



Constitution

**Emergency Society, Royal College of
Surgeons in Ireland (RCSI Dublin)**

**Placed into Force
8th of July 2023**



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Article I - Name

- 1.1. The official name of the Society shall be "Emergency Society, Royal College of Surgeons in Ireland (RCSI Dublin)", hereinafter referred to as "the Society".
- 1.2. The name of the society may be shortened to "RCSI Emergency Society" or "Emergency Society" in most correspondence.
- 1.3. The official abbreviation of the organisation shall be "EmergSoc".
- 1.4. Members shall take care in referring to the organisation using these approved names and abbreviations only.



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Article II - Purpose

- 2.1. The primary purposes of the Society shall be:
 - 2.1.1. To promote emergency medicine as an evolving, integrative discipline
 - 2.1.2. To educate all interested students about the roles of an emergency physician and their relationship with pre-hospital care practitioners.
 - 2.1.3. To develop leadership skills in RCSI students by learning how to take charge of emergency medical situations.
 - 2.1.4. To provide an avenue for students to develop relationships with colleagues outside of RCSI through partnerships with other Irish universities.



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Article III - Membership Eligibility

- 3.1. All undergraduate, Graduate Entry, Physician Associate, Advanced Therapeutic Technologies, and School of Postgraduate Studies students attending RCSI Dublin shall be eligible to become members of the Society.
- 3.2. Any eligible RCSI Student shall become a member of the Society by voluntarily signing their name to the official membership list of the Society.
- 3.3. Membership in the Society shall last until the member graduates from RCSI, membership may be resigned at the discretion of the member.
- 3.4. Any student who is a member of the Society shall be entitled to be nominated to any relevant position on the Committee, Sub-committees, and Cadres, refer to Article VI for specifications.



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Article IV - Governing Documents

- 4.1. The Society will maintain a Constitution (this document) defining the structure of the membership.
 - 4.1.1. The Constitution may only be amended through the procedures outlined therein.

- 4.2. The Society will maintain Standard Operating Policies (SOPs). The Standard Operating Policies are the primary enforceable policies of the organisation. All members shall always be expected to abide by these policies.

- 4.3. The Standard Operating Policies are the responsibility of the Core Committee and may be placed into force and amended by a two-thirds (2/3) or greater vote of the Core Committee.

- 4.4. The Society will maintain Standard Operating Guidelines (SOGs). The Standard Operating Guidelines set the expectation for the common case.
 - 4.4.1. The Standard Operating Guidelines are the responsibility of the Core Committee and may be created and amended by a two-thirds (2/3) or greater vote of the Core Committee.



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Article V - Organisation

- 5.1. The Society shall be composed of the following bodies: the General Membership, the Committee, and the Core Committee.
- 5.2. **General Membership:**
 - 5.2.1. **Membership:** The General Membership shall be composed of all members of the Society, including Officers of the Committee and Core Committee.
 - 5.2.2. By a two-thirds majority vote of all General Members, the General Membership may override any and all acts or decisions of the Core Committee, any Cadre, Subcommittee, or individual officer of the organisation.
- 5.3. **Committee:**
 - 5.3.1. **Membership:** The Committee shall be composed of all Officers currently serving on the Core Committee and all officers serving on the Non-Core Committee.
- 5.4. **Core Committee:**
 - 5.4.1. **Membership:** The Core Committee shall be comprised of six (6) Officers :
 - 5.4.1.1. The Officers shall include the Chairperson, Vice-Chairperson, Treasurer, Events Director, Simulation Director, and POCUS Director.
 - 5.4.2. **Purpose:** The Core Committee shall be responsible for operations, long-term direction, finance, standard operating policies, and standard operating guidelines for the Society.
 - 5.4.3. **Terms of Service:** The Terms of Service for the Chairperson, Vice-Chairperson, Treasurer, Events Director, SimWars Director, and SonoGames Director will run between thirty (30) days following their election at the Annual General Meeting and thirty (30) days following the election of their successors at the Annual General Meeting (AGM).
 - 5.4.3.1. The thirty (30) days during which the incoming Core Committee is elected while the outgoing Core Committee is still serving



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their terms shall be deemed the "handover period" (Section 7.4).

- 5.4.4. Terms of Service will begin or end immediately if the election takes place at an Extraordinary General Meeting (EGM).



