

CONSTITUTION  
OF THE  
UNIVERSITY  
ENGINEERS' CLUB



UNIVERSITY ENGINEERS'  
CLUB

# THE CLUB

## 1. NAME AND TERMS

### 1.i

The name of the Club shall be the University Engineers' Club. It will herein be cited as 'the UEC'.

### 1.ii

Herein 'UWA' will refer to the University of Western Australia.

### 1.iii

Herein "The Faculty" will refer to The UWA Faculty of Engineering, Computing and Mathematics.

### 1.iv

Herein "EA" will refer to Engineers Australia.

### 1.v

In these rules, unless the contrary intention appears-

"department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;

"the Act" means the *Associations Incorporation Act 1987*;

"the Association" means the Association referred to in rule 1.i;

"Article" will refer to an Article of this Constitution;

"the Club" means the Association referred to in rule 1.i;

"the Commissioner" means the Commissioner for Fair Trading exercising powers under the Act;

### 1.vi

The club's financial year shall run between July 1<sup>st</sup> and June 31<sup>st</sup>.

## 2. OBJECTS

### 2.i

The Mission of the UEC shall be:

To enhance the University experiences for all Members and contribute to their personal, educational and career development.

### 2.ii

The objectives of the UEC shall be:

To actively encourage and facilitate social and sporting interaction of Members with fellow Members and other students.

To represent and pursue the educational interests and views of all Members to the Staff of the Faculty and UWA.

To make any contribution deemed desirable to further the educational and career development of Members in cooperation with The Faculty and EA.

To represent and pursue the interests of all Members and of the Club to the UWA Student Guild.

To encourage cooperation between the Club and other Organisations with similar or related interests.

To do all such things as appear necessary for the benefit or advancement of the Members of the Club.

### **2.iii**

In the construction of Objects in 2.ii no one of the Objects shall be deemed to be predominant, and no Object shall be deemed to be subsidiary, to any other.

### **2.iv**

The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

### **2.v**

The Club shall not transmit either directly or indirectly money by way of gift to any person or body not a Member of the Club.

### **2.vi**

The Club shall act only in the direct interests of the Members.

## **3. POWERS OF ASSOCIATION**

### **3.i**

The powers conferred on the Association are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money -
  - (i) in any security in which trust monies may lawfully be invested; or
  - (ii) in any other manner authorised by the rules of the Association;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable
- (h) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association.

## **4. MEMBERS**

### **4.i**

Membership of the Club shall consist of:

#### **4.i.i Ordinary Members**

Ordinary Members shall consist of and be limited to all students enrolled in any course leading to a Bachelor of Engineering degree, Bachelor of Computer and Mathematical Science, or Combined degree consisting of part thereof as offered by The Faculty, who have filled out a membership form indicating their desire to be considered a member of the club and giving the relevant details as outlined in rule 5.i to the Secretary.

#### **4.i.ii Associate Members**

Associate Members shall consist of any students eligible for Ordinary Member status who have elected not to fill out a membership form. Associate Members also include, and are confined to students enrolled in postgraduate studies in the Faculty, members of staff in the Faculty and past UEC committee members.

#### **4.i.iii Limited Members**

Limited Membership is applied to any person attending an official UEC event. This membership confers no voting rights and extends only for the term of the event.

#### **4.i.iv Life Membership**

The club in an Annual General Meeting may by two thirds majority of those voting and present confer Honorary Life Membership upon any past or present Member of the Club.

### **5. REGISTER OF MEMBERS OF ASSOCIATION**

#### **5.i**

The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition, a register of the Ordinary Members of the Association and their postal or residential addresses and, upon the written request of an Ordinary Member of the Association, shall make the register available for the inspection of the Ordinary Member and the Ordinary Member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.

#### **5.ii**

The register must be so kept and maintained at the Secretary's place of residence or at such other place as the members at a general meeting decide.

#### **5.iii**

The Secretary must cause the name of a person who ceases to be a member to be deleted from the register of members referred to in sub-rule 5.i.

### **6. PATRONS**

#### **6.i**

The Club in General Meeting may elect a Patron and so many as four Vice-Patrons who if they indicate their willingness so to act shall hold office for so long as no contrary intention is expressed by the Club in General Meeting or by the Patron or Vice-Patron as the case may be.

