.5.3.** Assist the LUSUMA Publicity Secretary in publicising events, news and information to the Graduate Class.

**6.1.5.4.** Be responsible for the planning, organisation and realisation of all LUSUMA social events specific to the graduate students.

**6.1.5.5.** Feed back to the LUSUMA General Committee on the opinions of the respective course groups with regard to the current academic situation.

**6.1.5.6.** Advise the LUSUMA General Committee on any recent academic situation as told to them by members of the Faculty at Staff/Student Committee Meetings and by the Students' Union Course Representatives' Conference.

**6.1.6.** The Students' Union elected Faculty Representative to the Union Parliament who automatically sits on the Faculty Board in accordance with the Constitution of the Students' Union and the University of Leicester's regulations.

**6.2.** Representatives of any other body recognised as a sub-organisation or club of LUSUMA in accordance with section 9 below may also be represented on the LUSUMA General Committee as necessary.

**6.3.** The LUSUMA General Committee will meet when necessary, preferably once per term but at least once per semester at a LUSUMA General Meeting, being quorate as detailed in section 12 below.

**6.4.** Any LUSUMA Member is welcome to attend a LUSUMA General Committee Meeting, but only those detailed in section 6.1 above are eligible to vote on motions presented at the meeting.

## **7. LUSUMA Phase 2 Stream Representatives**

**7.1.** Should apply, when invited to and in the advertised format, based on the applicant's suitability for the role as determined by criteria to be developed or reviewed annually by LUSUMA Academic & Welfare Representative, 4th Year Representative and 5th Year Representative.

**7.2.** The criteria should reflect the necessity to provide appropriate academic support, welfare support, social provision and publicity of LUSUMA events, in line with the Aims of LUSUMA (section 2.1), primarily within the Representatives own stream but also secondarily in other streams if appropriate



7.3. Should be selected based on:

- 7.3.1. A balance of prior knowledge by the LUSUMA Academic & Welfare Representative, 4th Year Representative and 5th Year Representative as well as an appropriate written application
- 7.3.2. Fulfilment of the criteria set out in sections (b) and (c) i. to a higher degree than other applicants, as determined by the LUSUMA Academic & Welfare Representative, 4th Year Representative and 5th Year Representative

7.4. Should be adequately trained in welfare provision in line with the requirements of the LUSUMA Academic and Welfare Representative

7.5. Should work within the current and wider aims of the LUSUMA Academic & Welfare Representative, 4th Year Representative and 5th Year Representative and cooperate with the aforementioned in order to meet the Aims set out in (b)

7.6. Continue to perform their duties until the end of Senior Rotation unless the LUSUMA Academic & Welfare Representative, 4th Year Representative and 5th Year Representative have appropriate cause to terminate the post and reopen nominations, or the Stream Representative declares their intention to step down in writing

## 8. LUSUMA Sports Clubs' Committee

8.1. The LUSUMA Sports Clubs' Committee will consist of:

- 8.1.1. The LUSUMA Sports Secretary as detailed in section 5.1(c) above.
- 8.1.2. Captains of all those teams that have been approved by the LUSUMA Executive Committee as being eligible for a LUSUMA grant in accordance with section 9 below.

8.2. The LUSUMA Sports Clubs' Committee will be answerable directly to the LUSUMA Executive Committee.

8.3. The LUSUMA Sports Clubs' Committee will:

- 8.3.1. Meet formally and often as they feel necessary to achieve their combined aims.

- 8.3.2. Be responsible for the fair distribution of the entire annual block LUSUMA grant for sport between all those teams that are represented.
- 8.3.3. Work to promote sport in the Faculty
- 8.3.4. Be responsible for dealing with all the issues arising from LUSUMA Full Members' sports activities, unless involvement from other parts of LUSUMA is made or felt to be necessary as a result of the specific circumstances
- 8.3.5. Work between themselves and the LUSUMA Social and Publicity Secretaries to involve as many people as possible in each sporting fixture.

## 9. Elections

9.1. All elections will be held in accordance with the current Constitution of the Students' Union.

9.2. Elections for posts on LUSUMA will be held:

9.2.1. For LUSUMA 1<sup>st</sup> Year Social Representative and LUSUMA Academic Representatives within four weeks of each Year Class' initial registration

9.2.1.1. This will be run by the LUSUMA Secretary, in accordance with the Students' Union Constitution. This is outlined in section 4.1.3.6.

