

NOMAD CONSTITUTION

1. Name

The name of the unincorporated association is “**NOMAD**” short for **Nursing, Occupational therapy, Medicine and Allied Health at Deakin** (in this constitution it may be referred to as “the club”).

2. Purpose

- 2.1 NOMAD’s primary objective is to promote regional, rural and remote practice to current and prospective Health, Medicine, Nursing, Behavioural Science and other Health Science students at Deakin University across Victoria. We aim to do this by;
 - (a) Increasing awareness of careers available in regional, remote and rural Victoria including possible challenges, pathways, rewards and issues unique to these working environments; and
 - (b) Increasing cultural awareness of rural health issues, in particular the needs of Indigenous Australians;
- 2.2 The club may only use its income, assets and profit for its purpose.
- 2.3 The club must not distribute any profit, income or assets directly or indirectly to its members.

3. Affiliation with DUSA, Governing Bodies and Funding

- 3.1 The club is affiliated with and funded in part by the Deakin University Student Association Incorporated (in this constitution “DUSA”). The governing body of the club is the National Rural Health Student Network herein referred to as the NRHSN. The majority of funding is contributed by the Department of Health and Ageing herein referred to as DoHA.
- 3.2 It is a condition of affiliation that the club and its members must comply with all directions given by DUSA, Clubs and Societies Guidelines and the Clubs Charter. The club must also comply, first and foremost, with any directions received by the NRHSN or DoHA.
- 3.3 The club must include the DUSA logo in the size specifications outlined by DUSA in the Clubs Guidelines and an acknowledgement of DUSA support in all material produced by the club. The club must disclose all sources of revenue to DUSA within 7 days of agreeing to receive revenue.
- 3.4 The club will abide by all policies and regulations of both the NRHSN and DUSA.
- 3.5 The club will consult with DUSA before entering into any sponsorship arrangement with any individual, company, association or incorporation.
- 3.6 The club must provide membership pricing differentials for all activities, products, services and events for non-DUSA access members and DUSA access members. Wherever practical this differential should be at least 100%.
- 3.7 DUSA will provide the club with a comprehensive list of supplies obtainable through DUSA’s buying power and an updated price list every month.

4. Membership of Club

- 4.1 Membership of the club is open to all:
 - (i) Current DUSA access (see definition in clause 14) and non-DUSA access members who are studying within a healthcare or health related field.
who:
 - (a) support the purpose of the club; and
 - (b) pay the membership fee;
(subject to clause 4.2).
- 4.2 It shall be a condition of affiliation to DUSA that clubs shall have at least 15 financial DUSA members (10 on Warrnambool, Distance and Waterfront) who are current members of the club.
- 4.3 The Secretary must keep a register of members, which shows the date on which each member last paid their membership fee.
- 4.4 Members may resign by writing to the Secretary. Members whose membership fee is more than 12 months overdue are taken to have resigned.
- 4.5 The Secretary and DUSA must make copies of this constitution freely available to members on request.

5. General Meetings of Members

- 5.1 The Executive must call at least 2 general meetings of members each year, including the annual general meeting (in this constitution “AGM”).
- 5.2 The AGM must be held on an academic day in the second half of second semester. Its business includes:
 - (a) to confirm the minutes of the last AGM and any subsequent general meetings;
 - (b) to consider reports from Executive members, including the Treasurer’s financial report;
 - (c) to elect the Executive; and
 - (d) any other business of which notice has been given.
- 5.3 The Executive must appoint a returning officer at least 2 weeks before the AGM, who is responsible for the conduct of the Executive elections.
- 5.4 The Executive may call a special general meeting at any time, and must do so if requested in writing by at least 25% of members stating the business to be considered. The special general meeting must be held within 21 academic days of an Executive member receiving the request.
- 5.5 The Executive must give at least 10 academic days notice in writing of the date, time and place of all general meetings to each member. The notice must state the business to be considered, including any item that a member has previously requested the Secretary in writing be included. Only business of which notice has been given may be considered at the general meeting. The Executive must also advertise the meeting as far as practicable in any DUSA publication/s generally available to students for at least 2 weeks before the meeting.
- 5.6 The quorum for general meetings is 15% of members present plus one.
- 5.7 Members need to apologize for their absences in advance of the general meetings
- 5.8 Either Co-chair is entitled to chair meetings. If either co-chair is not present, or does not wish to chair the meeting, another member must be elected to chair.
- 5.9 Each member present has 1 vote. Proxies are allowed within the setting of an executive meeting and may cast one vote for an absent member. In a general meeting proxies are not allowed. Questions are decided by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.

6. Executive Positions and Tenure

- 6.1 The Executive of the club consists of at least the following positions:
 - (a) Co-chairs,
 - (b) Treasurer,
 - (c) Secretary,
 - (d) NRHSN Senior Representative, and
 - (e) NRHSN Junior Representative.
- 6.2 An executive meeting may establish other Executive positions to which a candidate will be voted.
- 6.3 Executive members may only hold 1 Executive position at a time.
- 6.4 Executive terms will commence at a date determined by the current executive with a minimum of one month transition period.