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5.5. **Academic Mentor(s):**

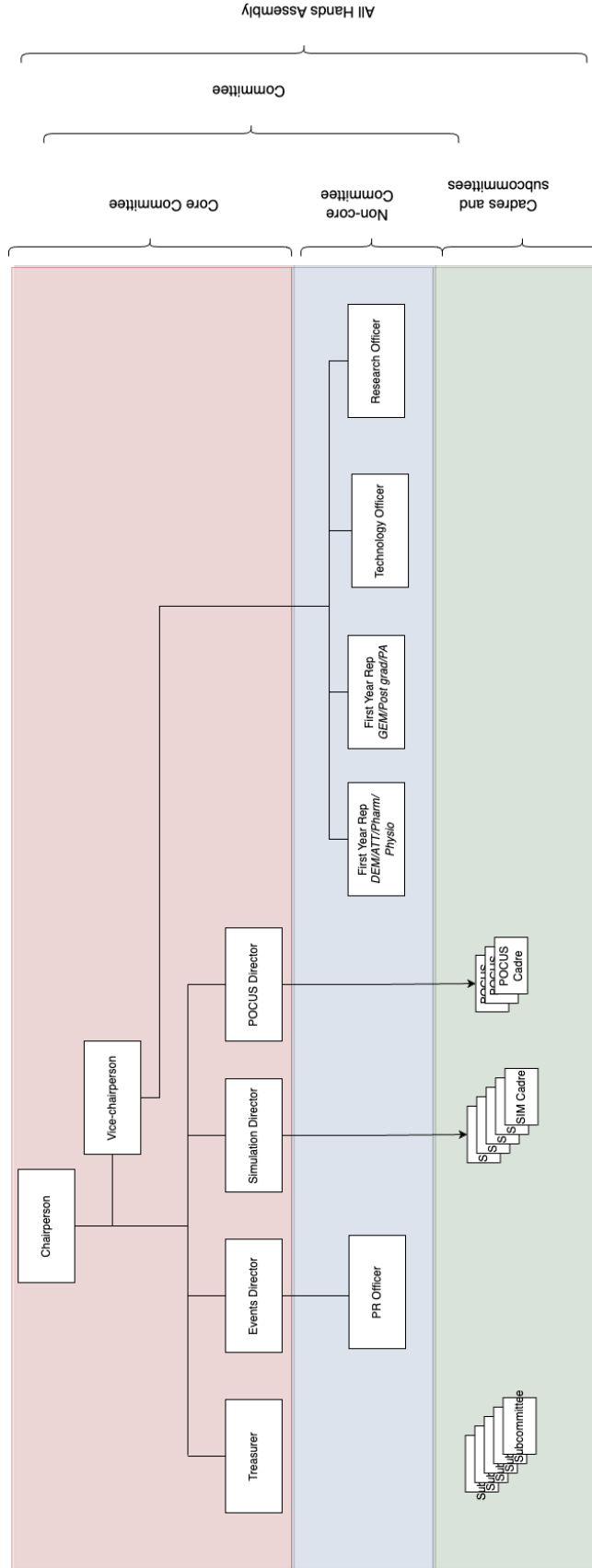
- 5.5.1. The Core Committee is responsible for designating at least one RCSI-affiliated consultant or RCSI Faculty member to fulfil the role of Academic Mentor for each academic year.
- 5.5.2. The Academic Mentor(s) shall:
 - 5.5.2.1. Be responsible for reviewing any new educational content that the Society wishes to distribute.
 - 5.5.2.2. Liaise with Faculty as requested by the Core Committee.
 - 5.5.2.3. Be entitled, but not required, to attend all Society events and Committee Meetings.
 - 5.5.2.4. Be entitled to call for a Core Committee Meeting to be held by contacting the Chairperson.
 - 5.5.2.5. Not be allocated any voting rights or any role in society election procedures for the Committee.
- 5.5.3. At the end of each academic year, the Core Committee may request that the Academic Mentor(s) continue in their role for a consecutive year, or they may designate other RCSI-affiliated consultant(s) or RCSI Faculty member(s) at their discretion.

5.6. **Organisation Chart:**

- 5.6.1. In normal operations, the Organisational Chart of the Committee shall be as shown below.



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Article VI - Core Committee Officers

- 6.1. The Core Committee shall be made up of six (6) Core Officers who are essential to the operation of the Society. These officers are the Chairperson, the Vice-Chairperson, the Simulation Director, the POCUS Director, the Events Director, and the Treasurer.
- 6.2. The **Chairperson** shall:
 - 6.2.1. Prior to their election, be a general member of the Society that has served previously in a Core Committee role.
 - 6.2.1.1. In the event that there are no interested General Members who meet this qualification, General Members who have previously served in Cadres may run for election.
 - 6.2.1.2. In the event that there are no interested General Members who meet the qualification outlined in 6.2.1.1, any member of the Society may run for election.
 - 6.2.2. Have overall responsibility for the affairs of the Society.
 - 6.2.3. Take-over or reassign the duties of any other Officer of the Committee on a temporary basis if said other Officer is unable to fulfil them, if requested by said Officer, or if necessary to ensure efficient function of the organisation.
 - 6.2.4. Assist other Committee Officers in performing the duties of their office as necessary.
 - 6.2.5. Be ultimately in charge of overseeing the running of the organisation and all aspects thereof; as well as being responsible for the Standard Operating Policies, overall vision, and strategy of the organisation, keeping in mind the changing needs of the organisation and the RCSI community.
 - 6.2.6. Be the official representative of the organisation to any individual or organisation outside of the Society, including RCSI and Student Services. The Chairperson may delegate this responsibility on a case-by-case basis.
 - 6.2.7. Chair all meetings of the General Membership and the Committee and Core Committee, unless they designate another person to chair a meeting.