9.2.2. For all members of the LUSUMA Operating Committee and the LUSUMA 4<sup>th</sup> Year Representative and the LUSUMA 5<sup>th</sup> Year Representative at a LUSUMA Annual General Meeting.

9.2.2.1. All of these offices must be re-elected at every LUSUMA Annual General Meeting.

9.2.3. For all other Representatives as detailed in section 6.1 above within their own respective organisations.

9.2.4. For the LUSUMA Sports Teams' Captains informally, within each sports team, at a time in the year relevant to the activities of that team. The current captains of all LUSUMA Sports Teams will be advertised to LUSUMA Members by the LUSUMA Sports Secretary on the LUSUMA Sports Notice Board.

**9.2.4.1.** Notification of elections must be given to the LUSUMA Secretary at least seven days prior to the election.

**9.2.5.** Elections for those posts listed in 9.2 and 1.1 above will be carried out by a closed ballot and over-seen by Union Parliament's Steering Group.

**9.3.** The electorate able to vote for the posts listed in section 9.2.1. above will be LUSUMA Full Members in the year group that these committee members will be representing.

**9.4.** The electorate able to vote for the posts listed in section 1.1(a) and 8.2(b) above will be Full Members only.

**9.5.** In the event of a post becoming vacant as a result of resignation, a motion of no-confidence or any other reason during the LUSUMA operating year, the affected committee will have the right to decide on action to take. This may necessitate the arrangement of a special re-election procedure. In such a case, the procedure followed should emulate the normal procedure for the election relevant to that post as described in section 9.2 above, i.e. in terms of the electorates that are voting and the type of meeting necessary for that election.

**9.6.** To be eligible for an elected post a candidate must:

**9.6.1.** Be a Full LUSUMA Member.

**9.6.2.** Be present at the time of their election (unless extenuating circumstances deem this impossible; in such cases a vote will be held at the meeting when the normal election was to be held to decide whether the circumstances require that the nomination be re-opened to give the candidate involved a second chance to stand; this procedure may only be done once).

**9.7.** For LUSUMA 1<sup>st</sup> Year Representatives and LUSUMA Academic Representatives:

**9.7.1.** Present themselves in front of their year group and be prepared to answer questions from the floor immediately prior to their election.

**9.7.2.** They will speak for no longer than 1 minute

**9.7.3.** The elected Representatives must attend an Induction session, hosted by the current LUSUMA Operating Committee

## 10. Sub-organisations and Clubs of LUSUMA

- 10.1.** Sports Teams affiliated with LUSUMA will be known as LUSUMA Clubs, other sub-organisations will be known by the name they choose, provided this begins with "LUSUMA" and is acceptable to the LUSUMA General Committee.
- 10.2.** Any sub-organisation or club shall be recognised as affiliated to LUSUMA provided that:
- 10.2.1.** It has at least five members, all of whom are LUSUMA Full Members. A list of these members must be included with any grant application or petition for formation.
  - 10.2.2.** A petition for its formation signed by its members is presented to the LUSUMA General Committee. Such a petition must be submitted each time a LUSUMA sub-organisation or club grant is applied for.
  - 10.2.3.** The sub-organisation or club presents a Constitution of its own to the LUSUMA General Committee, including:
    - 10.2.3.1.** The name of the sub-organisation.
    - 10.2.3.2.** The aims and objectives of that sub-organisation or club.
    - 10.2.3.3.** This includes a signatory list and code of practice, as outlined in the agreement document in association with MEDSIN and the Students' Union (October 2012)
    - 10.2.3.4.** Details of posts within the sub-organisation or club and how these posts are to be filled, whether that is by a process of election or promotion. All sub-organisations and clubs must have posts equivalent to those of:
      - 10.2.3.4.1. President or Captain
      - 10.2.3.4.2. Vice-president or Vice-captain
      - 10.2.3.4.3. Treasurer
      - 10.2.3.4.4. Secretary
  - 10.2.4.** Provisions for meetings of all members of the sub-organisation or club.

