



## **ELECTION GUIDEBOOK 2017-2018**

**The University of Western Australia Surgical Society  
Election Period: 2017-2018  
Date: 6 September 2017**

## Table of Contents

<b>1.1 The Executive</b> .....	3
The President .....	4
The Vice-President .....	4
The Secretary .....	5
The Treasurer .....	6
The Women in Surgery Officer .....	6
The Final Year Representative .....	7
<b>1.2 The Committee</b> .....	8
Events Coordinators.....	8
Sponsorship Officer.....	9
Education Officer .....	9
Preclinical Representatives .....	10
Clinical Representative .....	11
Marketing Officer .....	11
Social Media Officer .....	12
Editor of the Incision.....	12
<b>1.3 Subcommittees</b> .....	13
Events subcommittee .....	13
Women in Surgery subcommittee .....	13
<b>Elections for the Committee of Management</b> .....	14

# 1. Functions of the Committee of Management

## 1.1 The Executive

- 1) The Executive as defined by the Constitution, shall include;
  - a) The President;
  - b) The Vice-President;
  - c) The Secretary;
  - d) The Treasurer;
  - e) The Women in Surgery Officer; and
  - f) The Final Year Representative.
  
- 2) The Committee members as defined by the Constitution will include not less than seven members of which portfolios will include;
  - a) The Events Coordinators (two co-positions);
  - b) The Education Officer;
  - c) The Sponsorship Officer;
  - d) The Preclinical Representatives (two co-positions);
  - e) The Clinical Representative;
  - f) The Marketing Officer;
  - g) The Social Media Officer.
  
- 3) All Committee members must –
  - a) Be members of the Association and have paid any subscription fees;
  - b) Not commit the Association to any expenditure unless an estimate of such expenditure has been submitted to the Treasurer and has been approved by the Executive;
  - c) Not commit the Association to any sponsorship agreement unless such agreement has been submitted as a proposal to the Vice-President and has been approved by the Executive;
  - d) Act in the interests of the Association to all external parties, and which may include –
    - i) Representatives of the University of Western Australia
    - ii) Other societies
    - iii) Affiliated associations
    - iv) Any external businesses and potential sponsors
    - v) Affiliated health professionals
  - e) Attend
    - i) All general committee meetings;
    - ii) Special general meeting or other meeting where attendance has been requested by the Executive;
  - f) Attend and assist at all events of the Association where possible; and
    - i) Where unavailable, must inform the Secretary of such absence.
  
- 4) All Committee members shall be eligible to request attendance at any meeting of the Association to report on or contribute to any discussion that falls within the parameters of the tasks of the portfolio as outlined here.

## The President

- 5) The President shall –
  - a) Be responsible first and foremost for the roles as referred to in the Constitution;
  - b) Ensure the appropriate and correct enforcement of the Constitution and all rules of conduct and protocol of the Association;
  - c) Oversee the roles and functioning of all member of the Executive;
  - d) From time to time act as spokesperson and representative for the Association;
  - e) Act as liaison with the equivalent position with affiliated societies, including the Western Australian Medical Students Society;
  - f) At the Annual General Meeting –
    - i) Present the annual President’s report detailing all major successes and losses of the Association;
  - g) Act as co-signatory with the Treasurer on all bank accounts;
  - h) Act as co-signatory with the Vice-President on all grant proposals to potential sponsors; and
  - i) Shall have a deliberative vote.
  