### **7. MEETINGS OF THE CLUB**

#### **7.i**

The Club shall hold its Annual General Meeting at some time as determined by the Committee in the three weeks immediately preceding the final week of the Second University semester.

#### **7.ii**

There shall be one Ordinary General Meeting of the Club in the First University semester at the discretion of the Committee.

#### **7.iii**

The Committee may at any time call a Special General Meeting.

#### **7.iv**

A Special General Meeting shall be called upon receipt by the Secretary of a written request from at least twenty (20) Ordinary Members; and such a General Meeting must be held not later than fourteen (14) days following the receipt of such a request.

#### **7.v**

Any Ordinary Member may call a Special General Meeting where the Secretary has failed to comply with the Provisions of Article 7.iv.

#### **7.vi**

Any business set out in a written request made under Article 7.iv shall have priority over all other business at a Special General Meeting.

### **8. COMMUNICATIONS**

#### **8.i**

The Club shall use designated UEC Noticeboards, positioned so as to be viewed by as many Members as reasonably possible, to regularly be updated to convey:

- (a) Notice of Club Meeting
- (b) Agenda and Minutes of such Meetings
- (c) Reports of Committee Members
- (d) Motions to Alter the Constitution
- (e) Notice of Elections and Nominations, and
- (f) Any other such information as deemed appropriate by the Committee

#### **8.ii**

The Club shall make provisions for the display of written material posted by Members on the Noticeboards of Article 8.i. Such material need not be sanctioned by the Committee, but must be of direct interest to the Club and its Members and conform to the Objects in 2.ii.

#### **8.iii**

All requests for nominations for any appointments to be made by the Club must be displayed at least one (1) week on all UEC Noticeboards before such appointments are made.

### **9 NOTICE OF GENERAL MEETINGS**

#### **9.i**

The Secretary shall cause written notice of any General Meeting to be posted on all UEC Noticeboards at least ten (10) days before the date appointed for the meeting

#### **9.ii**

Within seven (7) days of a notice pursuant to 9.i being given any Ordinary Member may submit to the Secretary an item of business for inclusion on the agenda; the Secretary will base priority of inclusion upon the time of receipt.

#### **9.iii**

The Secretary shall cause written notice of the agenda of any General Meeting to be posted on all UEC Noticeboards at least three (3) days before the date appointed for the meeting.

### **10 PROCEDURE OF GENERAL MEETINGS**

#### **10.i**

The quorum of a General Meeting shall be 30 ordinary Members

#### **10.ii**

A motion passed at a General Meeting shall not be invalid by reason of a quorum not being present; provided notice in accordance with Article 10.i has been given and provided objection is not taken to the quorum at the General Meeting.

#### **10.iii**

Article 10.ii does not apply to any motion that proposes to amend the Constitution of the UEC.

**10.iv**

All General Meetings shall be conducted in accordance with the procedure described in the Standing Order contained in Schedule A of the Act.

**10.v**

In any General Meeting only those Ordinary Members present shall have voting rights.

**10.vi**

A resolution shall be deemed to have passed if it receives the support of half the Ordinary Members present and voting plus one at any General Meeting.

**10.vii**

Where the number of Ordinary Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

**11. RESOLUTIONS PASSED AT GENERAL MEETINGS**

**11.i**

It is the Committee's duty to put into effect any resolution(s) passed at any validly constituted General Meeting that does not prejudice the objectives of the club.

**12. DEPOSIT AND WITHDRAWAL OF MONIES**

**12.i**

All monies due and payable to the Club shall be received by the Treasurer, or a member of the Committee acting on the Treasurer's behalf, who shall lodge them without undue delay into an appropriate bank account for the credit of the Club; provided that the Treasurer may otherwise hold such monies as to enable the day to day running of the Club.

**12.ii**

Any Member of the Executive shall be empowered to sign cheques and forms of authority on behalf of the Club for the withdrawal of any money standing to the credit of the Club.

**12.iii**

In exception to sections 12.i and 12.ii is the merchandise account. The Treasurer and Merchandise officer in concert only shall access moneys from this account.

**13. COMMON SEAL OF ASSOCIATION**

**13.i**

The Association must have a common seal on which its corporate name appears in legible characters.

**13.ii**

The affixing of the common seal of the Association must be witnessed by any two of the Executive members of the committee.