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- 6.2.8. Ensure that concerns about the organisation or its operations from any member or outside party are heard and thoughtfully considered by the Core Committee in a timely manner.
 - 6.2.9. Maintain this constitution and ensure that it and any other policies of the Society are followed in the spirit in which they were written, as well as making a copy of the same available to all General Members in a digital form.
 - 6.2.10. Be an ex officio Officer of all committees, cadres, and subcommittees within the organisation.
 - 6.2.11. Assist in coordination between Officers of the Core Committee.
 - 6.2.12. Attend meetings and take part in any training as required by RCSI.
- 6.3. The **Vice-Chairperson** shall:
- 6.3.1. Prior to their election, be a general member of the Society.
 - 6.3.2. Assist the Chairperson in the execution of their duties.
 - 6.3.3. Assume the duties of the Chairperson, should the Chairperson be absent or unable to fulfil their duties.
 - 6.3.4. Serve as Society historian and along with the Core Committee maintain the archives of the organisation.
 - 6.3.5. Generate the agenda for meetings with input from the rest of the Core Committee.
 - 6.3.6. Manage meeting minutes for all Society meetings and take responsibility for dissemination of the same to the appropriate meeting attendees and Society archives.
 - 6.3.7. Keep non-financial records of the Society, including the official membership list.
 - 6.3.8. Manage the correspondence of the Society and assist with the completion and submission of the end-of-year report.
- 6.4. The **Simulation Director** shall
- 6.4.1. Prior to their election, be a general member of the society that has served the first year of a two-year term on the **Simulation Cadre** (as defined in 8.2)



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- 6.4.1.1. In the event that no qualified candidate is available, this requirement may be altered at the discretion of the Core Committee.
 - 6.4.2. Be responsible for the selection and management of Simulation teams from RCSI to compete in the National Emergency Medicine Simulation Competition annually.
 - 6.4.3. Maintain, update, and execute a training curriculum, secure tutors, and organise logistics for attending the competition.
 - 6.4.4. Chair the **Simulation Cadre** and be responsible for recruiting **Simulation Coordinators**.
 - 6.4.5. Be ultimately responsible for any other Simulation-based education or activity provided by the society.
- 6.5. The **POCUS (Point of Care Ultrasound) Director** shall:
 - 6.5.1. Prior to their election, be a general member of the society that has served the first year of a two-year term on the **POCUS Cadre** (as defined in 8.3)
 - 6.5.1.1. In the event that no qualified candidate is available, this requirement may be altered at the discretion of the Core Committee.
 - 6.5.2. Be responsible for the selection and management of POCUS teams from RCSI to compete in the Intercollegiate Point of Care Ultrasound competition annually.
 - 6.5.3. Maintain, update, and execute a training curriculum, secure tutors, and organise logistics for attending the competition.
 - 6.5.4. Chair the **POCUS Cadre** and be responsible for recruiting **POCUS Coordinators**.
 - 6.5.5. Be ultimately responsible for any other Point of Care Ultrasound education or activity provided by the society.
- 6.6. The **Events Director** shall:
 - 6.6.1. Prior to their election, be a general member of the society



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- 6.6.2. Be responsible for planning and booking the meetings and events of the Society, unless falling under the responsibility of another Core Committee Officer.
 - 6.6.3. Work in close proximity with Student Services to ensure events and meetings are organised in a timely manner and in cooperation with university policies.
 - 6.6.4. Generate and submit documents detailing event plans and outcomes.
- 6.7. The **Treasurer** shall:
- 6.7.1. Prior to their election, be a general member of the society.
 - 6.7.2. Be responsible for managing, maintaining, and distributing the organisation's medical and non-medical equipment, supplies, and facilities.
 - 6.7.3. Be responsible for procurement of equipment and supplies for the organisation.
 - 6.7.4. Oversee the organisation's finances.
 - 6.7.5. Approve funding for all expenditures for the Society.
 - 6.7.6. Ensure timely repayments of all authorised expenditures and reimbursements.
 - 6.7.7. Create and manage the organisation's budget and, in conjunction with the Chairperson, interface with RCSI, outside donors, and sponsors to ensure the Society is adequately funded.
 - 6.7.8. Maintain the financial records of the Society.
 - 6.7.9. Prepare and present to the Society the end of year accounts and Treasurer's Report for the Society, as approved by the Student Services Office. This shall be included in the overall report of the Society's activities for the year.
 - 6.7.10. After election, prepare the budget proposal for the upcoming academic year.



