

Surgical Society University Of Galway Constitution

Ratified on 09-10-2025 by the University Societies' Co-ordination Group

Adopted on the 09-10-2025

Article 1: Name of the Society

1.1 The name of the Society shall be Surgical Society, University of Galway (hereinafter referred to as 'the Society').

1.2 The Society may be commonly known as the Surgical Soc.

1.3 The Society is a constituent part of the University of Galway and is subject to all relevant policies and regulations of the University and the University Societies Coordination Group (USCG).

Article 2: Alliances and Affiliations with External Bodies

The Society is independent and is not aligned with, nor affiliated to, any external bodies, unless otherwise approved by the University and the USCG.

Article 3: Aims of the Society

The aims of the Society shall be:

- To encourage and organise social interaction among members.
- To provide opportunities for members to participate in activities that enrich their educational experience at the University of Galway.
- To foster interaction between members and academic/clinical staff of the University of Galway and UHG.
- To ensure representation of the University of Galway at national and international surgical competitions.
- To advocate for the interests of medical students in the field of surgery.
- To represent medical students in their engagement with the surgical field at the University of Galway and University Hospital Galway (UHG).
- To promote and support surgical research opportunities within the University of Galway.

Article 4 Membership

4.1 All current students and staff of the University shall be eligible for full membership of the

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Society.

4.1.1 Students and staff who have been subject to a USCG or University sanction prohibiting Society membership shall not be eligible.

4.2 Any eligible person shall become a member of the Society upon registering with the Society at a Society Day or through the official Society registration process.

4.2.1 Where the Society charges a membership fee, full membership shall be granted upon payment of said fee. The fee shall be determined annually by the Committee, subject to approval by the Societies Office. All such monies received must be lodged in full to the Society's bank account.

4.2.2 If the Society is affiliated with an external body that charges a membership fee, members shall not be obliged to join the external body and therefore shall not be required to pay that fee.

4.3 The Society may, with the approval of the USCG, confer Honorary Life Membership (HLM) upon any member or alumnus deemed to have rendered exceptional service to the Society.

4.3.1 Honorary Life Members shall be entitled to attend Society events and to speak at regular meetings, but shall not be entitled to vote at regular meetings, Annual General Meetings (AGMs), or Extraordinary General Meetings (EGMs), nor to stand for a Committee position, nor to exercise any privileges reserved for full members.

4.3.2 Should an Honorary Life Member subsequently meet the eligibility criteria for full membership under Article 4.1, they shall enjoy the full rights and privileges of membership.

Article 5: Membership

5.1 The business of the Society shall be conducted by the Committee.

5.2 All Committee members must be full members of the Society.

5.3 All full members of the Society are eligible for election to the Committee, except as expressly disallowed herein.

5.3.1 Full members who have been subject to a USCG or University sanction prohibiting Committee membership shall be ineligible to stand for election or to serve on the Committee.

5.4 The Committee shall consist of:

- The core positions specified in Article 5.5.
- The Additional Specified Committee Members (ASCMs) set out in Article 5.6.2.
- Ordinary Committee Members as outlined in Article 5.7.

5.5 Core Positions

- The mandatory core positions of the Committee are Auditor, Vice-Auditor, Treasurer, and Secretary.

5.5.1 Auditor

- Holds overall responsibility for the affairs of the Society.
- Chairs all meetings of the Society, except where otherwise provided for in this Constitution.
- Facilitates the effective running of the Society through the Committee.
- Ensures that all constitutional requirements and Society obligations are met.
- Only members who have served at least one year on the Committee are eligible to stand for the role of Auditor (Semester 1 or 2).

5.5.1.1 The Auditor is entitled to vote in all matters. In the event of a tie, the Auditor may exercise a casting vote, whether or not consistent with their original vote, except as provided for in Article 9.2.

5.5.2 Vice-Auditor

- Assists the Auditor in the general running of the Society.
- Assumes the duties of the Auditor in their absence or inability to act.
- May carry out any additional roles as defined by the Committee.