**13.iii**

The common seal of the Association must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

**14. INSPECTION OF RECORDS OF ASSOCIATION**

**14.i**

An Ordinary member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

## **15. AVAILABILITY OF THE CONSTITUTION**

### **15.i**

The Constitution shall be made available at cost within 1 week to any ordinary member who requests it from a current Executive Officer.

### **15.ii**

The Executive have the power to make the Constitution available to persons or organisations whom they deem appropriate.

## **THE COMMITTEE**

### **16 ROLE AND OBJECTS**

#### **16.i**

The Committee is the presiding body of the Club. Subject to this Constitution the Committee shall be responsible to the Club in General Meeting for giving effect to the Objects of the Club and for carrying on its everyday business; and without prejudice to the foregoing the Committee shall have power:

(a) To acquire and dispose of property; to dispose of monies; to open banking accounts; and to enter into contracts; provided that the Committee shall not borrow money or incur debts or liabilities on behalf of in the name of the Club to an amount greater than one (1) dollar for each and every then existing Ordinary Member.

(b) To make regulations for the orderly and proper management of the affairs of the Club, but so that no such regulation is inconsistent with or repugnant to this Constitution.

#### **16.ii**

The Committee shall formulate the annual budget of the Club.

#### **16.iii**

Unless specified otherwise in this Constitution the Committee shall make all delegations and appointments authorised by the Constitution.

#### **16.iv**

Resolutions passed by the Committee shall be binding on all other bodies derived from this Constitution.

### **17. MEMBERSHIP OF THE COMMITTEE**

Membership of the Committee shall consist of the Office-Bearers of the Club as set out in 17.i as well as any additional positions, as set out in 17.ii

#### **17.i**

The Office-Bearers of the Club shall consist of:

- President
- Vice President – Education
- Vice President – Social
- Treasurer
- Secretary

- Mechanical and Materials Representative – Education
- Civil, Oil and Gas, Mineral Processing Representative – Education
- Environmental Representative - Education
- Electrical and Information Technology Representative – Education

Computer Science and Computer and Mathematical Science Representative - Education

Final Year Representative – Social  
Third/Fourth Year Representative – Social  
Second Year Representative – Social  
Male First Year Representative – Social  
Female First Year Representative – Social

Female Sports Representative  
Male Sports Representative  
Two Publicity Officers  
Merchandise Officer

#### **17.ii**

The Executive may have the power to appoint up to three additional members to the committee for the following positions;

- (a) a Webmaster, who shall be responsible for maintaining the Club's webpage.
- (b) a general Committee member, to take on tasks as determined by the Committee
- (c) An additional person in any of the non-executive positions listed in 17.i

#### **17.iii**

The election of Office-Bearers shall be conducted in accordance with Article 40 of this Constitution. The exception to this shall be the Merchandise Officer who shall be elected by the incoming committee in the period preceding the start of the first university semester.

### **18. COMMITTEE MEETINGS**

#### **18.i**

The President shall convene Meetings of the Committee.

#### **18.ii**

The Committee shall meet at such times and places, as the President shall determine.

#### **18.iii**

A meeting of the Committee shall be convened at least three (3) times a semester.

#### **18.iv**

A Special Committee Meeting shall be called upon receipt by the Secretary of a written request from at least five (5) Office-Bearers, three of whom shall not be part of the Executive; and such Special Committee Meetings shall be held no later than seven (7) days following receipt of such requests.

#### **18.v**

A Special Committee Meeting may be called by any Office-Bearer where the Secretary has failed to comply with the provisions of Article 18.iv.

#### **18.vi**

Any business set out in a written request under Article 18.iv shall have priority over all other business at a Special Committee Meeting called pursuant to that Article.

### **19. NOTICE OF GENERAL COMMITTEE MEETINGS**

#### **19.i**

The Secretary shall cause written notice of any Committee Meeting to be posted on all UEC Noticeboards at least ten (10) days before the date appointed for the meeting.

### **19.ii**

Within seven (7) days of a notice pursuant to 19.i being given any Ordinary Member may submit to the Secretary an item of business for inclusion of the agenda; the Secretary will base priority of inclusion upon the time of receipt.

### **19.iii**

The Secretary shall cause written notice of the agenda of any Committee Meeting to be posted on all UEC Noticeboards at least three (3) days before the date appointed for the meeting.