- 10.2.5.** Provision for an annual general meeting at which the achievements of that sub-organisation or club will be presented. The accounts being presented must have been approved by the LUSUMA Treasurer prior to the meeting of their presentation. All LUSUMA Full Members will be allowed to attend any sub-organisation or club annual general meeting.
- 10.2.6.** The name of the chairperson or head of the sub-organisation or captain of the club who may be a member of the LUSUMA General Committee in accordance with section 6.2 above.
- 10.2.7.** The aims of such Constitutions will lie within the aims of the Constitution of LUSUMA.
- 10.2.7.1.** The aims and objectives must also be different from any existing organisation; this is to be judged at the discretion of the LUSUMA Operating Committee.
- 10.2.8.** The sub-organisation or club and its constitution are approved by the LUSUMA General Committee.
- 10.3.** Only LUSUMA clubs, as described above, are entitled to a termly grant which will be determined all allocated by the LUSUMA Sports Clubs' Committee with the approval of the LUSUMA Treasurer.
- 10.3.1.** This activities of the student group will affect the outcome of the application process
- 10.3.1.1.** The LUSUMA Vice-President is responsible for activities of these sub-groups
- 10.3.1.2.** The LUSUMA Sports Secretary has overall responsibility for the activities of all sports teams
- 10.4.** No LUSUMA sub-organisation may hold its own bank account; all finances must be kept within the Students' Union and managed by the LUSUMA Treasurer.
- 10.4.1.** The LUSUMA Treasurer will be responsible and liable for all spending and fundraising of these student groups.
- 10.4.2.** An application must be made to withdraw funds from this account, which is the responsibility of the LUSUMA Treasurer

**10.4.2.1.** This application must be completed by filling in the 'LUSUMA Withdrawal Form'

**10.4.2.2.** This form must be signed by the Treasurer of the sub-organisation and co-signed by either the President/Captain, Vice-President/Vice Captain or Secretary

## 11. Finances

**11.1.** All LUSUMA expenditure must be authorised by the LUSUMA Treasurer and co-authorised by another member of the Executive Committee.

**11.2.** LUSUMA will hold a bank account in the name of LUSUMA. Details of transactions through this account will be recorded and held by the LUSUMA Treasurer for three years. Each year's transactions through this account will be presented to LUSUMA at the end of each operating year. Each term's transactions through this account will be presented to the Students' Union as necessary as well as with any grant application. There will be four signatories for this account, of whom at least two must sign for transactions made through the account. These signatories will be:

**11.2.1.** The LUSUMA President.

**11.2.2.** The LUSUMA Vice President.

**11.2.3.** The LUSUMA Treasurer

**11.2.4.** The LUSUMA Secretary

**11.3.** LUSUMA sub-organisations may receive a grant with the approval of the LUSUMA Treasurer and co-approval by another member of the Executive Committee. This approval may only be given when the sub-organisation or club has fulfilled the following criteria:

**11.3.1.** The sub-organisation is affiliated with LUSUMA in accordance with section 10 above.

**11.3.2.** A written application (hard copy or electronic) for the grant has been received by the LUSUMA Treasurer

- 11.3.3.** All of the LUSUMA sub-organisation or club's financial details for the period the previous year's/terms grant in the form of a sub-organisation/club budget
  - 11.3.4.** The projected expenditure for the period the grant is to be allocated for, with an estimate of the size of grant the sub-organisation or club feels it deserves (the LUSUMA General Committee is not obliged to allocate this amount on approval of a sub-organisation annual or termly grant).
  - 11.3.5.** The names of those people who sit in the posts described in the sub-organisation or club's Constitution as described in section 10.2(c)(iii) above. All of these posts must be held by LUSUMA Full Members.
  - 11.3.6.** Names of all those LUSUMA Full Members that are involved with the sub-organisation or club and the total number of people that are involved with that sub-organisation or club.
  - 11.3.7.** The sub-organisation or sports club is considered active, in accordance with the details found in section 10.
  - 11.3.8.** A written request for the allocation of the grant, signed by at least two people holding posts described in the sub-organisation or club's Constitution.
- 11.4.** The LUSUMA Executive Committee may, with the permission of LUSUMA and the University (in the form of written consent from the current Leicester University Dean of Medicine), borrow money on behalf of LUSUMA. LUSUMA must avoid this action as far as possible and must closely scrutinise the reasons behind any suggestion of this nature before giving its permission. However, LUSUMA must not delay acting to this end where its future is at risk.

## 12. Meetings

- 12.1.** LUSUMA Annual General Committee Meetings:
  - 12.1.1.** May only be called by the LUSUMA General Committee.
  - 12.1.2.** Will be held in the second term of each academic year, not more than two weeks before the end of the LUSUMA operating year signified by the Handover Party.

**12.1.3.** Will be advertised to LUSUMA on the LUSUMA notice boards and via the e-mail lists of LUSUMA Members as described in section 5.1(e)(iv) above. The meeting will be advertised not less than fourteen days prior to the date chosen for the meeting by the LUSUMA General Committee.

