



Insight

Constitution

Revised September 2009 – to be ratified on October 12th 2009

Table of Contents

1. NAME AND STATUS	4
2. DEFINITIONS	4
3. OBJECTS	4
4. MEMBERSHIP	4
5. THE COMMITTEE	5
6. MEETINGS	5
7. ELECTION OF OFFICERS	5
8. VOTING OFFICERS OF THE COMMITTEE	6
9. ORDINARY OFFICERS OF THE COMMITTEE	7
10. ROLES AND RESPONSIBILITIES OF THE COMMITTEE	7
11. ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON(S)	8
12. ROLES AND RESPONSIBILITIES OF THE TREASURER	9
13. ROLES AND RESPONSIBILITIES OF THE SECRETARY	10
14. ROLES AND RESPONSIBILITIES OF THE MEMBERSHIP OFFICER	10
15. ROLES AND RESPONSIBILITIES OF THE CURRICULUM OFFICER	11
16. ROLES AND RESPONSIBILITIES OF THE EDUCATION OFFICER	11
17. ROLES AND RESPONSIBILITIES OF THE EVENTS COORDINATOR(S)	12
18. ROLES AND RESPONSIBILITIES OF THE MARKETING OFFICER	12
19. ROLES AND RESPONSIBILITIES OF THE SPONSORSHIP OFFICER	13

20.	<u>ROLES AND RESPONSIBILITIES OF THE AID COORDINATOR</u>	13
21.	<u>ROLES AND RESPONSIBILITIES OF THE EXTERNAL COMMUNICATIONS OFFICER</u>	14
22.	<u>ROLES AND RESPONSIBILITIES OF THE INDIGENOUS HEALTH OFFICER</u>	15
23.	<u>ROLES AND RESPONSIBILITIES OF THE JUNIOR MEDICAL STUDENT REPRESENTATIVE</u>	15
24.	<u>ROLES AND RESPONSIBILITIES OF THE SENIOR MEDICAL STUDENT REPRESENTATIVE</u>	16
25.	<u>ROLES AND RESPONSIBILITIES OF THE DENTISTRY OFFICER</u>	16
25.	<u>ROLES AND RESPONSIBILITIES OF THE ALLIED HEALTH OFFICER</u>	17
26.	<u>ROLES AND RESPONSIBILITIES OF THE INFORMATION TECHNOLOGY OFFICER</u>	17
27.	<u>GHN REPRESENTATIVE</u>	17
28.	<u>ALTERATIONS TO THE CONSTITUTION</u>	18

1. NAME AND STATUS

- 1.1 Insight is the Global Health Group of the University of Adelaide.
- 1.2 Insight is a member of the AMSA GHN.

2. DEFINITIONS

- 2.1 The following is a list of terms used throughout the Constitution
 - i. “AGM” means Annual General Meeting
 - ii. “GHG” means Global Health Group
 - iii. “GHN” means the Australian Medical Students’ Association’s Global Health Network
 - iv. “MBBS” means the Bachelor of Medicine and Surgery
 - v. “SGM” means Special General Meeting
 - vi. “Society Year” means the period from 1 November to 31 October

3. OBJECTS

- 3.1 The objects for which Insight was established are
 - 3.1.1 To promote awareness and understanding of health issues in developing communities, and the multiple factors that contribute to these.
 - 3.1.2 To provide and promote opportunities for active involvement within communities.
 - 3.1.3 To raise funds for various projects, both existing and created by Insight, to improve health inequalities.