## **20. PROCEDURE OF GENERAL COMMITTEE MEETINGS**

### **20.i**

The quorum of a Committee Meeting shall be 9 Office-Bearers of whom at least two shall be members of the Executive.

### **20.ii**

At the discretion of the Committee any Meetings of the Committee may be open to all Ordinary Members.

### **20.iii**

All Committee Meetings shall be conducted in accordance with the Standing Orders contained in Schedule A of the Act. The committee may by majority vote to suspend the Standing Orders for any portion of a Meeting that it so desires

### **20.iv**

A resolution shall be deemed to have passed if it receives the support of half the Office-Bearers present and voting plus one at any Committee Meeting.

### **20.v**

Where the number of Committee Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

## **21. DELEGATIONS AND APPOINTMENTS**

### **21.i**

As provided by this Constitution the Committee may make any appointments, to such positions as may be considered necessary; provided such positions are within the Objects of the Club.

### **21.ii**

Unless otherwise provided such persons appointed must be Ordinary Members of the Club.

### **21.iii**

If the Committee is of the opinion that the Objects of the Club are being prejudiced by the actions of any appointed person then they may remove that portfolio holder by passing a motion to that effect with the support of no less than thirteen (13) of the Committee, three of whom must be on the Executive.

## **SOCIAL COMMITTEE**

### **22. ROLES AND OBJECTIVES**

#### **22.i**

Subject to this Constitution the Social Committee shall be responsible to the Committee and within the requirements and Limitations imposed by resolutions of the Committee and the annual budget shall have power with respect to the following:

- (a) Organisation of social functions that should include, without limiting the generality of this power, an Engineers Ball, a beginning and end of year show.
- (b) Organisation of sporting activities that should include, without limiting the generality of this power, participation in the Goyder and Strickland (Interfaculty) Cups.
- (c) All matters incidental to and all things necessary to organise the matters set out in Article 22.i(a)

#### **22.ii**

The Social Committee shall within four (4) weeks of the start of the first University semester adopt a Social Calender for the year within the requirements and limitations imposed by resolutions of the Committee and the annual budget which seeks to fulfil the Object of Article 2.ii.

### **23. SOCIAL COMMITTEE MEMBERSHIP**

The Social Committee shall consist of:

- President
- Vice President – Social
  
- Final Year Representative – Social
- Third/Fourth Year Representative – Social
- Second Year Representative – Social
- Male First Year Representative – Social
- Female First Year Representative – Social
- Female Sports Representative
- Male Sports Representative
- Two Publicity Officers (currently named after the major UEC publication: THEBSE)

The Treasurer, Vice President – Education and Secretary are attached to this Committee in an overseeing role. As such they shall not carry a vote nor be ruled by the decisions of this Committee unless otherwise laid out within this constitution

### **24. SOCIAL COMMITTEE MEETINGS**

#### **24.i**

The Vice President – Social shall convene Meetings of the Social Committee.

#### **24.ii**

The Committee shall meet at such times and places, as the Vice President shall determine.

#### **24.iii**

A meeting of the Committee shall be convened at least one (1) times a semester.

#### **24.iv**

A Special Social Committee Meeting shall be called upon receipt by the Secretary of a written request from at least three (3) Members of the Social Committee, two (2) of whom shall not be part of the

Executive; and such Special Social Committee Meetings shall be held no later than seven (7) days following receipt of such requests.

**24.v**

Any Member of the Social Committee may call a Special Social Committee Meeting where the Secretary has failed to comply with the provisions of Article 24.iv.

**24.vi**

Any business set out in a written request under Article 24.iv shall have priority over all other business at a Special Committee Meeting called pursuant to that Article.

**25. NOTICE OF SOCIAL COMMITTEE MEETINGS**

**25.i**

The Vice President shall cause written notice of any Social Committee Meeting to be posted on all UEC Noticeboards at least three (3) days before the date appointed for the meeting.

**25.ii**

Within two (2) days of a notice pursuant to 25.i being given, any Member may submit to the Secretary an item of business for inclusion of the agenda; the Secretary will base priority of inclusion upon the time of receipt.

**25.iii**

The Secretary shall cause written notice of the agenda of any Committee Meeting to be posted on all UEC Noticeboards at least one- (1) days before the date appointed for the meeting.

