

# UQPMS

## University of Queensland Premedical Society



### CONSTITUTION AND REGULATIONS

CURRENT AS AT 21 October 2020



Studying medicine is not an easy feat, let alone having the opportunity to do so.

Originally, UQPMS was a student run society that served to support the provisional entry medical students at UQ. However over time, our focus has expanded to accommodate for all undergraduate students wishing to enter into medicine via provisional and graduate entry. We welcome all students who would like to join in UQPMS' ventures.

One of our main objectives is to ease the transition into university for future students. Throughout the years, we hope to both better equip our members academically and ensure they enjoy doing so at social and professional events.

Most importantly, UQPMS aims to connect like-minded students – the future faces of medicine – in their university lives.

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## CONSTITUTION OF UQPMS UNIVERSITY OF QUEENSLAND PREMEDICAL SOCIETY

Current as at 12 December 2014

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## PART 1: NAME

1. The society may also be referred to as the *Society for University of Queensland Premedical Students* or PMS where appropriate.
2. A *University of Queensland Premedical Student* is defined as a student of the University of Queensland who is enrolled in a course titled one of the following:
  - a. BSc (Bachelor of Science),
  - b. BHSc (Bachelor of Health Sciences),
  - c. BBiomedSc (Bachelor of Biomedical Sciences),
  - d. BA (Bachelor of Arts)
  - e. A degree program considered to be equivalent to the above four programs, or
  - f. Any degree program while having provisional entry into medicine.
3. The students defined in rule 1.2 are thereafter referred to as *premedical students*.
4. The Society shall be an associated body of the University of Queensland Union in the category of *Faculty/Departmental*.
5. The Society shall be called *UQPMS* thereafter referred to as *The Society*.

## PART 2: OBJECTIVES AND POWERS

1. The objectives of the society shall be:
  - a. to encourage an active academic, cultural and social life between the members of the society,
  - b. to build professional and working relationships between students,
  - c. to support other organisations with like objectives, and
  - d. to promote the interests of students who have a provisional place in medicine, or who are planning to enrol in graduate medicine, at UQ.



## PART 3: REGULATIONS

1. This is the society's constitution and it describes the way in which the society is to be internally managed.
2. The *Rules and Regulations* document of the society is enforceable, and a member in breach of any rule listed in this document may have their membership terminated as per rule six.
3. Where this constitution lacks ruling on a particular issue the *replaceable rules* are to apply.
4. The liability of members and executive are limited.

## PART 4: PROHIBITED AND ALLOWED ACTS

1. The society does not have the power to:
  - a. issue shares of any kind; or
  - b. pay, transfer, apply, directly or indirectly any portion of the income and property of the society by way of dividend, bonus or otherwise howsoever by way to profit, to or for the benefit of a member.
2. The society must not be operated for the purpose of the profit or gain of any member.
3. The society shall indemnify and save harmless in all respects but not limited to incurring of legal costs, whether on an ordinary or indemnity basis:
  - a. members of the executive; and
  - b. all other persons elected or appointed under this Constitution or the Regulations;for acts and omissions, whether beyond the authority of the person concerned or not, committed by that person in good faith whilst honestly intending to discharge their position.



## PART 5: MEMBERSHIP

1. Membership is open to:
  - a. any premedical student of the University of Queensland,
  - b. any other student of the University of Queensland,
  - c. any past premedical student of the university of Queensland,
  - d. any University of Queensland academic staff member, and
  - e. any university student in the wider community who expresses interest in the Society
2. The society may vote at the annual general meeting to appoint someone as a life member of the organization, which may or may not be eligible for membership under rule 3.1.
3. The Society shall have not less than thirty (30) financial members (in the case the society is subsidized by the University of Queensland Union) at the time of any AGM, if it does the following provisions will apply:
  - a. The dissolution clause described in part 26 will be enacted automatically
4. 70% of the society's membership must be current or past students of the University of Queensland.
5. The Society shall not adopt aims or objectives, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport); this does not include social sporting events for the society's members.

## PART 6: MEMBERSHIP FEES

1. The membership fee shall be such sum, as the members shall from time to time at any general meeting so determine, but shall not be less than five (5) dollars per member for the duration of the member's undergraduate degree.
2. The membership fees shall be payable upon joining the society.