4. MEMBERSHIP

- 4.1 Any student of the University of Adelaide or any member of the general public is eligible for Ordinary Membership of Insight. Upon payment of a membership fee determined annually by the Committee anyone shall be admitted as an Ordinary Member of Insight with full voting rights and membership benefits.
- 4.2 An Ordinary Member shall
 - 4.2.1 have the right to cast one (1) vote at the Annual General Meeting of Insight and at any Special General Meeting of Insight convened by the Committee
 - 4.2.2 shall have the right to attend all committee meetings and move, second or speak to motions
 - 4.2.3 shall not have the right to vote at Committee meetings

4.2.4 shall be asked to leave the meeting for any section that is held in camera

5. THE COMMITTEE

- 5.1 The Committee shall consist of Voting Officers and Ordinary Officers.
- 5.2 A Voting Officer shall
 - 5.2.1 have the right to move, second, or speak to motions.
 - 5.2.2 have the right to cast one (1) vote at Committee meetings.
 - 5.2.3 be allowed to be present for all sections of meetings that are held in camera
- 5.3 An Ordinary Officer shall
 - 5.3.1 have the right to move, second, or speak to motions
 - 5.3.2 not have the right to vote at Committee meetings
 - 5.3.3 be allowed to be present for all sections of meetings that are held in camera
- 5.4 At the end of each Society year, all Officers of the Committee shall be required to run for re-election or resign from that position.
- 5.5 No person shall hold more than one office as a Voting Officer of the Committee during any one Society Year.

6. MEETINGS

- 6.1 The Committee shall convene at least 6 Committee Meetings per Society Year.
- 6.2 The Committee shall convene an AGM on a date determined by the committee during the months of September or October.
 - 6.2.1 The Committee shall inform members of the date of the AGM, at least four weeks before the event.
- 6.3 The Chair(s), with Committee approval, may convene a SGM, as necessary.
 - 6.3.1 The Committee must give Members of the Society at least two weeks notice of this date.

7. ELECTION OF OFFICERS

- 7.1 The election of Officers shall occur under the direction and supervision of the Returning Officer at the Society's AGM.

- 7.2 The Returning Officer, who is not an election candidate, shall be appointed by the Chair(s) to oversee the election of Voting Officers and the Ordinary Officers of the Committee.
- 7.3 The Returning Officer shall
- 7.3.1 collect all nominations
 - 7.3.2 accept and count written proxy votes
 - 7.3.3 distribute all voting papers
 - 7.3.4 oversee the counting of votes
 - 7.3.5 ensure the equality of the election process
- 7.4 Election of Voting and Ordinary Officers shall occur at the AGM in the following manner:
- 7.4.1 Nominations shall be sent via e-mail to the Returning Officer
 - 7.4.2 Nominations will be accepted by the Returning Officer until 2 hours before the commencement of the Society's AGM
 - 7.4.3 Proxy votes will be accepted up until 1 hour before the commencement of the Society's AGM
 - 7.4.4 Nominees will be allowed to speak for 2 minutes at the AGM
 - 7.4.5 Election of Officers will be by secret ballot
 - 7.4.6 Votes will be counted by the Returning Officer and another Member who has not nominated for election to an office
- 7.5 Any position not filled following the Society's AGM may be filled by election at a Special General Meeting, following the same protocol as outlined for AGM elections (see 6.4).
- 7.6 In order to nominate for the position of Chair(s), the nominee must have had a minimum of one year prior experience as a Voting or Ordinary Officer of the Insight Committee, or the equivalent of one year of significant contribution to Insight as an Ordinary member as deemed by a majority of the existing Insight committee.
- 7.7 In order to nominate for the positions of Curriculum Officer, Junior Medical Student Representative or Senior Medical Student Representative the nominee must be enrolled in the University of Adelaide MBBS course.
- 7.8 In order to nominate for the position of Dentistry Officer, the nominee must be enrolled in the University of Adelaide Bachelor of Dental Surgery course.

8. VOTING OFFICERS OF THE COMMITTEE

- 8.1 The Voting Officers of the Committee shall be:
- i. Chair(s)
 - ii. Treasurer

- iii. Secretary
- iv. Membership Officer
- v. Curriculum Officer
- vi. Education Officer
- vii. Events Coordinator(s)
- viii. Marketing Officer
- ix. Aid Coordinator
- x. Sponsorship Officer
- xi. Dentistry Officer

8.2 The positions of Chair and Events Coordinator may be jointly held, in which case, each individual shall have a separate vote.