The Co-Chairs must be able to remain Deakin University students through out their tenure; therefore, students in their final year of study will not be able to hold the role of President.

The club structure is outlined in clause 16.1.

7. Election and Term of Office of Executive

- 7.1 Executive members may serve an unlimited number of terms.
- 7.2 Executive members elected hold office from the end of the AGM until the end of the next AGM, subject to clause 7.5.
- 7.3 Executive members cease to hold office if they:
 - (a) resign by writing to the Secretary (or, in the case of the Secretary, to the President);
 - (b) are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at an executive or general meeting; or
 - (d) fail to attend 2 consecutive meetings of the Executive without giving apology to the Executive.
- 7.4 Only students from the Waurm Ponds and Waterfront Campuses may hold a position within the Executive Committee.
- 7.5 Executives must meet twice per month for up to two hours to discuss club business. One meeting will involve the General Committee.
- 7.6 The executive may co-opt committee members in the instance of:
 - (a) committee position not being elected at the AGM
 - (b) position becoming vacant in relation to clause 7.3

8. Responsibilities of Executive

- 8.1 The Executive is responsible for the management of the club, including its financial management.
- 8.2 The Executive must ensure that the Treasurer submits a financial report for the AGM in accordance with clause 10.3(e).
- 8.3 The Executive is also responsible for:
 - (a) organising club activities;
 - (b) representing the club and its members within DUSA; and
 - (c) recommending policy to general meetings.
- 8.4 The Executive is bound by club policy, and subject to direction by general meetings.

9. Proceedings of Executive

- 9.1 Executive meetings may be called by the Co-chairs or any 2 Executive members.
- 9.2 At least 5 academic days notice in writing of the date, time and place of Executive meetings must be given to each Executive member.
- 9.3 The quorum for Executive meetings is the presence of a majority of members of the Executive at the time, including at least 1 of the Co-Chairs and Secretary.
- 9.4 Clauses 5.7 and 5.8 apply to Executive meetings.
- 9.5 The Executive may establish committees and delegate its powers as it thinks appropriate.

10. Duties of Executive/General Committee Members

- 10.1 The duties of the Co-Chairs include:
- (a) to chair all meetings and ensure that all discussions are constructive;
 - (b) to co-ordinate club activities;
 - (c) assists other executive members where necessary;
 - (d) prepare the Annual Report for the AGM in consult with the Treasurer and Secretary.
- 10.2 The duties of the Treasurer include:
- (a) to record all income received and payments made by the club;
 - (b) to keep a register of all assets held by the club;
 - (c) to prepare an annual budget for the club to be presented to the School of Medicine for approval prior to submission to DoHA;
 - (d) to present a financial report to each Executive meeting;
 - (e) to present a financial report for the AGM for:
 - (i) the last financial year, and
 - (ii) the period since the end of the last financial year; and
 - (f) to keep the financial records of the club;
 - (g) to aid in the preparation of the Annual Report for the AGM;
 - (h) to seek new funding sources, and sponsorship if required.
- 10.3 The duties of the Secretary include:
- (a) to keep the register of members;
 - (b) to arrange general and Executive meetings;
 - (c) to take accurate minutes of all general and Executive meetings recording discussion and decisions made;
 - (d) to prepare agendas for executive and general meetings;
 - (e) to send the agenda to applicable members at least 48 hours prior to meetings;
 - (e) to be responsible for the membership related correspondence of the club; and
 - (f) to keep the membership records of the club.
 - (g) to assist in the preparation of the Annual Report for the AGM.
- 10.4 The duties of the NRHSN Senior Representative Officer include:
- (a) to link the club to the NRHSN;
 - (b) attend network teleconferences and report back to the committee;
 - (c) represent the club in any NRHSN voting issue or requirement;
 - (d) produce club activity reports for the NRHSN;
 - (e) keep the club executive informed of NRHSN aims and objectives; and
 - (f) promote the NRHSN to members if the club
 - (g) to contribute to the Annual Report.
- 10.5 The duties of the NRHSN Junior Representative Officer include:
- (a) to support the NRHSN Senior Representative Officer in their role, as outlined in the position description, with a view to taking on the role in future years; and
 - (b) to act in place of the NRHSN Senior Representative Officer in their absence.