3. Membership fees for any individual or group may be waived at any general meeting, where the president and immediate past president agree.
4. Life members are not required to pay a membership fee.

## PART 7: TERMINATION OF MEMBERSHIP

1. A member may resign from the Society at any time by giving notice in writing to the secretary.
2. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
3. If a member:
  - a. fails to comply with any of the provisions of this constitution,
  - b. has membership fees in arrears, or
  - c. conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Society, the executive shall consider whether the member's membership shall be terminated.
4. The member concerned shall be given a full and fair opportunity of presenting the member's case and if the executive resolves to terminate the membership, it shall instruct the secretary to advise the member in writing accordingly.

## PART 8: REGISTER OF MEMBERS

1. The executive shall cause a register to be kept in which shall be entered the names, student number and residential addresses of all persons admitted to membership of the society and the dates of their admission.
2. Particulars shall also be entered into the register of resignations, terminations and reinstatement of membership and any further particulars as the executive or the members at any general meeting may require from time to time.
3. The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection and a copy provided for the UQU Clubs and Societies Administration Officer each semester.



## PART 9: MEMBERSHIP OF EXECUTIVE

1. The executive of the society shall consist of a president, secretary, and treasurer, all of whom shall be members of the society, and such number of other members as the members of the society at any AGM may from time to time elect. Membership of the executive shall not be restricted other than by being a member of the University of Queensland Union and not of an extremist political organisation. The presiding chair at the relevant AGM determines if candidates meet these criteria.
2. Executive members are voted into office at an AGM in October, but do not assume their role until the 1<sup>st</sup> of December in the same year; an executive officer's term is from December 1<sup>st</sup> to November 30<sup>th</sup>, and they will automatically vacate office at the end of their term.
3. The election of officers and other members of the executive shall take place in the following manner:
  - a. A. Any member of the society wishing to nominate to serve as an executive member must receive the written endorsement of two (2) currently elected executive members, who will act as the member's proposer and seconder, one of whom must be the current President, Secretary or Treasurer, and one of whom must be the current incumbent executive for one of their nominated positions
  - b. the nomination, which shall be in writing and signed by the member and the member's proposer and seconder or proposed by the member's proposer and seconder during a general meeting, shall be lodged with the secretary at least seven (7) days before the annual general meeting at which the election is to take place.
  - c. balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
  - d. at the commencement of such meeting, nominations may be taken from the floor.



- e. any informality or irregularity in the elections must be brought to the attention of the UQU Clubs and Societies Administration Officer within fourteen (14) days of the elections.
  - f. in the case of a secret ballot, the assembly will select a returning officer (usually the founding president), who shall be responsible for ensuring the orderly running elections.
4. The members of the executive be elected to one of the following positions for (1) calendar year:
    - a. President
    - b. Secretary
    - c. Treasurer
    - d. Other members whose portfolios are one of: (a) Vice President (Social), (b) Vice President (Academic), (c) Vice President (Sponsorship), or (d) Vice President (Designs), or (e) Vice President (Marketing).
  5. When a president resigns they will assume the role of Immediate Past President on the executive.
  6. When a secretary resigns they will assume the role of Immediate Past Secretary on the executive.
  7. Members of the sub-executive committee are not elected at an Annual General Meeting and will be chosen at the discretion of the elected executives.

## PART 10: DUTIES OF EXECUTIVE MEMBERS

### 1. President

It shall be the duty of the president:

- a. to chair all annual general, general and executive meetings if present;
- b. to speak on behalf of the society in formal settings where necessary;
- c. to carry out such other duties as the constitution, annual general meeting or executive may, from time to time, require; and,
- d. to resolve all constitutional disputes or other disputes, unless a vote is conducted at a general or annual general meeting where 40% of members vote in favour of the dispute being referred to the immediate past president or UQU Executive for definitive resolution.



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It shall be the right of the president:

- a. to refer all decisions made during executive meetings to a vote in a general meeting; and
- b. to approve all decisions of the executive before they are enacted.