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5.5.3 Treasurer

- Manages the financial affairs of the Society in consultation with the Auditor and the Committee.
- Maintains the financial records of the Society.
- Prepares and presents a Treasurer's Report at the AGM.
- Submits the end-of-year financial report and all accounts required by the Societies Office, in accordance with stated deadlines.

5.5.4 Secretary

- Maintains the non-financial records of the Society.
- Submits the end-of-year report.
- Ensures that all Society events are posted to the Societies Calendar.
- Manages Society correspondence.
- Records minutes of all Committee meetings, General Meetings, AGMs, and EGMs.

5.6 Additional Specified Members (ASCMs)

5.6.1 The Society may create, amend, or remove ASCM positions by means of an amendment to Article 5.6.2 and its sub-articles.

5.6.2 The following ASCMs may be elected or appointed to the Committee:

- Public Relations Officer (PRO)
- Clinical Research Co-ordinator (CRC)
- Clinical Advisor (CA)
- Surgical Workshop Co-ordinator (SWC)
- Surgical Education Officer (SEO)
- Strategy Consultant (SC)

5.6.2.1 Public Relations Officer (PRO)

- Responsible for publicising Society meetings and events.

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5.6.2.2 Clinical Research Co-ordinator (CRC)

- Oversees all research projects undertaken by the Society, proposes new research projects, applies for ethical approvals where necessary, and liaises with research mentors and the student body.

5.6.2.3 Clinical Advisor (CA)

- Position open only to Final Year Medical Students.
- Provides advice to the Committee based on clinical experience.
- Allows final-year students to contribute despite academic commitments.

5.6.2.4 Surgical Workshop Co-ordinator (SWC)

Organises and oversees the running of surgical skills workshops.

5.6.2.5 Surgical Education Officer (SEO)

- Compiles and updates information on surgical career pathways in Ireland and abroad.
- Ensures such information is available via the Society's website.
- Oversees the annual Surgical Specialties Night.

5.6.2.6 Strategy Consultant (SC)

- Position open only to past Committee members.
- Advises the Committee on the feasibility and practicality of proposed plans and events, based on prior experience.
- May be co-opted into the role of Vice-Auditor unless deemed unnecessary by the Committee.

5.7 Ordinary Committee Members

- Up to four OCMs may be elected at an AGM/EGM. OCMs are full Committee members, count towards quorum, and hold voting rights. Tasks may be allocated to OCMs by the Committee as required.

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5.8 Committee Meetings

5.8.1 The Committee shall meet at least four times per academic term, or fortnightly. All Committee members are entitled to attend and vote.

5.8.2 Quorum shall be three members or 50% of the Committee, whichever is greater.

5.8.3 Meetings shall be convened by the Auditor or Secretary, with at least three days' notice given.

5.8.4 Meetings may also be convened at the request of three Committee members or 50% of the Committee (whichever is greater), with notice as per 5.8.3.

5.8.4.1 If the Auditor or Secretary fails to issue notice within five days of such a request, the requesting members may issue notice themselves.

5.8.5 All Committee members shall be notified by email and by any other agreed means.

5.8.6 Any Committee member who fails to attend three meetings without accepted apologies shall be deemed to have resigned.

5.9 Terms of Office

- The Committee shall serve a one-year term as set annually by the USCG (currently July 1 to June 30). For the roles of Auditor and Vice-Auditor, the term may be divided by semester.

Article 6 Committee Meetings

6.1 Meetings of the Committee shall be held at least 4 times or fortnightly during each academic term. All members of the Committee shall be entitled to attend and vote at such meetings.

6.2 The quorum for a meeting of the Committee shall be 50% + 1 Committee members.

6.3 Meetings of the Committee shall be convened (called) by the Auditor or by the Secretary; at least {insert minimum amount of days here [no less than three days]} days' notice of a Committee meeting shall be given by the Auditor or Secretary to the members of the Committee.