## **12.2.** LUSUMA Ordinary Committee Meetings:

**12.2.1.** May be called either:

**12.2.1.1.** At the discretion of the LUSUMA General Committee.

**12.2.1.2.** By at least a quorum number (as described in section 12.2(a) below) of LUSUMA Full Members, all of whom will be signatories to an application which will be received by the LUSUMA Secretary at least fourteen days before the proposed date of the meeting.

**12.2.2.** Will be advertised to LUSUMA on the LUSUMA notice boards and via the e-mail lists of the LUSUMA Members as described in section 5.1(e)(iv) above. The meeting will be advertised not less than seven days prior to the date chosen for its occurrence.

## **12.3.** LUSUMA Extraordinary General Committee Meetings:

**12.3.1.** May be called either:

**12.3.1.1.** At the discretion of the LUSUMA Executive or General Committees

**12.3.1.2.** On written receipt by the LUSUMA Secretary of a motion requiring a decision to be made by LUSUMA more quickly than permitted by the next LUSUMA General Committee Meeting that has already been organised. The application for a LUSUMA Extraordinary General Committee Meeting must be signed by at least a quorum number (as described in section 12.2(a) below) of LUSUMA Full Members.

**12.3.1.3.** Will be held within four days of either the decision to hold one being made, or from the time the LUSUMA Secretary takes receipt of an application of the type described in (a)(ii) above.



- 12.3.1.4.** Will not be used to elect new candidates into posts or deal with new motions or amendments to existing motions other than those being the reason of the calling of the meeting

**12.4.** LUSUMA Executive Committee Meetings:

- 12.4.1.** Will take place before each LUSUMA General Meeting.
- 12.4.2.** Will be used to finalise agendas, decide on the direction of each meeting and discuss any issues relating to the practical running of LUSUMA as well as to form a basis of leadership for LUSUMA.
- 12.4.3.** Will not be used to elect new members
- 12.4.4.** May deal with making Constitutional amendments and alter existing motions, if there are Constitutional errors
- 12.4.5.** Any decision made by the Executive Committee may be over-ruled by the LUSUMA General Committee by a majority vote

**12.5.** Agendas for all LUSUMA General Committee and LUSUMA Annual General Committee Meetings will be published and displayed on the LUSUMA Website and on the LUSUMA notice boards at least twenty-four hours before the times appointed for the respective meetings.

**12.6.** Motions:

- 12.6.1.** Other than those proposed by the respective committee at any meeting, must be received by the LUSUMA Secretary at least forty-eight hours before the appointed time of the meeting at which the motion is to be discussed. Motions proposed in this way must be written with the signatures of at least two LUSUMA Full Members.
- 12.6.2.** Will be proposed and seconded at the calling of the chairperson of the relevant meeting. The chairperson will then call for opposition to the motion. Where no opposition is forthcoming the motion will be taken as carried. In the presence of formal opposition, the chairperson will call for discussion followed by voting. Only those who are eligible to vote at each meeting may do so. At LUSUMA committee meetings voters will normally vote by show of hands, unless anonymity is required. In these cases voting will be carried out by closed ballot as happens at General Committee Meetings.

**12.6.3.** That are emergency motions will be debated only when the chairperson receives the proposals for the emergency motions with the signatures of the proposer and a seconder. For motions being passed at a LUSUMA General Committee Meeting both the proposer and the seconder must be LUSUMA Full Members. Otherwise the proposer and seconder must be members of the committee which is to debate the motion. On receipt of such a proposal, the chairperson will call for a vote on whether the motion will be put to debate at that meeting, before voting on the motion proposed. The motion will be debated if a majority of at least two-thirds of those voting is in favour of proceeding with the motion.

**12.6.4.** Of censure and no-confidence will be dealt with in the following ways:

**12.6.4.1.** If a motion of censure or no-confidence relating to the chair is accepted by the meeting, the chair will be taken by a member to whom the motion does not relate and who is acceptable to the meeting.

**12.6.4.2.** A motion of censure or no-confidence may be directed at an office for any of a number of reasons.

12.6.4.2.1. One of these must include poor attendance to meetings of the committee that the individual is an officer.

12.6.4.2.2. In such cases relating to the LUSUMA General Committee a motion of censure will be proposed when an officer fails to attend two consecutive meetings of that committee, or if the officer misses three meetings without apology or a total of four meetings in any one semester. On passing a motion of censure the committee will write to the individual in question warning him or her of the situation within five days of the motion being passed. Where this warning is ignored by the individual, by missing another meeting without asking the permission of the whole committee at a meeting in advance of the one being missed in this example, a motion of no- confidence will be proposed.