9. ORDINARY OFFICERS OF THE COMMITTEE

9.1 The Ordinary Officers of the Committee shall be:

- i. External Communications Officer
- ii. Indigenous Health Officer
- iii. Junior Medical Student Representative
- iv. Senior Medical Student Representative
- v. Allied Health Officer
- vi. Information Technology Officer

10. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

10.1 All Officers of the Insight Committee shall act in accordance with their respective Roles and Responsibilities.

10.2 The Officers of the Committee shall make themselves available to Insight members as a whole by

10.2.1 being in attendance at a majority of functions, unless circumstances intervene

10.2.2 having their phone numbers and email addresses available to Society Members

10.3 The Officers of the outgoing Committee shall meet with the Officers of the incoming Committee for the purposes of handing over the Committee at the end of the Society Year.

10.3.1 At such a hand-over meeting, the Officers of the outgoing Committee shall provide the Officer(s) of the incoming Committee with an explanation of the relevant Committee role in the form of a handover document.

- 10.4 Under special circumstances, and with Committee approval, an Officer may delegate any one or more of their events or responsibilities to another Member, Working Party or Subcommittee of Insight, in which case that Officer shall act as the liaison between the Members to whom the organisation of a project has been delegated, and the Committee.
- 10.5 All Officers organising an event or project must do so in the following manner:
- 10.5.1 Provide the Treasurer with a preliminary budget at least four weeks before the event, and not spend any of the Society's monies without approval from the Treasurer.
 - 10.5.2 Provide the Treasurer with a final budget, including all income and expenses related to that event.
 - 10.5.3 Hold full responsibility of all financial expenditure of the event.
 - 10.5.4 Submit all reimbursement requests no later than one month after the goods or services have been purchased.
 - 10.5.5 Liaise with the Marketing and Membership Officers to ensure maximal exposure of the event.
- 10.6 The following points pertain to the financial operation of Insight:
- 10.6.1 All transactions of funds from the Insight accounts must be approved by the Treasurer and at least one Chair.
 - 10.6.2 The Treasurer and Chair(s) shall act as signatories for transactions of funds from all Insight accounts.
 - 10.6.3 The Officers of the Committee shall not financially benefit from any task undertaken as part of their office. Any monies received in contravention of this article are to be considered unbudgeted income of Insight, and must be paid by the Officer(s) to Insight's bank account, as directed by the Treasurer.
- 10.7 The following points pertain to the sponsorship and partnerships of Insight, financial or other:
- 10.7.1 Insight shall not engage into arrangements with pharmaceutical companies.
 - 10.7.2 Insight shall not provide any exposure for pharmaceutical companies or their products in any of Insight's projects, events or materials.
 - 10.7.3 The Committee shall investigate and consider the ethical track record of each partner before entering into an arrangement.

11. ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON(S)

- 11.1 The Chair(s) shall be the official spokesperson(s) of Insight, and shall oversee the work of the Officers of the Committee.
- 11.2 The Chair(s) shall take final responsibility for all matters of the Committee.
- 11.3 The Chair(s) shall be the main media representative(s) for Insight.

- 11.4 The Chair(s) shall be responsible for presiding over all meetings of the Committee, and all General Meetings of Insight.
- 11.5 The Chair(s), in conjunction with the Secretary, shall be responsible for the formation of agenda papers for Committee Meetings.
- 11.6 The Chair(s) shall be responsible for the following aspects with regard to the Constitution, of Insight:
 - 11.6.1 regular reviewing and updating of the Constitution, including an annual review of the Roles and Responsibilities of each Officer of the Committee
 - 11.6.2 having a working knowledge of the above documents for reference in meetings
 - 11.6.3 ensuring that the constitution is adhered to
- 11.7 The Chair(s) shall present a report of the issues addressed by Insight over the course of the preceding Society Year at the Annual General Meeting.
- 11.8 The Chair(s) shall write a report for Insight publications and meetings, where relevant.
- 11.9 The Chair(s) shall be responsible for assistance with other matters of the Committee, where relevant.