Article VII - Succession of Core Committee Officers

7.1. Vacancy of an Office:

7.1.1. **Resignation:** An Officer of the Core Committee may resign from the Core Committee by submitting their resignation in writing to the Chairperson. If the Chairperson wishes to resign, they shall submit their resignation in writing to the Vice-Chairperson.

7.1.1.1. The Officer of the Core Committee who is resigning retains voting rights on the Core Committee until the vote to fill the vacancy.

7.1.2. **Removal from Office:** Core Committee Officers may be removed from office by any of the following means:

7.1.2.1. Conclusion of a formal grievance process as defined in the Standard Operating Policies.

7.1.2.2. Supermajority (4/6) vote of the remaining Officers of the Core Committee.

7.1.3. **No Confidence Vote:** By a two-thirds majority vote, the General Membership may declare no confidence in a Core Committee. In this case, the Core Committee will be removed from office and a new Core Committee must be immediately elected at an EGM that follows the format of end-of-year elections.

7.1.3.1. In the event of a no confidence vote, it is the responsibility of the most senior General Member to work with the University to plan and execute the EGM.

7.1.3.2. In the event that this General Member is unable or unwilling to complete this process, the duties will fall to the next most senior General Member.

7.2. **End of Term Elections:** The following is the procedure for electing Officers of the Core Committee when they are not elected by other means. This election shall take place at the Annual General Meeting (AGM), as defined in 10.2.

7.2.1. All General Members of the Society must be notified of the time and date of the election at least seven (7) days before it takes place.



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- 7.2.2. All General Members of the Society that have been listed for at least thirty (30) days prior to the date of the election are entitled to vote in the election as outlined below.
- 7.2.3. Nominations shall be held immediately prior to the elections.
 - 7.2.3.1. Prior to the AGM, the Core Committee shall circulate an open application form for interested students to self-nominate for up to two (2) available Core Committee positions.
 - 7.2.3.2. In the event that a candidate has applied to more than one position, they must rank the roles which they intend to be considered for as part of the application.
 - 7.2.3.3. The nomination must be seconded by another General Member.
- 7.2.4. Elections shall consist of the following sections: candidate remarks, questions, discussion, and voting.
 - 7.2.4.1. At the beginning of the AGM, a Returning Officer must be selected, this officer shall be the outgoing Chairperson except in cases where that member is seeking election to any Committee position. In this case the Returning Officer shall be the most senior Core Committee member not seeking election to any Committee position.
 - 7.2.4.2. The Returning Officer may not vote in the election, except as described in 7.2.4.8.2.
 - 7.2.4.3. Elections shall be held in position order from most senior to least senior, as defined in the Organisation Chart (5.6).
 - 7.2.4.4. Only General Members who have accepted a nomination for that position may be considered for election.
 - 7.2.4.5. The General Membership should hear a statement from each candidate. The outgoing Core Committee may set a reasonable time limit on this statement by majority vote.
 - 7.2.4.6. Any General Member may ask questions of any candidate. The outgoing Core Committee may set a reasonable time limit on questioning by majority vote.



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- 7.2.4.7. When the statements and questioning of all candidates for a position is complete the General Membership may discuss the candidates.
 - 7.2.4.8. Voting shall be done by secret ballot, single-transferable vote. The specific procedure for tabulation of the ranked-choice system shall be the responsibility of the Core Committee.
 - 7.2.4.8.1. Every voting member has the right to abstain in a vote, submitting a blank ballot or a ballot reading "Abstain".
 - 7.2.4.8.2. In the event of a tie, the Returning Officer may vote to break the tie.
 - 7.2.4.9. The Returning Officer shall count the votes and announce the winner.
 - 7.2.4.10. If a candidate running for multiple positions is unsuccessful in the election for their first-choice position, they will be considered in the voting for the next ranked position for which they initially applied.
 - 7.2.4.11. Every position must be elected with candidates voted into the role. If there is a single candidate for a position, the quorum for voting must still be met, as less than majority vote will be considered a vote of no-confidence, and the position's application will reopen.
 - 7.2.4.12. If there are no other candidates running for an open position, the committee must reopen applications for this position at an Extraordinary General Meeting (EGM) (per Section 10.3) at a later date and repeat the official process for filling the role.
 - 7.2.4.13. Nominees that are unable to attend the meeting may still participate in elections. The specific procedure for this shall be the responsibility of the Core Committee.
- 7.3. **Emergency Elections:** An Emergency Election will be held if a position on the Core Committee becomes vacant through the resignation or the removal of an individual from an office. This election shall take place at an Extraordinary General Meeting.