12.6.4.2.3. Other reasons for proposing a motion of censure or no-confidence towards an officer include his or her failure to satisfactorily carry out the tasks of his or her post, as

described in sections 4, 5, 6 and 7; acting against the aims of LUSUMA. If a motion of no-confidence is passed, the individual concerned will lose his or her office and the committee affected will have the choice of how to proceed, as described in section 8.6 above.

12.6.4.2.4. Such a motion may be passed at a meeting of the committee being affected or at a LUSUMA General Committee Meeting or LUSUMA Executive Committee Meeting

12.6.4.2.5. A motion of censure or no-confidence will be passed only if supported by at least a two-thirds majority.

**12.6.4.3.** May not be withdrawn after they have been presented at a meeting.

**12.6.4.4.** Will be taken as passed by a simple majority unless otherwise stated in the LUSUMA Constitution.

**12.7.** All amendments to the LUSUMA Constitution may only be passed with the approval of the Executive Committee of the Students' Union. Amendments that have been made to bring the LUSUMA Constitution in line with the Constitution of the Students' Union will be automatic. Other amendments to the LUSUMA Constitution will be made in the form of a motion being passed at a LUSUMA General Committee or Executive Meeting. Such amendments will be passed only with support from at least two-thirds of the voters.

**12.7.1.** Any amendments will be advertised to LUSUMA by the LUSUMA Secretary on the LUSUMA Website and notice boards at the time of their making for at least two weeks.

**12.8.** Amendments to motions:

**12.8.1.** Will be acceptable if received by the LUSUMA Secretary in writing with the signatures of the proposer and seconder. For motions being passed at a LUSUMA General Committee Meeting both proposer and seconder must be LUSUMA Full Members. Otherwise the proposer and seconder must be officers of the committee that is to debate the motion. Proposals for such amendments will be accepted up to the time of voting.

**12.8.2.** Will be incorporated as parts of the original motions if the proposers and seconders of the original motions accept the amendments.

## 13.Voting

**13.1.** For the election of candidates into LUSUMA offices will be by secret ballot, employing the *single transferable vote* system.

- 13.2.** For motions by show-of-hand will be counted by two LUSUMA Full Members acting as tellers, these being appointed at the meeting the motion is to be debated by the chairperson. Should the result of a vote carried out by show-of-hands be challenged, two new tellers will be appointed and the vote re-taken. In the event of any further challenge to that result being made against that result, the vote will be re-taken by closed ballot.
- 13.3.** Procedures at LUSUMA General Committee Meetings will be dealt with by a Returning Officer who will be appointed at the meeting in question by the chairperson. This person will be a LUSUMA Full Member who neither holds nor is standing for any of the posts described in sections 4, 5, 6 and 7. Should a majority of those at the meeting object to the choice of Returning Officer, a replacement will be appointed by the chairperson. The LUSUMA Full Members may reject up to a maximum of three Returning Officers appointed.
- 13.4.** At LUSUMA General Committee Meetings is a privilege of the LUSUMA Full Members only.
- 13.5.** On motions debated at LUSUMA General Committee Meetings by proxy is only allowed by LUSUMA Full Members who are unable to attend the relevant meeting because of their clinical responsibilities. A letter detailing the proxy votes must be received by the LUSUMA Secretary at least one hour before the relevant meeting and signed by both the voting member.
- 13.6.** Meetings that are described as formal will be advertised with agendas and have their minutes recorded.

## 14. Quorum

- 14.1.** Meetings will not commence until quorate.
- 14.2.** The quorum number will be:
- 14.2.1.** For LUSUMA General Committee Meetings and to call either a LUSUMA Ordinary General Committee Meeting or LUSUMA Extraordinary General Committee Meeting: three per cent of the current LUSUMA Full Membership.
  - 14.2.2.** For LUSUMA Annual General Committee Meetings ten per cent of the current LUSUMA Full Membership.
  - 14.2.3.** For other formal LUSUMA committee meetings two-thirds of the elected membership.

## 15. Interpretation

- 15.1. Interpretation of the LUSUMA Constitution, except at LUSUMA General Committee Meetings, will be the responsibility of the LUSUMA Executive Committee.
- 15.2. Interpretation of the LUSUMA Constitution at LUSUMA General Committee Meetings will be the responsibility of the LUSUMA Vice President, acceptable to the meeting, who has been proposed by the LUSUMA General Committee prior to the meeting.