12. ROLES AND RESPONSIBILITIES OF THE TREASURER

- 12.1 The Treasurer shall be responsible for the account keeping and management of Insight's finances.
- 12.2 The Treasurer shall prepare an annual Budget to be presented at the first Committee Meeting of the Society Year.
- 12.3 The Treasurer shall be responsible for keeping appropriate records of all accounts held by Insight.
- 12.4 The Treasurer shall ensure active involvement in all decisions pertaining to the Society's expenditure or income.
- 12.5 The Treasurer shall be responsible for all financial transactions involving the Adelaide Medical Students' Society.
- 12.6 The Treasurer shall be responsible for the safekeeping of all cheque books belonging to the Society.
- 12.7 The Treasurer shall present a report of Insight's financial performance during the preceding Society Year at the Annual General Meeting.
- 12.8 The Treasurer shall ensure all payments are made on time, and that all necessary invoices are issued.
- 12.9 The Treasurer shall present current financial statements following each event of the Society.

13. ROLES AND RESPONSIBILITIES OF THE SECRETARY

- 13.1 The Secretary shall be responsible for receiving and replying to all correspondence received by Insight, whether in writing, by telephone or by electronic means.
- 13.2 The Secretary shall ensure that accurate records are kept of the proceedings of any subcommittees or working parties of Insight.
- 13.3 The Secretary shall arrange for, and give notice of, all meetings of the Committee and of all General Meetings of Insight.
- 13.4 The Secretary, in conjunction with the other Officers of the Committee, shall be responsible for the formation and distribution of agenda papers for Committee Meetings.
- 13.5 The Secretary shall be responsible for taking minutes at all Committee meetings, and distributing these to the Committee in a timely fashion.
- 13.6 The Secretary shall be responsible for the upkeep of all historical records of Insight and of all essential documentation of Insight.
- 13.7 The Secretary shall be responsible for keeping in good order Insight's Information storage systems.
- 13.8 The Secretary shall write a report for all Insight publication and meetings, where relevant.

14. ROLES AND RESPONSIBILITIES OF THE MEMBERSHIP OFFICER

- 14.1 The Membership Officer shall be responsible for maintaining an accurate database of all new and current members of Insight.
- 14.2 The Membership Officer shall be responsible for obtaining future email contact details from the graduating classes of Insight members for the purpose of creating an alumni database.
- 14.3 The Membership Officer shall be responsible for coordinating a membership drive at the beginning of each year and actively recruiting members throughout the year.
- 14.4 The Membership Officer, in conjunction with the External Liaison Officer, shall be responsible for the active recruitment of Non-student Members throughout the Society Year
- 14.5 The Membership Officer shall be responsible for compiling and distributing quarterly electronic mailouts to Members.
- 14.6 The Membership Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 14.7 The Membership Officer shall write a report for all Insight publications and meetings, where relevant.

15. ROLES AND RESPONSIBILITIES OF THE CURRICULUM OFFICER

- 15.1 The Curriculum Officer shall be responsible for liaising with appropriate faculties of the University of Adelaide in order to represent the interests and concerns of Insight Members, and report back to the Committee and Ordinary Members.
- 15.2 The Curriculum Officer shall be responsible for maintaining Insight's Electives database.
- 15.3 The Curriculum Officer shall be responsible for researching and developing new opportunities for active student involvement in developing communities.
- 15.4 The Curriculum Officer, in conjunction with the Membership and Marketing Officers, shall be responsible for promotion of these opportunities.
- 15.5 The Curriculum Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 15.6 The Curriculum Officer shall write a report for all Committee Meetings, where relevant.