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- 7.3.1. The election will follow the format for End of Term Core Committee Elections for that position.
- 7.3.2. The elect will immediately assume all duties, rights, responsibilities, and privileges of the office upon election.
- 7.4. **Handover Period:** The Handover Period is the thirty (30) days during which the incoming Core Committee is elected while the outgoing Core Committee is still serving their terms.
 - 7.4.1. During the Handover Period, outgoing Core Committee Officers should focus on training and mentoring their replacements as they prepare to enter their roles.
 - 7.4.2. Each outgoing Core Committee Officer shall prepare a handover document at the end of their term detailing the specific roles and responsibilities and the person(s) with whom they conducted the business of the Society.
 - 7.4.3. Where an outgoing Core Committee Officer is designated responsible for the performance of a duty with a deadline that falls outside their term of office, (e.g., the End of Year Report), that Officer is still required to uphold that responsibility.

Article VIIA - Non-Core Committee Officers

- 7A.1 The non-core committee shall be made up of
 - 7A.1.1 The First Year (ATT/MED/Pharm/Physio) Representative
 - 7A.1.2 The First Year (GEM/Physician Associate/Postgraduate Representative)
 - 7A.1.3 The Research Officer
 - 7A.1.4 The Public Relations Officer
 - 7A.1.5 The Technology Officer
- 7A.2 **Appointment:** All non-core roles shall be filled after an application process defined by the Core Committee
 - 7A.2.1 The application process must be:
 - 7A.2.1.1 advertised to all members of the society at least one week in advance of the closing date.
 - 7A.2.1.2 describe the role and expected duties.



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- 7A.2.2 The role will be filled upon a two-thirds ($\frac{2}{3}$) vote of the core committee.
- 7A.2.3 At its discretion, the core committee may choose to hold an EGM to elect any non-core position or positions.
- 7A.2.4 Any election to these positions shall follow the procedures in the elections Standing Operating Procedure.

7A.3 Term of service and Handover

- 7A.3.1 The term of service of non-core committee officers shall be from their appointment until the end of the Handover period defined in Section 7.4
- 7A.3.2 Should the successors to their position be appointed within the Handover period, the outgoing non-core committee officers should focus on training and mentoring their replacements as they prepare to enter their roles.
- 7A.3.3 Should the successors to their position not be appointed within the Handover period, the non-core committee officer should handover any relevant information to the Core committee officer to which they are responsible.

7A.4 Vacancy of an Office:

- 7A.4.1 **Resignation:** Non-Core Committee Officers may resign from their position submitting their resignation in writing to the chairperson of their relevant Cadre.
- 7A.4.2 **Removal from Office:** Non-Core Committee Officers may be removed from office by any of the following means:
 - 7A.4.2.1 Conclusion of a formal grievance process as defined in the Standard Operating Policies.
 - 7A.4.2.2 Two-thirds ($\frac{2}{3}$) vote of the Officers of the Core Committee.
- 7A.4.3 The vacancy shall be filled according to the process defined in section 7A.2.

- 7A.5 The **First Year (ATT/MED/Pharm/Physio) Representative** shall



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- 7A.5.1 Prior to their appointment, be a general member of the society.
 - 7A.5.2 Prior to their appointment, be a student in their first year at RCSI in one of the following programmes:
 - 7A.5.2.1 Medicine (Direct Entry) or
 - 7A.5.2.2 Pharmacy, or
 - 7A.5.2.3 Physiotherapy, or
 - 7A.5.2.4 Advanced Therapeutic Technologies
 - 7A.5.3 Promote the work of the society to the First Year Classes listed in Section 7A.5.2.
 - 7A.5.4 Take on other duties as assigned to them by the Core Committee.
 - 7A.5.5 The application process for this position shall take place between the start of the academic year and the last day of October.
 - 7A.5.6 Be responsible to the Vice-Chairperson.
- 7A.6 The **First Year GEM/Physician Associate/Postgraduate Representative** shall
- 7A.6.1 Prior to their appointment, be a general member of the society.
 - 7A.6.2 Prior to their appointment, be a student in their first year at RCSI in one of the following programmes:
 - 7A.6.2.1 Graduate Entry Medicine, or
 - 7A.6.2.2 Physician Associate Programme, or
 - 7A.6.2.3 Ba postgraduate student
 - 7A.6.3 Promote the work of the society to the students in the programmes and classes listed in section 7A.5.2.
 - 7A.6.4 Take on other duties as assigned to them by the Core Committee.
 - 7A.6.5 The application process for this position shall take place between the start of the academic year and the last day of October.
 - 7A.6.6 Be responsible to the Vice-Chairperson.
- 7A.7 The **Research Officer** shall
- 7A.7.1 Prior to their appointment, be a general member of the society.
 - 7A.7.2 Be responsible for organising the research activities of the society.
 - 7A.7.3 Ensure that all research conducted is in accordance with best research practice and the applicable rules, regulations and procedures of RCSI.