**26. PROCEDURE OF SOCIAL COMMITTEE MEETINGS**

**26.i**

The quorum of a Social Committee Meeting shall be 4 Members of the Social Committee of whom at least one (1) shall be a member of the Executive.

**26.ii**

All Social Committee Meetings are open to Members of the Executive; and at the discretion of the Committee any Meetings of the Committee may be open to all Ordinary Members.

**26.iii**

At any Social Committee Meeting only the Members of the Social Committee named in Article 23 may vote; each Member has one vote.

**26.iv**

A resolution shall be deemed to have passed if it receives the support of half the Social Committee Members present and voting plus one at any Social Committee Meeting.

**26.v**

Where the number of Social Committee Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

**27. SPORT REPRESENTATIVES**

**27.i**

It is the role of the Male and Female Sports Representatives to implement the sporting activities contained in the Social Calender adopted under Article 22.ii.

## **27.ii**

The Sports Representatives may exercise such powers as are necessary and incidental to the fulfilment of 27.i within the limits of the Club Constitution, or which are deemed necessary by the Committee to give effect to 27.i.

# **EDUCATION COMMITTEE**

## **28. ROLES AND OBJECTS**

### **28.i**

Subject to this Constitution the Education Committee shall be responsible to the Committee and within the requirements and Limitations imposed by resolutions of the Committee and the annual budget shall have power with respect to the following:

- (a) Represent the educational interests of all Members to the Staff of The Faculty
- (b) Represent the educational interests of all Members to other relevant organisations
- (c) To work with The Faculty and other relevant parties in the interests of students to enhance the Quality of their education by actively pursuing improvements in but not limited to:
  - i) quality of teaching
  - ii) quality of learning resources
  - iii) accessibility of learning resources
  - iv) equity of opportunity
  - v) equity of assessment
  - vi) relevance of course content
- (d) To receive and act upon submissions and concerns of students with respect to but not limited to the following matters pertaining to courses taught by The Faculty:
  - i) course content
  - ii) teaching methods
  - iii) teaching staff
  - iv) assessment
- (e) To do all such things as are deemed necessary by the Education Committee that contribute to the education, training and career development of Members.

### **28.ii**

The Education Committee shall within four (4) weeks of the start of the first University semester adopt a written plan for the year within the requirements and limitations imposed by resolutions of the Committee and the annual budget which seeks to fulfil the Objects of Article 2.ii

## **29. EDUCATION COMMITTEE MEMBERSHIP**

The Education Committee shall consist of:

- President
- Vice President – Education
  
- Mechanical and Materials Representative – Education
- Civil, Oil and Gas, Mineral Processing Representative – Education
- Environmental Representative - Education
- Electrical and Information Technology Representative – Education
- Computer Science and Computer and Mathematical Science Representative - Education

The Treasurer, Vice President – Social and Secretary are attached to this Committee is an overseeing role. As such they will not carry a vote nor be ruled by the decisions of this Committee unless otherwise laid out within this constitution

## **30. PORTFOLIOS**

### **30.i**

Where the Education Committee decides to pursue any portfolio, it shall, in accordance with Article 30.iv, appoint a Member to be a Portfolio Holder to pursue the portfolio on its behalf; provided such appointments are with the Objects of the Club.

### **30.ii**

The Education Committee may also appoint, in accordance with Article 30.iv, a Committee to assist the Portfolio Holder (a 'Portfolio Committee') in his or her task.

### **30.iii**

Where the Education Committee appoints a Portfolio Committee, the Portfolio Holder is not by this fact precluded from co-opting other Members to assist the Portfolio Committee.

### **30.iv**

The Education Committee, after calling for nominations according to Article 1.6.iv, shall appoint a Portfolio Holder and, where applicable a Portfolio Committee, by majority vote of the Education Committee, the Treasurer, the Secretary and the Vice President – Social. Each member is entitled to one vote and the case of a tied vote the Vice President – Education shall have a deciding vote.

### **30.v**

Each Portfolio Holder and Portfolio Committee shall be responsible to and subject to the direction from the Education Committee in the conduct of the portfolio.

### **30.vi**

The Education Committee may in its discretion create, either alone or with the assistance of the current Portfolio Holder, a set of guidelines for the portfolio position.

