**Constitution for the Royal Free, University College & Middlesex Medical Students’ Association**

**(RUMS MSA)**

**Section 1 – General**

1. This Constitution applies to the functions and activities of the Royal Free, University College, and Middlesex Medical Students’ Association, which will be referred to in this document as RUMS.
2. RUMS and its Forum will be bound by the Byelaws of SUUCL and the associated SUUCL Memorandum and Articles.
3. This Constitution may be amended according to the procedures set out in the SUUCL Byelaws.

**Section 2 – Aims**

1. To provide for the representation of students of the University College London Medical School, within the Medical School, SUUCL and the College.
2. To promote social intercourse amongst its members and throughout the Medical School, SUUCL and College.
3. To promote co-operation amongst its members for professional, cultural, social and athletic activities.
4. To provide a channel of communication between medical students and the personnel of the Medical School to further academic & other student aims.
5. To provide for the representation through SUUCL, of members in National, Regional and Area student organizations, and to foster positive relationships with other University, College and Medical School Students’ Unions.
6. To provide equality of opportunity for all medical students, in accordance with Section 1.6 of the SUUCL Byelaws.
7. To provide distinct and personal representation for UCL Medical School students and to enforce and protect the identity of RUMS within SUUCL.

**Section 3 – Membership**

1. All registered students of University College London Medical School shall be ordinary members of the Association.
2. Ordinary members of the Association may be granted the following privileges:
	1. To participate and vote in RUMS Association Forums, to vote in RUMS elections, or to stand to be a RUMS officer, subject to the SUUCL Byelaws.
	2. Educational representation and Welfare guidance from RUMS Officers.
3. Ordinary members of the Association have the right to opt-out of the Association at any time;
	1. To opt out of the Association, ordinary members must notify the Chair of RUMS Executive Committee (the RUMS Officer) of their wishes in writing.
	2. Those individuals who wish to opt out of the Association shall become restricted members and will cease to enjoy the privileges of ordinary membership as outlined in Section 3.2 a-b.
	3. Restricted members may opt back into the Association by applying for ordinary membership to the Chair of the RUMS Executive Committee in writing.
4. Members who opt out of the Association do not have their status as an ordinary member of SUUCL revoked.
5. If a member of the Association opts out of SUUCL membership, they automatically have their Association membership revoked.

**Section 4 - Government (RUMS Forum)**

1. The Association Forum shall have the responsibility of being the steering group of the Association.
2. The Association Forum shall also act to communicate relevant news to all medical students.
3. The Association Forum may consider any matter explicitly relating to medical students of the University College London Medical School, except that of an Establishment matter.
4. The Association forum will function in accordance with the SUUCL Byelaws.
5. An Emergency Association Forum may be called at any time by the Chair, the Executive Committee or a petition of 25 members.

**Section 5 - Government (RUMS Executive Committee)**

1. The Executive Committee shall function as a means of continuity and co-ordination between Association Forums.
2. The Executive Committee shall have the following membership:
	1. RUMS Officer (RUMS President)
	2. RUMS Vice-President (Finance and Operations)
	3. RUMS Vice-President (Events)
	4. RUMS Vice-President (Education Years 4, 5 and 6)
	5. RUMS Vice-President (Education Years 1, 2 and 3)
	6. RUMS Vice-President (Welfare)
	7. RUMS Vice-President (Sports & Societies)
	8. RUMS Vice-President (Raising & Giving)
3. The following members of the Executive Committee are to be members ex officio:
	1. The RUMS Review Editor
	2. BMA Medical Students' Committee Rep
	3. RUMS Equity Officer
	4. RUMS General Secretary
4. Officers on the Executive Committee will fulfil their roles in accordance with the Standard Operating Procedures approved by the Executive Committee, which shall be appendices to this Constitution.