- 6) To be eligible for election for the position of President, the applicant –
  - a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a Level 4 student at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Executive Committee for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

## The Vice-President

- 7) The Vice-President shall –
  - a) Be responsible first and foremost for the roles as referred to in the Constitution;
  - b) Support the President in any such way that the Executive requires;
  - c) Be responsible for seeking new sponsors in the name of the Association and in the interest of the Association;
    - i) Including the development of sponsorship proposals and grant applications where applicable;
      - (1) Subject to the rule 2.1(3)(c) shall not commit the Association to any sponsorship agreement unless such agreement has been submitted as a proposal and approved by the Executive;
    - ii) Including the management of all potential, new and existing sponsorship agreements on behalf of the Association;
  - d) Be responsible for ensuring appropriate sponsorship activity to events and publications held by the Association;
    - i) Including liaising with all relevant members of the Committee of Management for the use of sponsor logos, names, funds and all other recognition of sponsors; and
    - ii) Liaising with sponsor representatives attending events;
  - e) Oversee the portfolio of Marketing Officer
    - i) Which includes overseeing the publishing and distribution of all promotional posters and materials which represent in any way the Association;
  - f) Oversee the portfolio of Sponsorship Officer
    - i) Which includes overseeing the communication which represents in any way the Association;

- ii) The formal relationship with the Sponsorship Officer may differ year to year depending on the situation and skill sets.
  - g) Where the President is unavailable, from time to time act as spokesperson and representative for the Association;
    - i) According to the rules of the Constitution;
  - h) At the Annual General Meeting –
    - i) Present the annual Vice-President’s report detailing all sponsorship relationships developed with the Association; and
    - j) Shall have a deliberative vote.
- 8) To be eligible for election for the position of Vice-President, the applicant –
- a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a student Level 2, 3, or 4 of an MD degree at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Committee of Management for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

### **The Secretary**

- 9) The Secretary shall –
- a) Be responsible first and foremost for the roles as referred to in the Constitution;
  - b) Be responsible for the planning and execution of membership campaigns;
    - i) Including building and maintenance of register of members; and
    - ii) Which includes approaching, planning and managing a register of Associate members
  - c) Take accurate and correct minutes of all meetings and relay a list of jobs for each person to all relevant members of the Committee of Management;
    - i) And following up all relevant members of the Committee of Management on expected completion of jobs;
  - d) Be responsible for following up all non-attendance and apologies for all meetings;
  - e) Manage all correspondence on behalf of the Association to all members and associate members;
    - i) Including notifications, advertisements of events, competitions, conferences and any other relevant documents as decided by the Executive Committee from time to time;
    - ii) Except, any correspondence that shall be managed by another member of the Committee of Management as outlined here;
  - f) Be responsible for the organization and execution of the annual election campaign;
    - i) Including advertisement of election calendar to all members of the Association,
    - ii) Managing registration of nominees which includes ensuring eligibility of nominees in valid;
    - iii) Ensuring all election processes are managed as per this document and held to be of appropriate conduct;
  - g) At the Annual General Meeting –
    - i) Announce the incumbent members of the Committee of Management;
  - h) Oversee the position of Social Media Officer;

- i) Which includes ensuring all contact details, addresses, names, dates, calendars, event listings and any other relevant information is true and correct as they appear on the website, letterhead and all correspondence;
  - i) Be responsible for handing over at the end of their term, all official copies of letterhead, logo, website details and any other relevant material to the incumbent Secretary;
    - i) All such inclusions shall be deemed the official copies of such documents and designs;
    - ii) Shall be kept up to date and correct at all times; and
  - j) Shall have a deliberative vote.
- 10) To be eligible for election for the position of Secretary, the applicant –
- a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a student in Level 2, 3, or 4 of an MD degree at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Committee of Management for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

### **The Treasurer**

- 11) The Treasurer shall –
- a) Be responsible first and foremost for the roles as referred to in the Constitution;
  - b) At the Annual General Meeting –
    - i) Submit to members of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year; and
  - c) Shall have a deliberative vote.
- 12) To be eligible for election for the position of Treasurer, the applicant –
- a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a student in Level 2, 3, or 4 of an MD degree at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Committee of Management for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

### **The Women in Surgery Officer**

- 13) The Women in Surgery Officer shall –
- a) Be responsible for the continued development of a Women in Surgery Program for the Association;
    - i) And shall be the representative of such program on behalf of the Association;
  - b) Chair a Women in Surgery subcommittee
    - i) Which includes –
      - (1) Selecting a subcommittee from members of the Association;