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- 7A.7.4 Be responsible for submitting all proposals to the RCSI Research Ethics Committee.
- 7A.7.5 Regularly report the progress and status of all research activities to the Core Committee.
- 7A.7.6 Be responsible to the Vice-Chairperson.

7A.8 The **Public Relations Officer** shall:

- 7A.8.1 Prior to their appointment, be a general member of the society.
- 7A.8.2 Be responsible for managing the Society's social media.
- 7A.8.3 Be responsible for the Society's communications with the public.
- 7A.8.4 Generate advertisements, promote events, and be responsible for documenting the Society's events.
- 7A.8.5 Be responsible to the Events Director.

7A.9 The **Technology Officer** shall:

- 7A.9.1 Prior to their appointment, be a general member of the society.
- 7A.9.2 Be responsible for updating and maintaining all digital systems and assets and resources used by society, including:
 - 7A.9.2.1 The society website, emergsoc.ie
 - 7A.9.2.2 The Emergency Society wiki
 - 7A.9.2.3 Google Drive
 - 7A.9.2.4 Slack
- 7A.9.3 Ensure that committee members have appropriate access to digital resources, and that no individual has inappropriate access.
- 7A.9.4 Be responsible for developing an online newsletter or blog dealing with topics relevant to the society and its membership.
 - 7A.9.4.1 The technology officer may create a subcommittee of authors and editors of such material if required.
- 7A.9.5 Be responsible to the Vice-Chairperson.



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Article VIII - Cadres

- 8.1. The All-Hands Assembly consists of all Officers currently serving on the Core Committee (referred to as Core Committee Officers) as well as all Officers currently serving on the Non-Core Committee (referred to as Non-Core Committee Officers), all members serving on Cadres (referred to as Cadre Officers) and any other members that the Core Committee may nominate.
- 8.2. Cadres are made up of specially trained Officers serving on subcommittees focused on specific missions of the Society that operate in perpetuity.
- 8.3. **Simulation Cadre:** The **Simulation Cadre** shall be responsible for all aspects of the training and management of the Society's Simulation program(s).
 - 8.3.1. The SimWars Cadre shall be made up of the **Simulation Director** and any other appointed **Simulation Coordinators**.
 - 8.3.2. The **Simulation Director** shall be the chairperson of the **Simulation Cadre**.
 - 8.3.3. **Simulation Coordinators** shall:
 - 8.3.3.1. Prior to their selection, be General Members of the Society that have previously participated in training for the National Emergency Medicine Simulation Competition; competing in the National Competition is not required.
 - 8.3.3.1.1. This requirement may be waived at the discretion of the Core Committee.
 - 8.3.3.2. Be responsible for the selection and management of Simulation teams from RCSI to compete in the National Emergency Medicine Simulation Competition annually.
 - 8.3.3.3. Maintain and execute a training curriculum, secure tutors, and organise logistics for attending the competition.
 - 8.3.4. **Simulation Cadre Officers** shall hold their position for two (2) calendar years.
 - 8.3.4.1. Officers should be replaced in an alternating fashion annually, such that no more than half the committee is replaced each year.



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- 8.3.4.2. This term may be waived for individual Officers at the discretion of the Core Committee.
- 8.3.5. The **Simulation Cadre** shall be at least four (4) Officers including the **Simulation Director** (excluding the Chairperson of the Society as an ex officio member).
- 8.3.6. The **Simulation Cadre** shall be limited to six (6) active Officers at any time including the **Simulation Director** (excluding the Chairperson of the Society as an ex officio member).
- 8.4. **POCUS Cadre:** The **POCUS Cadre** shall be responsible for all aspects of the training and management of the SonoGames program.
 - 8.4.1. The **POCUS Cadre** shall be made up of the **POCUS Director** and any other appointed **POCUS Coordinators**.
 - 8.4.2. The **POCUS Director** shall be the chairperson of the **POCUS Cadre**.
 - 8.4.3. POCUS Coordinators shall:
 - 8.4.3.1. Prior to their selection, be General Members of the society that have previously participated in POCUS; competing in the National Competition is not required.
 - 8.4.3.1.1. This requirement may be waived at the discretion of the Core Committee.
 - 8.4.3.2. Be responsible for the selection and management of POCUS teams from RCSI to compete in the Intercollegiate SonoGames competition annually.
 - 8.4.3.3. Maintain, update, and execute a training curriculum, secure tutors, and organise logistics for attending the competition.
 - 8.4.4. **POCUS Cadre Officers** shall hold their position for two (2) calendar years.
 - 8.4.4.1. Officers should be replaced in an alternating fashion annually, such that no more than half the committee is replaced each year.
 - 8.4.4.2. This term may be changed for individual Officers at the discretion of the Core Committee.