## 2. Secretary

It shall be the duty of the secretary:

- a. to carry out the duties of the President if the President is unable to act or if the office of President is vacant;
- b. to facilitate communication and knowledge sharing between members for any purpose;
- c. to coordinate campaigns from time to time;
- d. to organise functions for the society, including the annual general meeting;
- e. to prepare and distribute minutes of all executive, general and annual general meetings within (48) hours of the conclusion of such meeting;
- f. to prepare and distribute an agenda for all executive, general and annual general meetings within (7) days of the start time of such meeting;
- g. to maintain an up to date mailing list and members register for the society;
- h. to generally exercise the functions of secretary to all executive, general and annual general meetings; and,

## 3. Treasurer

It shall be the duty of the treasurer:

- a. to table at the annual general meeting an audited balance sheet and income statement for the preceding year;
- b. to bank the monies of the society;
- c. to be generally responsible for the management of the financial affairs of the society; and

## 4. Vice President (Social)

- a. It shall be the duty of the social vice president to conduct duties assigned to them by the executive.
- b. Up to two persons may, on a shared basis, stand for and hold the office of Vice President (Social)



5. Vice President (Academic)

- a. It shall be the duty of the academic vice president to conduct duties assigned to them by the executive.
- b. B. Up to two persons may, on a shared basis, stand for and hold the office of Vice President (Academic)
- c. C. In the event of two persons holding the office of Vice President (Academic), they will be designated the roles of Vice President (Academic Internal) and Vice President (Academic External), through a majority vote of the elected Executive.

6. Vice President (Sponsorship)

- a. It shall be the duty of the sponsorship vice president to conduct duties assigned to them by the executive.

7. Vice President (Designs)

- a. It shall be the duty of the designs vice president to conduct duties assigned to them by the executive.

8. Vice President (Marketing)

- a. It shall be the duty of the marketing vice president to conduct duties assigned to them by the executive.

9. Sub-Executive Committee

- a. It shall be the duty of the sub-executive committee members to conduct duties assigned to them by the executive.

10. Immediate Past President

- a. To provide advice to the executive.

11. Immediate Past Secretary

- a. To provide advice to the executive.

**PART 11: RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF EXECUTIVE**

1. Any member of the executive may resign from membership of the executive at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting



of the society where that member shall be given the opportunity to fully present the member's case.

2. The question of removal shall be determined by a vote of 60% majority of the members present at such a general meeting and must be endorsed by the UQU Clubs and Societies committee.
3. There is no right of appeal against a member's removal from office under this section.

## PART 12: VACANCIES ON EXECUTIVE

1. The executive shall have power at any time to appoint any member of the society to fill any casual vacancy on the executive until the next annual general meeting.
2. The continuing members of the executive may act notwithstanding any casual vacancy in the executive, however if their number is reduced below the number fixed as is necessary for quorum of the executive, the continuing member or members may act for the purpose of increasing the number of members of the executive to that number required to achieve quorum or by summoning a general meeting of the society, but for no other purpose.

## PART 13: FUNCTIONS OF THE EXECUTIVE

1. Except as otherwise provided by this constitution and subject to resolutions of the members of the society carried at any general meeting the executive -
  - a. shall have the general control and management of the administration of the affairs and funds of the society.
  - b. shall have authority to interpret the meaning of this constitution and any matter relating to the society on which this constitution is silent.
2. The executive may exercise all the power of the society
  - a. to raise or secure the payment of money in such manner as the members of the society may think fit and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by the society in any way.
  - b. The executive will take full responsibility for all publications produced by the society.



## PART 14: MEETINGS OF THE EXECUTIVE

1. The executive shall meet at least once every calendar month to exercise its functions.
2. The executive shall be called by the secretary with five (5) days' notice.
3. The secretary and/or their nominee for the meeting must keep an accurate record of resolutions passed at all executive meetings.
4. A special meeting of the executive shall be convened by the Secretary on the requisition in writing signed by not less than one-third (1/3) of the members of the executive, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
5. At every meeting of the executive a simple majority of 50% of members plus one (1) elected and/or appointed to the executive as at the close of the last general meeting of the members, shall constitute a quorum.
6. Subject as previously provided in this section, the executive might meet together and regulate its proceedings as it thinks fit.
7. However, questions arising at any meeting of the executive shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
8. A member of the executive shall not vote in respect of any matter in which the member is financially interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.
9. Not less than fourteen (14) days' notice shall be given by the secretary to members of the executive of any special meeting of the executive.
10. Such notice shall clearly state the nature of the business to be discussed thereat.
11. The president shall preside as chairperson at every meeting of the executive, or if there is no president, or if at any meeting the president is not present within ten (10) minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting then the members may choose one (1) of their number to be chairperson of the meeting.
12. If within half an hour from the time appointed for the commencement of an executive meeting a quorum is not present, the meeting, if convened upon the requisition of members of the executive, shall lapse.



13. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the executive may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

## PART 15: DELEGATION OF POWERS OF THE EXECUTIVE

1. The executive may delegate any of its powers to a subcommittee consisting of such members of the society as the executive thinks fit.
2. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the executive.
3. A subcommittee may elect a chairperson of its meetings.
4. If no such chairperson is elected, or if at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn, as it thinks proper.
6. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

## PART 16: RESOLUTIONS OF EXECUTIVE WITHOUT MEETING

1. A flying minute signed by all the members of the executive shall be as valid and effectual as if it had been passed at a meeting of the executive duly convened and held. Any such resolution may consist of several documents in like form, each signed by one (1) or more members of the executive.
2. A phone call or meeting between the president, secretary and treasurer shall be as valid and effectual as if it had been passed at a meeting of the executive duly convened and held.
3. The previous rule ceases to be valid if a member of the executive raises objection to the decision made.



## PART 17: DISCLOSURE REQUIREMENTS OF THE EXECUTIVE

1. The members of the executive are not required to release information to general members, or non-members, unless under statutory requirement or a written request by at least eighty (80) percent of members.
2. Members of the executive can be removed if they disclose confidential information, including the minutes or statements made during executive meetings without prior permission of a majority of the executive.
3. The current president and immediate past president are exempt from the previous rule.

## PART 18: DELEGATION OF POWERS

1. If under Part 22(1) a general meeting is inquorate and lapses under Part 22(3) the business of the meeting will be referred to executive committee.
2. For the purposes of Part 18(1) the executive committee can exercise the same powers as a general meeting of the society.
3. For the purposes of Part 18(1) the business to be conducted at an Annual General Meeting may be referred to executive committee, except for the election of office-bearers.

## PART 19: ANNUAL GENERAL MEETINGS (AGMs)

1. Each subsequent annual general meeting must be held:
  - a. at least once each year;
  - b. within three (3) months after the end of the society's previous financial year.
2. The annual general meeting will be held in the month of October each year.

## PART 20: BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETINGS



1. The following business must be transacted at every annual general meeting:
  - a. the receiving of the statement of income and expenditure, assets and liabilities for the last financial year prepared by the treasurer;
  - b. the receiving of reports from the president and the secretary;
  - c. the receiving of the auditor's report on the financial affairs of the society for the last financial year;
  - d. the presenting of the audited statement to the meeting for adoption;
  - e. the election of members of the executive;
  - f. the appointment of an auditor who shall be the nominee of the University of Queensland Union (UQU) or an independent auditor who must be a UQ accounting student or a member of the Institute of Chartered Accountants in Australia or the Chartered Professional Accountants or a successor to either of these bodies;
  - g. the minutes of the annual general meeting shall be submitted to the UQU Clubs and Societies Administration Officer within seven (7) days of the annual general meeting;
  - h. where there is a tied vote, the issue will be deemed to have been resolved in the negative.

## PART 21: SPECIAL GENERAL MEETING

1. The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of:
  - a. being directed to do so by the management committee;
  - b. being given a requisition in writing signed by not less than one-third (1/3) of the members presently on the management committee or from ordinary members not less



than double the number of members presently on the management committee plus one (1);

- c. being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person;
- d. a requisition mentioned in subsection 21(1)(a) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

## PART 22: QUORUM

1. At any general meeting the number of members required to constitute a quorum shall be 25% of the membership plus one (1).
2. At any executive meeting the number of members required to constitute a quorum shall be 50% of the executive officers plus one (1).
3. At any meeting of the society quorum must be met within thirty minutes or the meeting will lapse.
4. If a meeting where office-bearers are to be elected lapses under the previous rule the election will still take place and be considered valid if ratified by the next quorate meeting of the executive committee.