- (2) Chairing all meetings and procedures of the Women in Surgery subcommittee;
  - (3) Acting as spokesperson for and representative of the Women in Surgery subcommittee to the Committee of Management of the Association;
  - c) Be responsible for a Women in Surgery Program;
    - i) Which includes supporting the missions and objectives of the Women in Surgery Section of The Royal Australasian College of Surgeons;
    - ii) Encouraging and supporting female medical students with an interest in surgery;
    - iii) Attracting female surgeons to be involved with the events and projects of the Association;
      - (1) Which may include speaking at lecture events, assisting in clinical skills workshops, acting as mentors to members of the Association and writing for publications of the Association;
    - iv) Organising an annual Women in Surgery specific event;
      - (1) Which includes all sponsorship and fundraising related to such events(s);
        - (a) But, which may be in collaboration with the Vice-President of the Association;
        - (b) Which must be in collaboration with the Treasurer of the Association; and
  - d) Shall have a deliberative vote.
- 14) To be eligible for election for the position of Women in Surgery Officer, the applicant –
- a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a student in Level 2, 3, or 4 of an MD degree at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Committee of Management or who has been a member of the Women in Surgery subcommittee for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

### **The Final Year Representative**

- 15) The Final Year Representative shall –
- a) Be responsible for a Final Year Pre-Intern Program;
    - i) Which includes organisation of Pre-Intern events for members of the Association in the final year of a medical degree at The University of Western Australia (“final year members”);
  - b) Act as representative for the Association to final year members;
  - c) Act as representative for final year members to the Association;
  - d) During the period of Elective placement –
    - i) Have the privilege to be physically absent from all Committee meetings for the purpose of being on Elective placement, without the risk of losing office;
      - (1) Such that, if the student is based in Perth for any part of the Elective period shall attend all Committee meetings as per the Constitution;
    - ii) But, must partake in all Committee proceedings;
      - (1) Such that, the Final Year Representative shall read all minutes of Committee proceedings as provided by the Secretary; and
      - (2) Shall respond in writing to the Secretary that the minutes have been read and shall include any vote (by correspondence) that is required of them as directed by the Executive from time to time; and
  - e) Shall have a deliberative vote.

- 16) To be eligible for election for the position of Year 6 Representative, the applicant –
- a) Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i) Which can be counted as the current year in which elections are held;
  - b) Must be a Level 4 student at the University of Western Australia (UWA) during the year of office; and
  - c) Must be a student who has held any office on the Committee of Management for the duration of not less than one year; or
    - i) Where no such office has been held must have written unanimous support from the members of the Executive.

## 1.2 The Committee of Management

### Events Coordinators

- 1) The Events Coordinators shall –
  - a. Comprise of two co-positions;
  - b. Be responsible for organisation of all events of the Association;
    - i. Which may include public lecture nights, clinical skills workshops and social events;
    - ii. Which excludes events that pertain to a specific portfolio for which the representative of that portfolio is responsible;
      1. However, for such events shall assist the representative in charge in any manner as directed and which pertains to the tasks as outlined in rule 2.2(1)(c);
  - c. Be responsible for overseeing all tasks required for all events of the Association as detailed in rule 2.2(1)(b), and shall –
    - i. Book event venues;
    - ii. Organise gifts for speakers or invited guests, as approved by the Executive;
    - iii. Organise food and beverages where the event includes it;
      1. And where there is financial means approved by
        - a. The relevant sponsor(s), where sponsorship money has been obtained; and/or
        - b. As per rule 2.1(3)(b), the Executive has approved the expenditure;
    - iv. Delegate all tasks and operations of each event in a fair and equitable manner to members of the events subcommittee, as required from time to time;
    - v. Be responsible for the running and progress of the event;
      1. Except where the event pertains to a specific group, sponsor or third party for which a representative has been arranged and is responsible;
    - vi. Act as spokesperson and/or representative for the Association to all relevant third parties involved in the aforementioned tasks;
  - d. Be responsible for an Events subcommittee, and shall –
    - i. Chair all meetings and procedures of the Events subcommittee;
    - ii. Act as spokesperson for and representative of the Events subcommittee to the Committee of Management of the Association;
  - e. Have a deliberative vote in all motions directly related to the organisation and running of events of the Association or any relevant matter as directed by the Executive from time to time.
- 2) To be eligible for the position of Events Coordinator, the applicant –
  - a. Must be a student who has been a financial member of the Association for the duration of not less than one year;