11. Duties of General Committee Members

- 11.1 The duties of the Community Officers include:
- (a) to organise guest speakers to present knowledge or skills to club members relevant to their degree or in aid of professional development;
 - (b) to organise events which will enrich members experiences of regional, rural and remote areas; and
 - (c) to be responsible for the rural high school visit portfolio in consult and with the support of the executive; and

- (d) to contribute to the Annual Report.
- (e) to organise the Teddy Bear Hospital

11.2 The duties of the Marketing Officer include:

- (a) to aid other executive members in organisation and the running of club competitions;
- (b) to liaise with the Marketing Division of Deakin for advice on correct marketing practices;
- (c) to organise promotional club merchandise; and
- (d) to organise recruitment drives throughout the year.
- (e) to source sponsorship opportunities for NOMAD making DUSA aware of any potential sponsors and acceptance of any sponsor funding;

11.3 The duties of the Social Officers include:

- (a) to organise all social events within the club aiming to mix people from the various disciplines;
- (b) to organise the AGM; and
- (c) to contribute to the Annual Report.
- (d) organise or involve the club in at least one cross rural health club event each year.

11.4 The duties of the Head Publications Officer include:

- (a) to collect, collate and publish articles and pieces throughout the year within the Annual Report;
- (b) to assist the Recruitment Marketing Officer in the promotion of NOMAD via club publications; and
- (c) to maintain a club website.

11.5 The duties of the Cultural Officer include:

- (a) to gain and foster a relationship between the club and the Wathaurong Co-operative;
- (b) to organise professional development events with the support of the social officers with an aim to highlight the similarities and differences evident in providing healthcare to Indigenous people; and
- (c) to organise professional development events with the support of the social officers aiming to provide information pertaining to cross-cultural healthcare, services available to people new to Australia and highlight the differing beliefs and views of healthcare across cultures.

11.6 The duties of the Campus Representatives include:

- (a) to field questions from club members on their prospective campus and pass them on to the executive as required;
- (b) to participate in recruitment drives at their prospective campus during O Week and throughout the year.

11.7 The duties of the Multidisciplinary Representatives include:

- (a) to field questions from club members in their prospective course and pass them on to the executive as required;
- (b) to pass on NOMAD related information to all people in their prospective course.
- (c) to participate in recruitment drives at their prospective campus during O Week and throughout the year.

12. Financial

- 11.1 As an affiliate of DUSA all club executive members are indemnified against liability for actions undertaken on club business in their capacity as an executive member.
- 11.2 The financial year of the club is from 1 January to 31 December
- 11.3 The membership fee will be set by the club general meeting under the following principals:
 - (a) The Club may set its fees on a year to year basis at the AGM. Fees for non DUSA members must be at least double that of the DUSA membership fee.
 - (b) The membership fee is for the period from 1 January to 31 December and is due on March 30th each year. All rights (including voting) of members who have not paid their membership fee by April 30th each year are suspended until the fee is paid.
- 11.4 All income (including membership fees) received by the club must be promptly paid into the clubs' DUSA account.
- 11.5 All payments must be authorised by the Executive, and all payment vouchers must be signed by either the Co-Chairs or the Treasurer.
- 11.6 The Executive must ensure that the Treasurer:
 - (a) records all income received and payments made by the club in accordance with clause 10.3(a); and
 - (b) keeps a register of all assets controlled by the club in accordance with clause 10.3(b).
- 11.8 All assets gained via financial support from DUSA, controlled by a club that has been inactive for 12 months or more must be returned to DUSA.
- 11.9 The Club may not sell products in commercial quantities without the express written approval of DUSA. This includes the selling of goods "at cost" to another club.

13. Amendment

This constitution may only be amended:

- (a) by resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.5 (including of the proposed amendment) has been given; and
- (b) with the approval of DUSA and the NRHSN.

14. Winding Up

- 13.1 The club may be wound up voluntarily by resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.5 (including of the proposed resolution) has been given.
- 13.2 If the club is wound up (whether voluntarily or by a court), any remaining assets gained via financial support from DUSA must not be distributed to any member, but must instead be returned to DUSA.

15. Definitions and Interpretation

In this constitution:

- (a) A "DUSA access member" means a current financial member of the Deakin University Student Association.
- (b) references to meetings include meetings held by telephone and video conference; and
- (c) references to written communications include email.

16. Club Structure

EXECUTIVE
COMMITTEE

Co-Chairs

Treasurer

Secretary

NRHSN Senior

NRHSN Junior

GENERAL
COMMITTEE

Multidisciplinary General Committee

Nursing Representative
Occ. Therapy Representative
Medicine
Allied Health: Psychology, Social Work, Public Health, Health Promotion
Allied Health Exercise/Sports, Nutrition, Health Science, Applied Science

Marketing, Sponsorship and Publications Committee

Marketing Officer
Head Publications Officer

Campus General Committee

Burwood Representative
Waterfront Representative
Waurm Ponds Representative
Warrnambool Representative

Community, Social and Cultural Committee

Community Officer: RHSV Portfolio
Community Officer: Rural Enrichment Portfolio
Social Officer: AGM & general portfolio
Social Officer: Cross RHC & general portfolio
Cultural Officer