**Section 6 – Government (Sub-Committees)**

1. The Association shall have the following sub-committees:
	1. Events Committee
	2. Welfare Committee
	3. Finance Committee
	4. Years 1 and 2 Education Committee
	5. Year 3 Education Committee
	6. Years 4, 5 and 6 Education Committee
	7. Sports and Societies Colours Committee
	8. Raising & Giving (RAG) Committee
2. The chair of each Sub-Committee shall:
	1. Liaise with SUUCL staff to ensure that rooms are booked, notices are sent, and agendas produced for meetings of the committee.
	2. Keep the meeting in order.
	3. See that remarks are relevant to the business at hand.
	4. Ensure the general smooth running of the meeting.
3. All Sub-Committees shall report up to and be held accountable by RUMS Executive Committee and the RUMS Association Forum.
4. All Sub-Committees shall function according to the Standard Operating Procedures Standard approved by the Executive Committee, which shall be appendices to this Constitution.

**Section 7 – Job Descriptions – RUMS Executive Officers**

1. The RUMS Forum Chair shall act in accordance with their job descriptions as outlined in the SUUCL Byelaws and in accordance with any additional roles as outlined in Section 7.6.
2. All RUMS Executive Officers are responsible for bringing the views of medical students to the appropriate SUUCL, College and Medical School officers and committees and ensuring these students are aware of all issues within SUUCL and the College that may affect them.
3. All RUMS Executive Officers shall sit on the appropriate medical school committees. The RUMS Officer shall be charged with liaising with the medical school and assigning places amongst the committee.
4. All RUMS Executive Officers must be medical students.
5. A no-confidence motion in any officer shall follow the procedure outlined in the SUUCL Byelaws.
6. **RUMS Officer (to be known as RUMS President)**
	1. Role:
		1. To be responsible for bringing the views of all (Years 1-6) medical students to the attention of the appropriate Union and College Officers and Committees.
	2. Responsibilities:
		1. To act as the medical students’ representative as appropriate.
		2. To act in accordance with handover documents prepared by the outgoing officer.
		3. To update handover documents appropriately and fully prepare the incoming officer.
		4. To work with the Academic Representatives to be responsible for the representation of medical students to the Years 1 and 2, Year 3 and Years 4, 5 and 6 education committees within the Medical School administrative structure.
		5. ~~To work with their Vice-Presidents to appoint a RUMS General Secretary.~~
		6. To act in accordance with handover documents prepared by the outgoing officer.
		7. To update handover documents appropriately and fully prepare the incoming officer.
7. **RUMS Treasurer**
	1. Role:
		1. To be responsible for management of RUMS finance.  ~~and maintenance of the RUMS website and social media platforms.~~
	2. Responsibilities:
		1. To assist the RUMS Officer in their duties.
		2. To be responsible for ensuring RUMS events are properly budgeted and RUMS does not go over-budget for the year.
		3. ~~To appoint a website officer who will keep the website functional and up to date and liaise with the General Secretary to maintain a social media presence.~~
		4. To chair the Finance Committee.
		5. To act in accordance with handover documents prepared by the outgoing officer.
		6. To update handover documents appropriately and fully prepare the incoming officer.
8. **RUMS Vice President (Events)**
	1. Role:
		1. To facilitate the development of a medical student community by providing regular activities and events.
	2. Responsibilities:
		1. To liaise with SUUCL’s Entertainments Department regarding entertainments for the medical student community.
		2. To organise entertainments for the RUMS community in conjunction with the RUMS Executive Committee.
		3. To chair the Events Committee.
		4. To act in accordance with handover documents prepared by the outgoing officer, with regard to event dates and planning.
		5. To update handover documents appropriately, and prepare reports on each event in the calendar, including budgets.
9. **RUMS Vice President (Years 4, 5 and 6 Education)**
	1. Role:
		1. To work with the RUMS President in supporting educational representation for Years 4, 5 and 6 students, ensuring transparency in the communication between the student body and the medical school.
		2. To enhance the student learning experience through the gathering and relaying of feedback and concerns directly to the Medical School Faculty.
	2. Responsibilities:
		1. To organise and chair Years 4, 5 and 6 Student Staff Consultative Committee Meetings, attend other relevant education committee meetings including but not limited to Teaching Sub-Committee Meetings, mQMEC, and MBBS Teaching Committee Meetings.
		2. To support the officers in maintaining awareness of major educational concerns of the students of UCL Medical School.
		3. To appoint a sub-committee of sufficient Academic Representatives to adequately represent students in Years 4, 5 and 6.
		4. To act in accordance with handover documents prepared by the outgoing officer.
		5. To update handover documents appropriately and fully prepare the incoming officer.
10. **RUMS Vice President (Years 1, 2 and 3 Education)**
	1. Role:
		1. To work with the RUMS President in supporting educational representation for Years 1, 2 and 3 students, ensuring transparency in the communication between the student body and the medical school.
		2. To enhance the student learning experience through the gathering and relaying of feedback and concerns directly to the Medical School Faculty.
	2. Responsibilities:
		1. To organise and chair Years 1 and 2 and Year 3 Student Staff Consultative Committee Meetings, attend other relevant education committee meetings including but not limited to Teaching Sub-Committee Meetings, mQMEC, and MBBS Teaching Committee Meetings.
		2. To support the officers in maintaining awareness of major educational concerns of the students of UCL Medical School.
		3. To appoint a sub-committee of sufficient Academic Representatives to adequately represent students in Years 1 and 2.
		4. To act in accordance with handover documents prepared by the outgoing officer.
		5. To update handover documents appropriately and fully prepare the incoming officer.
11. **RUMS Vice President (Welfare)**
	1. Role:
		1. To support representation on welfare matters to the Medical School, SUUCL and the College and promote medical student welfare.
	2. Responsibilities:
		1. To liaise with the Welfare Sabbatical Officer and RUMS Executive officers regarding welfare guidance for the medical student community.
		2. To support the officers in maintaining awareness of major welfare concerns of the students of UCL Medical School.
		3. To chair the Welfare Committee.
		4. To act in accordance with handover documents prepared by the outgoing officer.
		5. To update handover documents appropriately and fully prepare the incoming officer.
12. **RUMS Vice President (Sports & Societies)**
	1. Role:
		1. To support the interests of RUMS Sports Clubs and Societies as well as the interests of medical students within other sports clubs and societies.
	2. Responsibilities:
		1. To liaise with the Student Activities Sabbatical Officer and RUMS Executive regarding the activity of medical students within SUUCL Sports Clubs and Societies.
		2. To support these officers in supporting the interests of RUMS Sports Clubs and Societies.
		3. To attend Activities Forum and Activities Board.
		4. To submit a termly report of RUMS Clubs and Societies to the Student Activities Officer.
		5. To organise the Sports Colours Committee and the RUMS Sports Colours Ball.
		6. To act in accordance with handover documents prepared by the outgoing officer.
		7. To update handover documents appropriately and fully prepare the incoming officer.
13. **RUMS Vice President (Raising & Giving (RAG))**
	1. Role:
		1. To guide and promote the RUMS’ charitable campaigns, fundraisers and similar ventures.
		2. To not only encourage occasional collaboration with allied RUMS Sports, Societies and Networks, but also promote their own charitable activities.
	2. Responsibilities:
		1. To liaise with the RUMS Executive Committee on matters pertaining to charitable ventures.
		2. To organise charity events for the RUMS community in conjunction with the RUMS Executive Committee.
		3. To chair the RAG Committee.
		4. To act in accordance with handover documents prepared by the outgoing officer, with regard to event dates and planning.
		5. To update handover documents appropriately, and prepare reports on each event in the calendar, including budgets.
14. **RUMS Equity Officer**
	1. Role:
		1. To advise the RUMS President and Vice-Presidents on matters of equity, diversity, inclusion and accessibility, based on the Equity Officer’s work with specific RUMS Networks, Committees, and demographics in RUMS.
		2. To work with RUMS Networks to ensure a direct line of communication between them and the RUMS Executive Committee, including Widening Participation Medics’ Network, UCL LGBTQ+ Medics’ Network, and Afro-Caribbean Medics’ Network, as well as the UCLMS Equality, Diversity and Inclusion Committee (EDI).
	2. Responsibilities:
		1. To meet with RUMS Networks or members of underrepresented demographics in RUMS (including but not limited to non-drinkers, international students, and those with lower-income backgrounds) regularly in order to hear their views, suggestions and feedback, through an appropriate medium (such as a discussion group).
		2. To ensure that these views, suggestions and feedback items are passed onto the relevant member(s) of the RUMS Committee for them to factor in their decision meeting
		3. To meet with the UCLMS Equality, Diversity and Inclusion Committee Co-Chairs to maintain a working relationship with RUMS and the UCLMS EDI.
15. **RUMS General Secretary**
	1. Role:
		1. To take charge of specific administrative matters within the RUMS Committee, including social media, the RUMS website and the RUMS Bulletin.
		2. To assist the RUMS President and Vice Presidents in other ad-hoc tasks.
	2. Responsibilities:
		1. To be responsible for the day-to-day monitoring and management of the RUMS email, website and social media accounts, and alert the relevant Committee member if a request or issue pertinent to them is raised.
		2. To take minutes at RUMS Committee meetings, AGMs, and disseminate these to the RUMS Committee and any other relevant parties after the meeting’s conclusion.
		3. To be responsible for crafting the RUMS Bulletin, and its dissemination to RUMS members.