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- 8.4.5. The **POCUS Cadre** shall be at least two (2) Officers including the **POCUS Director** (excluding the Chairperson of the Society as an ex officio member).
- 8.4.6. The **POCUS Cadre** shall be limited to four (4) active Officers at any time including the **POCUS Director** (excluding the Chairperson of the Society as an ex officio member).

- 8.6. **Appointment of Cadre Officers:**
 - 8.6.1. Cadre Officers shall be appointed to their position by the chairperson of the relevant Cadre.
 - 8.6.2. These Officers must then be approved by a two-thirds (2/3) majority vote of the Core Committee, at which point their term begins.

- 8.7. **Vacancy of an Office:**
 - 8.7.1. **Resignation:** Cadre Officers may resign from their position submitting their resignation in writing to the chairperson of their relevant Cadre.
 - 8.7.2. **Removal from Office:** Cadre Officers may be removed from office by any of the following means:
 - 8.7.2.1. Conclusion of a formal grievance process as defined in the Standard Operating Policies.
 - 8.7.2.2. Two-thirds (2/3) vote of the Officers of the Core Committee.
 - 8.7.3. The vacancy should be filled at the discretion of the Core Committee.



Article IX - Subcommittees

- 9.1. Subcommittees may be created by any Core Committee Officer for any purpose.
- 9.2. The creation of a Subcommittee must be approved by a two-thirds (2/3) or greater vote of the Core Committee.
 - 9.2.1. When approved, a Subcommittee must have:
 - 9.2.1.1. A name expressing the purpose of the committee (e.g., "Trauma Day Subcommittee").
 - 9.2.1.2. A limited term of service, at which point the Subcommittee will automatically dissolve.
- 9.3. The dissolution of a Subcommittee outside of the expiration of the term of service must be approved by a two-thirds (2/3) or greater vote of the Core Committee.
- 9.4. Extension of the term of service of a Subcommittee must be approved by a two-thirds (2/3) or greater vote of the Core Committee.
- 9.5. Unless otherwise stated, the Subcommittee shall be chaired by the Core Committee member who petitioned for its creation
- 9.6. **Appointment of Subcommittee Members:**
 - 9.6.1. Subcommittee members shall be appointed to their position by the chairperson of the Subcommittee.
 - 9.6.2. Members may serve on multiple Subcommittees simultaneously.
 - 9.6.3. Core and Non-Core Committee Officers may also serve on Subcommittees.
 - 9.6.4. **Vacancy:**
 - 9.6.4.1. **Resignation:** A member of a Subcommittee may resign from their position submitting their resignation in writing to the chairperson of the Subcommittee.
 - 9.6.4.2. **Removal:** Subcommittee members may be removed from office by any of the following means:



9.6.4.2.1. Conclusion of a formal grievance process as defined in the Standard Operating Policies.

9.6.4.2.2. Two-thirds (2/3) vote of the Core Committee.

9.6.4.3. Vacancies should be filled at the discretion of the chairperson of the Subcommittee.

Article X - Meetings

10.1. Quorum:

10.1.1. At any General Meeting (AGM or EGM) quorum shall be defined as having a minimum of ten (10) total General Members not on the Core Committee in attendance while also satisfying the quorum of Core Committee Officers, which is four (4).

10.2. Annual General Meetings (AGM):

10.2.1. The Annual General Meetings of the Society shall take place near the end of the second semester of the academic year, at a time to be determined by the Core Committee of the Society.

10.2.2. No less than seven (7) days' notice of the Annual General Meeting shall be given. The date and time of the AGM shall be notified to the University (RCSI Dublin), the Student Services Office and advertised by public notice within RCSI.