- i. Which can be counted as the current year in which the elections are held;
- b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.

### **Sponsorship Officer**

- 3) The Sponsorship Officer shall –
  - a. Be responsible for managing relationships with existing sponsors as required by the Executive on behalf of the association;
    - i. Including reporting sponsor representation requests to the Executive;
    - ii. Including liaising with sponsor representatives attending events and ensuring sponsorship agreements are unequivocally fulfilled by the society;
  - b. Assist the Vice President in seeking new sponsors in the name of the Association and in the interest of the Association;
    - i. Including the development of the annual sponsorship agenda;
    - ii. Including the development of sponsorship proposals and grant applications where applicable;
      - 1. Subject to the rule 2.1(3)(c) shall not commit the Association to any sponsorship agreement unless such agreement has been submitted as a proposal and approved by the Executive;
    - iii. Including communication with potential sponsors on behalf of the Association at the discretion of the Vice President;
  - c. Be responsible for ensuring appropriate sponsorship representation at events and publications held and created by the Association;
    - i. Including liaising with all relevant members of the Committee of Management for the use of sponsor logos, names, funds and all other recognition of sponsors; and
  - d. Act as the representative and spokesperson on behalf of the Association in correspondence with sponsors at the discretion of the Vice President;
- 4) To be eligible for the position of Sponsorship Officer, the applicant –
  - a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.

### **Education Officer**

- 5) The Education Officer shall –
  - a. Be responsible for managing the scope of the educational calendar;
    - i. Which includes ensuring the range and diversity of topics covered is in the best interests of the members; and
    - ii. Liaising with other UWA student societies, such as the Western Australian Medical Students' Society and subsidiaries with the aim of avoiding potential calendar clashes;
      - 1. Where such a clash occurs, liaising between the relevant society and the Executive Committee of Management of the Association to alleviate the problem in a fair and equitable way for all parties concerned;
  - b. Coordinate suturing workshops;

- i. Including sourcing suturing material, organising the appropriate venue type and location;
  - c. Be responsible for receiving and managing RSVPs to member-only and limited capacity events; and
    - i. Must ensure any attending guests meet requirements of the event, as directed by the event organisers and with the approval of the Executive; and
    - ii. Shall be responsible for the selection process for competition(s) or other similar events;
    - iii. Except where a conflict of interest exists, at which point, such tasks shall be diverted to the Executive;
  - d. Be responsible for seeking and building future research connections for the Association;
  - e. Actively seek out interesting and important articles for the newsletter of the Association, *The Incision*, relating to clinical and research based material;
    - i. Which may include conferences, articles, competitions to attend educational events and other relevant material;
  - f. Act as the representative and spokesperson on behalf of the Association in all correspondence regarding research and clinical opportunities;
  - g. Oversee the role of the Preclinical and Clinical Representatives;
    - i. Which includes organisation and running of preclinical educational events such as suturing and other clinical workshops.
- 6) To be eligible for the position of Events Coordinator, the applicant –
- a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.