**Section 8 – Job Descriptions (Other Officers)**

1. **Academic Representatives**
	1. Academic Representatives will be appointed in accordance with the Standard Operating Procedure.
	2. Role:
		1. To represent the views and needs of medical students to the appropriate Medical School committees and ensure that these students are aware of all issues that may affect them.
	3. Responsibilities:
		1. To examine feedback survey data provided by the Quality Assurance Unit for a consensus of opinion, and to identify specific problems.
		2. To seek feedback from students on the course.
		3. To attend appropriate Medical School committees, including Module Management Groups, Teaching Sub-Committees and Staff-Student Consultative Committees.
2. **RUMS Honorary President**
	1. Role:
		1. To act as a means of continuity and support towards the Association. The officer shall have either been a past member of the Association or a member of staff at the Medical School. The officer shall be nominated by any member of the Association and elected by the RUMS Annual General Meeting every 4 years.
	2. Responsibilities:
		1. To support the RUMS Executive in its role of serving the interests of medical students.
		2. To act as President of the Sports Colours Committee.

**Section 9 – RUMS Networks**

1. A RUMS Network is a subsidiary in partnership with the primary RUMS organisation which exists to enhance RUMS community activities or better represent demographics within the RUMS community.
2. The following RUMS Networks are currently recognised:
	1. RUMS Review
	2. Medics4Medics
	3. UCL LGBTQ+ Medics’ Network
	4. RUMS Afro-Caribbean Medics’ Network (ACMN)
	5. UCL Widening Participation Medics’ Network (WPMN)
3. RUMS Networks operate for the RUMS student body in an inclusive fashion, and so shall remain open to all members with no membership costs.
4. Regarding elections:
	1. RUMS Networks may elect their representatives autonomously from RUMS Executive elections.
	2. RUMS Networks must report final election results to the RUMS Executive Committee at the earliest opportunity.
5. Regarding operations & finances:
	1. Bank accounts – a RUMS Network’s money will be held in the general RUMS account and managed by the RUMS Treasurer.
	2. RUMS Networks may arrange for their own sponsorship to self-fund activities.
	3. Any extra funds will need to be allocated at the RUMS Treasurer’s discretion.
6. Disaffiliation:
	1. A RUMS Network can disaffiliate from RUMS whenever it wishes to do so.
	2. The RUMS Executive Committee will only disaffiliate a RUMS Network if it significantly undermines the core values of RUMS and the wider organisations of which RUMS is a part (i.e. SUUCL and UCLMS).

**Section 10 – Elections**

1. Elections will be run in accordance with the SUUCL Byelaws.
2. The RUMS Chair shall be elected according to the SUUCL Byelaws.
3. The other elected members of RUMS Exec shall be elected by sectional election run concurrently with SUUCL Spring Elections.