## PART 23: NOTICE OF GENERAL MEETING

1. The secretary shall convene at least one general meeting per semester of the society, if it is perceived as necessary by the executive, by giving not less than fourteen (14) days' notice of any such meeting to the members of the society.
2. The manner by which such notice shall be given shall be determined by the executive.
3. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## PART 24: PROCEDURE AT GENERAL MEETING

1. Unless otherwise provided by this constitution, at every general meeting -
  - a. the president shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the



meeting or is unwilling to act, the secretary shall be the chairperson or if the secretary is not present or is unwilling to act then the members present shall elect one (1) of their number to be chairperson of the meeting;

- b. the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- c. every question, matter or resolution shall be decided by a majority of votes of the members present;
- d. every resolution must be minuted.

## PART 25: AMENDMENT OF CONSTITUTION

1. This constitution may be amended or added to from time to time by a special resolution carried at any general meeting.
2. This constitution may be amended or added to from time to time by a motion at any executive meeting where all executives are present and is carried by all executive officers.
3. In the case of rule (2) being executed any member has the right to repeal the decision by lodging a request for special resolution to be passed in favour of the change within three (3) days of notification.
4. However any amendment or addition is valid only if it is registered by the president and approved by the UQU Clubs and Societies committee.
5. Special resolutions
  - a. A special resolution is passed at a meeting if -
    - (i) more than half of entitled members present vote in favour of it; and
    - (ii) any additional requirements of the constitution have been met.
  - b. A resolution is not considered passed as a special resolution unless not less than fourteen (14) days' notice of the intention to pass a special resolution has been given in accordance with this constitution to all of the entitled members of the society.
  - c. At any meeting at which a special resolution is submitted, a declaration by the president that the resolution was carried is conclusive proof of the fact unless a poll is demanded.

## PART 26: FUNDS AND ACCOUNTS



1. The funds of the society must be kept in the name of the society in the University branch of the Commonwealth Bank. The society shall operate one (1) account only. Exceptions to this can only occur with the specific approval of the UQU Clubs and Societies committee.
2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the society and the particulars usually shown in books of a like nature.
3. All monies shall be deposited in total as soon as practicable after receipt thereof.
4. All amounts shall be paid by Electronic Funds Transfer and signed by any two (2) of the president, secretary, treasurer, or other member authorised from time to time by the executive and/or the UQU Clubs and Societies Administration Officer.
5. Cheques shall be crossed "not negotiable".
6. The executive shall determine the amount of petty cash, which shall be kept.
7. All expenditure shall be approved or ratified at an executive meeting.
8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:
  - a. the income and expenditure for the financial year just ended
  - b. the assets and liabilities at the close of that year.
9. The accounts of the society must be audited one (1) month prior to the annual general meeting.
10. The auditor must examine the statement prepared by the treasurer and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
11. The income and property of the society must be used solely in promoting the society's objectives and exercising the society's powers.

## PART 27: DISSOLUTION CLAUSE

1. In the event of the society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be held in trust by the founding president and current president for the next society formed with similar aims and objectives that claims the amount.



## PART 28: OTHER BUSINESS

1. The executive shall provide for the safe custody of books, documents, instruments of title and securities of the society.
2. The financial year of the society shall close at the end of November in each year.

## PART 29: INTERPRETATION

1. Any reference in this Constitution to the singular is to be taken to be a reference to the plural, unless the context of the reference indicates otherwise.
2. This Constitution shall be interpreted by the President in the first instance, with a right of appeal of interpretation at the next general meeting.
3. In the event of a situation arising that is not covered by this Constitution, the President shall act in what it considers to be the best interest of the society. Such action will be subject to confirmation by the next general meeting.
4. If an abbreviation is used in this constitution that is not defined a dispute of the meaning will be referred to the founding president of UQPMS who will decide what meaning was intended.

## PART 30: ENACTMENT

1. This constitution shall take effect and be deemed enacted as from the;  
12<sup>th</sup> day of December 2014.
2. Authorisation of constitution

**2015 Position of society executive:** President

A handwritten signature in black ink, appearing to read 'M. Kim'.

Mr. Matthew D Kim dated: 12<sup>th</sup> day of December 2014



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**Sign**

**Print Name**

3. Update of constitution

**2019 Position of society executive:** President

A handwritten signature in black ink, appearing to read 'Kai Matsumoto'.

Mr. Kai Matsumoto dated: 29<sup>th</sup> day of September 2019

**Sign**

**Print Name**