6.4 Meetings may also be convened at the request of 3 or 50% of the Committee, whichever is the larger number, with at least the minimum notice period as per

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6.4.1. Failure of the Auditor or Secretary to issue this notice within 5 days of receipt of the request by these members in writing shall entitle these members to issue said notice to the Committee.

6.5 All Committee members must be notified by their chosen email and by other means as agreed.

6.6 Committee members that fail to attend 3 Committee meetings, without apologies accepted by the Committee, shall be deemed to have resigned.

6.7 Motion of no confidence

A motion of no confidence may be taken about a committee member who

- (i) is deemed to not be fulfilling their role as outlined in the constitution,
- (ii) is deemed not fit to hold their position for other reasons specified and agreed by the committee,
- (iii) makes decisions that the majority of the committee feel to be detrimental to the society.

The motion must be proposed and seconded at a first meeting where the majority vote must agree to table it for the next committee meeting it must be on this meeting's agenda. Both meetings must be convened correctly as per

the constitution, with reference to the Societies Complaints Procedure. This decision is subject to approval from USCG before taking effect.

6.8 Term of Office of the Committee

The Committee shall hold office for a specific one year term to be decided and published by USCG annually (Currently July 1st – June 30th of the following year).

Article 7 Standing Orders of the Society.

7.1 The Society does not currently have Standing Orders.

7.2 Should the Society adopt Standing Orders in the future, this Constitution shall supersede and take precedence over any conflicting provisions contained within them.

7.3 If Standing Orders are adopted, the Committee shall furnish a copy of the Standing Orders (and any subsequent amendments) to the USCG for approval.

7.4 If Standing Orders are adopted, the Committee shall ensure they are made publicly available, alongside this Constitution, on the Society's official profile.

Article 8 Annual General Meetings

8.1 The Annual General Meeting of the Society shall take place in the second semester of the academic year, at a time to be determined by the Committee of the Society. The Annual General Meeting must be held before the second semester teaching term ends.

8.2 No less than six days' notice of the Annual General Meeting shall be given to the Society's members. The date and time of the AGM shall be notified to the Society's Members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members, and by other means as agreed.

Article 9 Extraordinary General Meetings

9.1 An Extraordinary General Meeting of the Society may be convened to:

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

9.2 An Extraordinary General Meeting shall be convened:

- (i) By the Auditor or Secretary
- (ii) By majority (50% +1) decision of the Committee; or
- (iii) On foot of a submission to the Societies Office of a petition signed by not less than 75 Members of the Society or 33% of the membership, whichever is smaller. Only the signatures of Members who are eligible to a vote at General Meetings on the date of submission of the petition, as per Article 10.2, may be counted towards the quota of signatures.

9.3 In the case of a resignation or dismissal, or removal as a result of a USCG or University sanction, from the Committee of a Committee member, the Committee shall have the power to co-opt any full member of the Society to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed. This must be convened within 4 teaching term weeks from the resignation.

9.4 No less than six days' notice of the Extraordinary General Meeting shall be given to the Society's members. The date and time of the EGM shall be notified to the Society's Members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all

members, and by other means as agreed.

Article 10 Election of the Committee

10.1 The Committee of the Society shall be elected at the Annual General Meeting, except where otherwise provided for in this Constitution.

10.2 The Auditor shall appoint a Returning Officer for elections. The Auditor may appoint himself/herself as returning officer. The Returning Officer may not be a candidate in any of the elections. The Returning Officer must not vote, but to cast a casting vote in the event of a tie. In the event of a tie, the Auditor, where he/she is the returning officer, receives a casting vote; in the event where the Auditor is not the returning officer, he/she receives no casting vote.

10.3 All Members who are eligible to a vote at General Meetings on the date of an election, as per Article 10.2, shall be eligible for election to the Committee, except as provided for in Article 5.3.

10.4 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the AGM. The candidates propose themselves.

10.5 The election of members of the Committee shall take place by secret ballot at the AGM. This, at the discretion of the Returning Officer with the agreement of two-thirds of the membership attending the AGM, may be changed to a show of hands. Should this be implemented it is considered to be a change confined to that specific AGM/EGM and not be deemed a change to the Constitution.