10.2.3. The incoming Core Committee shall be elected by secret ballot at the AGM.

10.2.4. The AGM shall be held onsite at RCSI when possible and all General Members may attend and vote.

10.2.4.1. AGMs may adopt a hybrid (in-person/online) format at the discretion of the Core Committee.

10.3. Extraordinary General Meetings (EGM):

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

10.3.1.1. Hold an election to fill any Officer vacancy on the Core Committee, should one arise.

10.3.1.2. Consider a proposal to amend this constitution or any other governing instrument of the Society.



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- 10.3.1.3. Address any other circumstance not provided for in this constitution.
- 10.3.2. An Extraordinary General Meeting shall be convened:
 - 10.3.2.1. By majority decision of the Core Committee.
 - 10.3.2.2. By submission to the Chairperson of the Society a petition signed by no less than ten (10) General Members of the Society.
- 10.3.3. No less than seven (7) days' notice of an Extraordinary General Meeting shall be given. The date and time of the EGM shall be notified to the University (RCSI Dublin), the Student Services Office, and advertised by public notice within RCSI.
- 10.3.4. The EGM shall be held onsite at RCSI when possible and General Members may attend and vote.
 - 10.3.4.1. EGMs may adopt a hybrid (in-person/online) format at the discretion of the Core Committee.
- 10.4. **Core Committee Meetings:**
 - 10.4.1. Meetings of the Core Committee shall be held regularly during the academic year at the discretion of the Core Committee.
 - 10.4.1.1. The Core Committee shall meet at least twice every semester.
 - 10.4.2. All Officers of the Core Committee shall be entitled to attend and vote at such meetings.
 - 10.4.3. Only Officers of the Core Committee may propose topics for a vote or cast votes at meetings of the Core Committee.
 - 10.4.4. Meetings of the Core Committee shall be open to any member of the Society.
 - 10.4.4.1. The Core Committee may close the meeting, allowing only Core Committee Officers to be present, by a two-thirds (2/3) or greater vote.
 - 10.4.5. The quorum for a Core Committee Meeting shall be four (4) Core Committee Officers.
 - 10.4.6. Meetings of the Core Committee shall be convened by the Chairperson or Vice-Chairperson.



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- 10.4.7. At least three (3) days' notice of a Core Committee meeting shall be given by the Chairperson or Vice Chairperson to the Officers of the Core Committee and the General Membership.
- 10.4.8. Absence of a Core Committee Officer for scheduled meetings should be communicated to the Chairperson or Vice Chairperson no less than 24 hours before the meeting.

10.5. **Committee Meetings:**

- 10.5.1. Meetings of the Committee shall be held regularly during the academic year at the discretion of the Core Committee.
- 10.5.2. All Officers of the Committee (Core and Non-Core Officers) shall be entitled to attend and vote at such meetings.
- 10.5.3. Meetings of the Committee shall be open to any General Member of the Society.
- 10.5.4. The quorum for a Committee Meeting shall be four (4) Core Committee Officers as well as a simple majority of Non-Core Committee Officers.
- 10.5.5. Meetings of the Committee shall be convened by the Chairperson or Vice-Chairperson.
- 10.5.6. At least three (3) days' notice of a committee meeting shall be given by the Chairperson or Vice Chairperson to the Officers of the Committee and the General Membership.
- 10.5.7. Absence of a Committee Officer for scheduled meetings should be communicated to the Chairperson or Vice Chairperson no less than 24 hours before the meeting.

10.6. **Subcommittee Meetings:**

- 10.6.1. Meetings of Subcommittees shall be held regularly during the time that the Subcommittee is operational.
- 10.6.2. All members of the Subcommittee shall be entitled to attend and vote at such meetings.
- 10.6.3. Subcommittee meetings shall be chaired by the Core Committee Officer that convened the Subcommittee unless otherwise specified in this document.



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- 10.6.4. The Chairperson shall be an ex officio member of all committees and subcommittees within the Society.



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Article XI - Amendments and Revisions

- 11.1. Any General Member of the Society may propose amendments or revisions to this constitution.
- 11.2. Such proposals must be brought up at a General Meeting, wherein the General Membership shall discuss the proposals.
- 11.3. The proposals may be amended by a majority vote of the present General Membership.
- 11.4. Proposals, in their draft form, must be presented to the University for formal final approval before they may be voted on as outlined below.
- 11.5. The proposals, as amended, shall become part of this constitution upon a majority vote of the Core Committee, followed by a two-thirds (2/3) majority vote of the present General Membership, at their respective meetings.
 - 11.5.1. This vote shall satisfy the requirements outlined in Article XIII to place the document into force.



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Article XII - Dissolution of the Society

- 12.1. The Society may be dissolved by a two-thirds (2/3) majority vote of the General Membership at a General Meeting.
- 12.2. The Society shall fall into abeyance should it fail to validly elect a Core Committee for one year, as communicated by the Student Services Office.
- 12.3. On dissolution of the Society, its assets shall become the property of the University (RCSI Dublin).



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Article XIII - Placement into Force

- 13.1. This document shall come into force upon approval by majority vote of the Core Committee, followed by a two-thirds (2/3) majority vote of the General Membership.
- 13.2. All Officers currently serving in the Core Committee shall keep their current positions until the expirations of their current terms of service.
- 13.3. The titles of current Core Committee positions shall remain the same, until the term of service of the Core Committee serving upon the approval of this document expires.
- 13.4. In the event that the Standard Operating Policies disagree with this document, or part of this document is ambiguous or self-contradictory, the Chairperson will provide guidance on how to resolve inconsistencies.