16. ROLES AND RESPONSIBILITIES OF THE EDUCATION OFFICER

- 16.1 The Education Officer shall be responsible for increasing awareness of global health issues amongst Insight Members.
- 16.2 The Education Officer shall be responsible for organising educational events covering various aspects of health in developing communities, including, but not limited to:
 - i. Education Forums
 - ii. Insight's Global Health Seminar
 - 16.2.1 This shall include approaching relevant speakers and organisations, hiring necessary venues and equipment, purchasing food and drinks, arranging for logistical details and, in conjunction with the Marketing and Membership Officers, publicising these events.
- 16.3 The Education Officer shall be responsible for compiling and maintaining a database of relevant speakers and organisations, and making this available to all Insight Officers and Members where the need arises.
- 16.4 The Education Officer shall be responsible for approaching and securing speakers for events coordinated by other Officers of the Committee.
- 16.5 The Education Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 16.6 The Education Officer shall write a report for all Committee meetings, where relevant.

17. ROLES AND RESPONSIBILITIES OF THE EVENTS COORDINATOR(S)

- 17.1 The Events Coordinator(s) shall be responsible for the organisation and coordination of the following events:
- i. Photo Exhibition
 - ii. Quiz Night
 - iii. Development Fund Dinner
 - iv. Any other event as deemed appropriate by the Committee
- 17.2 The Events Coordinator(s) shall be responsible for the organisation of Working Parties for all events of the Society.
- 17.3 With regards to sponsorship of, or donations towards, events:
- 17.3.1 The Event Coordinator(s) shall be responsible for event specific donations in kind.
- 17.3.2 The Event Coordinator(s) shall liaise with the Sponsorship Officer where formal recognition becomes necessary.
- 17.4 The Events Coordinator(s) shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 17.5 The Events Coordinator(s) shall write a report for all Committee meetings, where relevant.

18. ROLES AND RESPONSIBILITIES OF THE MARKETING OFFICER

- 18.1 The Marketing Officer shall be responsible for the production and distribution of all promotional material pertaining to events and activities run by and/or promoted by Insight. This may include, but is not limited to:
- i. Posters
 - ii. Flyers
 - iii. Discussion Board Posts
 - iv. Insight's Website
 - v. Other online marketing
 - vi. Videos
- 18.2 The Marketing Officer shall receive relevant information from Officers of the Committee, for the purpose of designing and formatting materials for specific events. This includes, but is not limited to:
- i. Programs
 - ii. Booklets
 - iii. Tickets
 - iv. Brochures
- 18.3 The Marketing Officer shall work closely with other Officers of the Committee to promote events and projects organised by Insight, through

the use of various advertising means, and work closely with the Membership Officer to publicise events through the Insight database.

- 18.4 The Marketing Officer shall ensure consistency of the Insight brand in all communications, by means of maintenance and further development of the Insight Branding Document, and overseeing all materials produced by other Officers.
- 18.5 The Marketing Officer shall, in conjunction with the IT Officer, ensure that the website is kept up to date and functional with regards to graphics and appropriate marketing materials.
- 18.6 The Marketing Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 18.7 The Marketing Officer shall write a report for all Committee meetings, where relevant.

19. ROLES AND RESPONSIBILITIES OF THE SPONSORSHIP OFFICER

- 19.1 The Sponsorship Officer shall be responsible for obtaining, and maintaining, partnerships with outside organisations to provide financial support for the running of Insight, Insight functions and projects.
- 19.2 The Sponsorship Officer shall be responsible for ensuring that all sponsorship arrangements do not contravene the Constitution of Insight, as outlined in 10.7.
- 19.3 The Sponsorship Officer shall be responsible for exploring opportunities for the procurement of, and preparing and submitting applications for, financial grants from outside organisations, including, but not limited to
 - 19.3.1 Clubs Association of the Adelaide University Union
 - 19.3.2 Government Departments
- 19.4 The Sponsorship Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 19.5 The Sponsorship Officer shall write a report for all Committee meetings, where relevant.