### Preclinical Representatives

- 7) The Preclinical Representatives shall –
- a. Comprise two co-positions;
    - i. One Preclinical Representative elected during the annual election period of September-October of the year preceding incumbency;
    - ii. The second Preclinical Representative elected prior to the end of March of the incumbent year;
  - b. Acts as representatives for the Association to First and Second Year members;
    - i. Which includes advertising at First and Second Year lectures about events, membership campaigns and other relevant announcements;
  - c. Act as representatives for First and Second Year members to the Association;
  - d. Be responsible for developing and organising a Preclinical program to be approved at the discretion of the Executive;
    - i. Which may include suturing workshops, other clinical workshops, lecture or tutorial sessions, or other event types; and
    - ii. Which is aimed at creating and running events aimed at interests and skills of MD members;
  - e. Contribute an article or other relevant material to the newsletter of the Association, *The Incision*.
- 8) To be eligible for the position of Preclinical Representative, the applicant –

- a. Must be a student who has been a financial member of the Association prior to nomination;
  - i. Which can be counted as the current year in which the elections are held for Level 2 MD students
  - ii. Which can be counted as the year of incumbency for Level 1 MD students;
- b. Must be a student in Level 1 or 2 of an MD degree at The University of Western Australia (UWA) during the year of office.

### Clinical Representative

- 1) The Clinical Representative shall –
  - i. Be responsible for developing and managing a clinical education program
  - b. Acts as representatives for the Association to Third Year members;
    - i. Which includes advertising to Third Year students about events, membership campaigns and other relevant announcements;
  - c. Act as representatives for Level 3 members to the Association;
  - d. Be responsible for developing and organising a Third Year program;
    - i. Which may include suturing workshops, other clinical workshops, lecture or tutorial sessions, or other event types; and
    - ii. Which is aimed at creating and running events aimed at interests and skills of clinical MD members;
  - e. Contribute an article or other relevant material to a dedicated First and Second Year section of each issue of the newsletter of the Association, *The Incision*.
- 2) To be eligible for the position of Clinical Representative, the applicant –
  - a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. Must be a student in Level 3 of an MD degree at The University of Western Australia (UWA) during the year of office.

### Marketing Officer

- 3) The Marketing Officer shall –
  - a. Be responsible for the organisation and production of all advertising and marketing material on behalf of the Association;
    - i. Which includes the design of digital and print (where required) posters for all events of the Association; and
    - ii. Shall organise the distribution of such material with the Events Coordinators and Events subcommittee for each relevant event;
  - b. Be responsible for the announcement of all events, membership campaigns and other relevant announcements to all members of the Association;
    - i. Which shall be in participation with the MD Representatives and the Year 6 Representative;
  - c. Maintain a digital folder and back up of all marketing material used for the Association; and
    - i. Shall provide a copy of any such material on request;
  - d. Ensure the appropriate and legal use of –
    - i. All images, sponsor logos and other materials; and

- ii. The Common Seal of the Association;
  - e. Provide up to date material for a dedicated Events listing section in each issue of the newsletter of the Association, *The Incision*.
- 4) To be eligible for the position of Marketing Officer, the applicant –
- a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.
- 5) Where limited applications are made, or an applicant has nominated himself or herself as willing, the applicant may hold the role of Marketing Officer and Social Media Officer during the same year of office.

### **Social Media Officer**

- 6) The Social Media Officer shall –
- a. Maintain the online properties of the Association in a working order;
    - i. Which includes all social media (e.g. Facebook, Twitter, Instagram), the website of the Association and any third party ticketing platform for events of the Association; and
    - ii. Ensure any payments or bills required for the ongoing use of such properties are brought to the attention of the Executive, namely the Treasurer, with adequate time for appropriate payment to be arranged;
  - b. Ensure all online properties of the Association are up to date and relevant for the purposes of the Association to communicate with current and potential members;
    - i. Which includes the creation of events on Facebook and Eventbrite, updating all forms of social media with pictures of events, sharing other surgery-related events and information.
  - c. Abide by all legal and ethical constraints of all associated online companies;
  - d. Seek and publish on appropriate platforms relevant and interesting articles or announcements in the interests of the members and the Association;
- 7) To be eligible for the position of Social Media Officer, the applicant –
- a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.
- 8) Where limited applications are made, or an applicant has nominated himself or herself as willing, the applicant may hold the role of Social Media Officer and Marketing Officer during the same year of office.