Article 11 Voting at General Meetings

11.1 Voting shall be by show of hands, unless otherwise determined in a vote at any specific meeting.

11.2 Full Members of at least 30 days standing of the Society shall be entitled to vote in motions at General Meetings. The Secretary must present the membership list of those eligible to vote at the election. Members who sign-up to the society on Socs day 1 are entitled to vote in the first EGM of the year without being members for 30 days.

11.3 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting, except where otherwise stipulated in this Constitution.

Article 12 Resignations from the Committee

12.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Society.

12.1.1 In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

12.2 In the case of resignation during term time, the resigning Committee member must handover all Society property, passwords and handover documents to the committee as per Article 12.1 and, where practical, assist with the induction of his/her replacement.

Article 13 Handover Documents

13.1 Each outgoing officer of the Committee must present Handover Documents at the end of his/her term detailing the specific roles and responsibilities of their office, and the person(s) with whom he/she conducted the business of the Society, in order to assist the incoming officer with his/her development of the Society.

Article 14 Instigation of Disciplinary Action

14.1 The Committee and all members of the Society shall comply with the disciplinary, grievance, bullying and harassment procedures, and all other procedures of the University and the USCG, as may be added to or amended from time to time, with reference to the Societies Complaints Procedure.

14.1.1 Committee members that bring the Society into disrepute may be removed by the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from the USCG before taking effect.

14.1.2 Society members that bring the Society into disrepute may be removed from the membership list by a vote of the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from USCG before taking effect.

The following constitute some examples of breaches of discipline (but breaches are not limited

to the following):

- (i) Serious or persistent breach of Health and Safety.
- (ii) Bringing the name of the Society into disrepute.
- (iii) Acting against the aims and/or objectives of the Society.
- (iv) Misappropriation of any funding relating to the Society.
- (v) Discrimination or Harassment.
- (vi) Gross misconduct as interpreted by USCG.
- (vii) Breaches of any USCG or University policies or procedures.

Article 15 Management of Finance

15.1 The finances of the Society shall be managed by the Auditor and Treasurer of the Society.

15.1.1 This Constitution also provides for the possibility of an Assistant Treasurer if the Society feels it is necessary.

15.2 It is the responsibility of the Treasurer to ensure that all monies received from the University and sponsors are receipted through the Societies Office.

15.3 No Society Member may use their membership for personal financial gain. Failure to adhere to this article shall result in University Of Galway disciplinary action.

Article 16 Amendments to the Constitution

16.1 Amendments to this Constitution may be passed at an Annual General Meeting or an Extraordinary General Meeting of the Society.

16.1.1 The change to the Constitution must be proposed and seconded and put to the Vote of the members. A proposed amendment is deemed to be passed by a two-Thirds majority of full members present at the AGM/EGM.

16.2 Such amendments to this Constitution shall require the formal ratification of the University Societies Coordination Group before taking effect.

16.3 The Society must upload their current ratified Constitution to its official Society profile.

Article 17 Dissolution of the Society

17.1 The Society may be dissolved by a two-thirds majority vote of its membership present at an AGM or EGM.

17.2 The Society may fall into abeyance or be dissolved by decision of the USCG. The following constitute a non-exhaustive list of grounds for abeyance or dissolution.

- (i) Failure to submit a Treasurer's Report, submit receipts for all University grants and provide information for all transactions at the end of the Societies year.
- (ii) Failure to submit a Secretary's Report at the end of Societies year.
- (iii) Failure to have a table at Societies Day the following September.
- (iv) Failure to elect four core committee members by Society Training Weekend.
- (v) Failure of at least 2 committee members to attend Society Training without prior acceptance of apologies to the USCG.

17.3 The Society shall fall into abeyance if general activity ceases.

17.4 If the Society remains in abeyance for two consecutive years it will be deemed to be dissolved.

17.5 On dissolution of the Society, all the Societies assets, including intellectual property and virtual rights, shall become the property of the University.