20. ROLES AND RESPONSIBILITIES OF THE AID COORDINATOR

- 20.1 The Aid Coordinator shall be responsible for the operation and further development of the Insight Aid Project.
- 20.2 The Aid Coordinator shall liaise with Insight members intending to visit developing world medical facilities or aid posts to
 - 20.2.1 offer the opportunity for travel with an aid consignment
 - 20.2.2 assist them in obtaining an appropriate list of medical equipment and supplies for donation to these facilities

- 20.2.3 assist in organising transport and customs arrangements to enable the aid consignments to reach their intended destination
- 20.2.4 present appropriate records of confirmed delivery of aid consignments to the Insight Committee including but not limited to supporting documentation and, where possible, photographic evidence
- 20.3 The Aid Coordinator shall coordinate the acquisition of requested items from donors.
- 20.4 The Aid Coordinator shall be responsible for maintaining the Insight Aid Project Database by maintaining records of requested and distributed aid.
- 20.5 The Aid Coordinator shall be responsible for the organisation of aid collection and delivery for specified Development Fund Grant projects in collaboration with Insight Development Fund Grant recipients.
- 20.6 The Aid Coordinator shall be responsible for the organisation and coordination of the Birthing Kit Workshop.
- 20.7 The Aid Coordinator shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 20.8 The Aid Coordinator shall write a report for all Committee meetings, where relevant.

21. ROLES AND RESPONSIBILITIES OF THE EXTERNAL COMMUNICATIONS OFFICER

- 21.1 The External Communications Officer shall act as a liaison between Insight and other relevant organisations, including but not limited to
 - 21.1.1 Rotary International
 - 21.1.2 Engineers Without Borders
 - 21.1.3 Flinders Health and Human Rights Group
 - 21.1.4 The Adelaide Medical Students' Society
 - 21.1.5 The Adelaide University Dental Students' Society
 - 21.1.6 The Insight Alumni
- 21.2 The External Communications Officer shall research and create opportunities for the two organisations to work together on common goals and projects.
- 21.3 The External Communications Officer shall provide a quarterly report on past and future Insight activities to each organisation.
- 21.4 The External Communications Officer, in conjunction with the Membership Officer, shall be responsible for the active recruitment of Non-student Members throughout the Society Year, and upkeep of the alumni database.

- 21.5 The External Communications Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 21.6 The External Communications Officer shall write a report for all Committee meetings, where relevant.

22. ROLES AND RESPONSIBILITIES OF THE INDIGENOUS HEALTH OFFICER

- 22.1 The Indigenous Health Officer shall be responsible for ensuring that Insight maintains an appropriate level of awareness of Aboriginal and Torres Strait Islander health issues.
- 22.2 The Indigenous Health Officer shall act as a liaison between Insight and organisations concerned with Aboriginal and Torres Strait Islander health, including but not limited to:
- 22.2.1 The Adelaide University Rural Health Alliance
- 22.2.2 Spencer Gulf Rural Health School.
- 22.3 The Indigenous Health Officer shall attend meetings of Insight and any relevant organisations concerned with Aboriginal and Torres Strait Islander health, so that each party is aware of the others' goals and activities.
- 22.4 The Indigenous Health Officer shall research and create opportunities for Insight and organisations concerned with Aboriginal and Torres Strait Islander health to work together on common goals and projects.
- 22.5 The Indigenous Health Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 22.6 The Indigenous Health Officer shall write a report for all Committee meetings, where relevant.