### **Editor of the Incision**

- 9) The Editor of the Incision shall –
- a. Be responsible for the publishing of the newsletter of the Association, *The Incision*;
    - i. Which includes ensuring an issue is published at least monthly;
    - ii. Collecting and arranging content and images;

- b. Ensure appropriate use of sponsor images, logos or other content;
  - c. Ensure appropriate and true representation of authors and contributors in each issue;
  - d. Be responsible for the management of the Mail Chimp account to hold a true and correct copy of each past and current issue;
  - e. Be responsible for receiving any replies or communication to *The Incision* email address.
- 10) The Editor may apply for the help of a sub-editor from a member of the Committee of Management.
- 11) To be eligible for the position of Editor of the Incision, the applicant –
- a. Must be a student who has been a financial member of the Association for the duration of not less than one year;
    - i. Which can be counted as the current year in which the elections are held;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office.
- 12) Where limited applications are made, or an applicant has nominated himself or herself as willing, the applicant may hold the role of Editor of the Incision as well as another general committee position during the same year of office.

### 1.3 Subcommittees

#### Events subcommittee

- 1) The Events subcommittee shall –
- a. Comprise three positions;
  - b. Assist the Events Coordinators with the organisation and execution of all events of the Association;
    - i. Organising all aspects of the event including but not limited to catering, gift bags and contents, venue, style of event and running of event;
  - c. Assist the Marketing Officer with advertisement of events including public announcements lectures and distribution of posters around UWA, metropolitan hospitals and other relevant locations;
  - d. Provide general support to all portfolios within the Committee of Management, as directed by the Executive from time to time; and
- 2) To be eligible for the position of Events subcommittee the applicant –
- a. Must be a financial member of the Association during the year of office
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office;
    - i. Preference will be granted to preclinical MD students for the purpose of attracting younger medical students onto the Committee of Management.

#### Women in Surgery subcommittee

- 3) The Women in Surgery subcommittee shall –
- a. Be chaired by the Women in Surgery Officer;
  - b. Comprise as many positions as required, to be directed by the Women in Surgery Officer from time to time;

- c. Be responsible for the organisation and running of any Women in Surgery events and publications.
- 4) To be eligible for a position in the Women in Surgery subcommittee, the applicant –
- a. Shall be chosen by the Women in Surgery Officer;
  - b. May be a student in any level of a medical degree at The University of Western Australia (UWA) during the year of office; and
  - c. Must be a financial member of the Association during the year of office.

## **Elections for the Committee of Management**

- 1) To run for election for a position on the Committee of Management –
- a. An individual may nominate himself or herself for nomination;
  - b. An individual may nominate another individual for nomination such that the individual being nominated
    - i. Agrees to the nomination in writing to the Executive;
    - ii. is eligible for nomination;
  - c. The nominated individual must be a current member of the Association having paid any subscription fees;
    - i. Except where they are a new student to The University of Western Australia for the year of office;
      - 1. Which may include First Year students where a delayed election exists, such as one Preclinical Representative position;
    - ii. Except where they are a student returning to study from a year of deferral or a year at Rural Clinical School;
    - iii. Except where deemed appropriate and agreed upon by the Executive, as may occur from time to time;
- 2) Duration of office is from the date of handover according to the Constitution until the date of handover the following year;
- a. Successful election requires the elected individual to remain in their position for the duration of the year;
    - i. Except where exceptional circumstances are present, as deemed and agreed upon by the Executive;
  - b. Where an individual is unable to complete their term either due to exceptional circumstances defined in rule 10(8) of the Constitution or where that person is removed from the Committee of Management as per the Constitution a vacancy shall exist;
    - i. Such a vacancy shall be managed as per the Constitution.