23. ROLES AND RESPONSIBILITIES OF THE JUNIOR MEDICAL STUDENT REPRESENTATIVE

- 23.1 The Junior Medical Student Representative shall be a Pre-Clinical student enrolled in the MBBS at the University of Adelaide.
- 23.2 The Junior Medical Student Representative shall act as a liaison between Insight and the Pre-Clinical medical student cohort.
- 23.3 The Junior Medical Student Representative shall be responsible for publicising all Insight events, activities, and opportunities to the Pre-Clinical medical student cohort, through various means, including, but not limited to
- 23.3.1 Discussion board messages
- 23.3.2 Lecture announcements
- 23.3.3 Marketing within the medical school (eg posters and flyers)
- 23.3.4 Marketing within the clinical teaching hospitals, where appropriate

- 23.4 The Junior Medical Student Representative shall be responsible for the organisation and coordination of the Insight Welcome BBQ.
- 23.5 The Junior Medical Student Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 23.6 The Junior Medical Student Representative shall write a report for all Committee meetings, where relevant.

24. ROLES AND RESPONSIBILITIES OF THE SENIOR MEDICAL STUDENT REPRESENTATIVE

- 24.1 The Senior Medical Student Representative shall be a Clinical student enrolled in the MBBS at the University of Adelaide.
- 24.2 The Senior Medical Student Representative shall act as a liaison between Insight and the Clinical medical student cohort.
- 24.3 The Senior Medical Student Representative shall be responsible for publicising all Insight events, activities, and opportunities to the Clinical medical student cohort, through various means, including, but not limited to
 - 24.3.1 Discussion board messages
 - 24.3.2 Lecture announcements
 - 24.3.3 Marketing within the medical school (eg posters and flyers), where appropriate
 - 24.3.4 Marketing within the clinical teaching hospitals
- 24.4 The Senior Medical Student Representative shall be responsible for the organisation, sale and distribution of the Insight Calendars.
- 24.5 The Senior Medical Student Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 24.6 The Senior Medical Student Representative shall write a report for all Committee meetings, where relevant.

25 ROLES AND RESPONSIBILITIES OF THE DENTISTRY OFFICER

- 25.1 The Dentistry Student Liaison Officer shall act as a liaison point between Insight and Adelaide University Dentistry and Oral Health students.
- 25.2 The Dentistry Student Liaison Officer research and create opportunities for Insight to involve the Dentistry student body in its activities.

- 25.3 The Dentistry Student Liaison Officer in coordination with the Insight Marketing Officer(s) shall promote Insight events and activities to the Dentistry and Oral Health Students.
- 25.4 The Dentistry Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 25.5 The Dentistry Officer shall write a report for all Committee meetings, where relevant.

25. ROLES AND RESPONSIBILITIES OF THE ALLIED HEALTH OFFICER

- 25.1 The Allied Health Officer shall act as a liaison between Insight and Allied Health students.
- 25.2 The Allied Health Officer shall research and create opportunities for Insight to better involve the Allied Health student body in its activities.
- 25.3 The Allied Health Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 25.4 The Allied Health Officer shall write a report for all Committee meetings, where relevant.

26. ROLES AND RESPONSIBILITIES OF THE INFORMATION TECHNOLOGY OFFICER

- 26.1 The Information Technology Officer shall be responsible for the upkeep of the Insight website.
- 26.2 The Information Technology Officer shall be responsible for providing IT support to all Insight Committee members as required.
- 26.3 The Information Technology Officer shall write a report for all Committee meetings, where relevant.

27. GHN REPRESENTATIVE

- 27.1 The GHN Representative shall act as the liaison between Insight and the GHN.
- 27.2 The GHN Representative shall coordinate the Society's involvement in all GHN National projects.
- 27.3 The GHN Representative shall have the same rights as an Ordinary Member of Insight, as outlined in section 4.
- 27.4 The GHN representative shall be elected in accordance with the GHN election protocol.
- 27.5 The GHN Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 27.6 The GHN Representative shall write a report for all Committee meetings, where relevant.

28. ALTERATIONS TO THE CONSTITUTION

- 28.1 This Constitution is only valid for the Society Year of 1 November 2009 to 31 October 2010, and must be reviewed and ratified at the Society's AGM.
- 28.2 Any changes to the Constitution, at this, or any other time, will be valid only when ratified by a two-thirds (2/3) majority of Members present at a Special General Meeting or Annual General Meeting of Insight.