### **30.vii**

If the Committee is of the opinion that either;

- a) the objects of the Club are being prejudiced by the actions of any Portfolio Holder; or
- b) the guidelines as set down in accordance with Article 30.iv are being breached deliberately, excessively, or to the detriment of the Club,

Then they may remove the Portfolio Holder by passing a motion to that effect with the support of no less than thirteen (13) of the full Committee, three of who must be on the Executive.

## **31. EDUCATION COMMITTEE MEETINGS**

### **31.i**

The Vice President – Education shall convene Meetings of the Education Committee.

### **31.ii**

The Committee shall meet at such times and places, as the Vice President shall determine.

### **31.iii**

A meeting of the Committee shall be convened at least one (1) times a semester.

### **31.iv**

A Special Education Committee Meeting shall be called upon receipt by the Secretary of a written request from at least three (3) Members of the Education Committee, two (2) of whom shall not be part of the Executive; and such Special Education Committee Meetings shall be held no later than seven (7) days following receipt of such requests.

**31.v**

Any Member of the Education Committee may call a Special Education Committee Meeting where the Secretary has failed to comply with the provisions of Article 31.iv.

**31.vi**

Any business set out in a written request under Article 31.iv shall have priority over all other business at a Special Committee Meeting called pursuant to that Article.

**32. NOTICE OF EDUCATION COMMITTEE MEETINGS**

**32.i**

The Vice President shall cause written notice of any Education Committee Meeting to be posted on all UEC Noticeboards at least three (3) days before the date appointed for the meeting.

**32.ii**

Within two (2) days of a notice pursuant to 32.i being given any Member may submit to the Secretary an item of business for inclusion of the agenda; the Secretary will base priority of inclusion upon the time of receipt.

**32.iii**

The Secretary shall cause written notice of the agenda of any Education Committee Meeting to be posted on all UEC Noticeboards at least one- (1) days before the date appointed for the meeting.

**33. PROCEDURE OF EDUCATION COMMITTEE MEETINGS**

**33.i**

The quorum of an Education Committee Meeting shall be 4 Members of the Education Committee of whom at least one (1) shall be a member of the Executive.

**33.ii**

All Education Committee Meetings are open to Members of the Executive; and at the discretion of the Committee any Meetings of the Committee may be open to all Ordinary Members.

**33.iii**

At any Education Committee Meeting only the Members of the Education Committee named in Article 29 may vote; each Member has one vote.

**33.iv**

A resolution shall be deemed to have passed if it receives the support of half the Education Committee Member present and voting plus one at any Committee Meeting.

**33.v**

Where the number of Education Committee Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

## **THE EXECUTIVE**

### **34. ROLE AND OBJECTS**

#### **34.i**

Subject to this Constitution the Executive shall be responsible to the Committee and within the requirements and limitations imposed by resolutions of the Committee and the annual budget shall have power with respect to the following:

- (a) Giving practical effect to the resolutions of the Committee.
- (b) Representing the views and positions of the Club where no other mechanism to do so exists.
- (c) All matters incidental to and all things necessary to organise the matters set out in Articles 34.i (a) and 34.i (b).

### **35. EXECUTIVE MEMBERSHIP**

The executive shall consist of;

President  
Vice President – Education  
Vice President – Social  
Treasurer  
Secretary

### **36. EXECUTIVE MEETINGS**

#### **36.i**

The President shall convene Meetings of the Executive.

#### **36.ii**

The Executive shall meet at such times and places, as the President shall determine.

#### **36.iii**

A meeting of the Executive shall be convened at least three (3) times a semester.

#### **36.iv**

A Special Executive Meeting shall be called upon receipt by the Secretary of a written request from at least two (2) Members of the Executive; and such Special Executive Meetings shall be held no later than seven (7) days following receipt of such requests.

#### **36.v**

Any Member of the Executive may call a Special Executive Meeting where the Secretary has failed to comply with the provisions of Article 36.iv.

#### **36.vi**

Any business set out in a written request under Article 36.iv shall have priority over all other business at a Special Executive Meeting called pursuant to that Article.

### **37. NOTICE OF EXECUTIVE MEETINGS**

#### **37.i**

The President shall cause written notice of any Executive Meeting to be posted on all UEC Noticeboards at least three (3) days before the date appointed for the meeting.

### **37.ii**

Within two (2) days of a notice pursuant to 37.i being given any Member may submit to the Secretary an item of business for inclusion of the agenda; the Secretary will base priority of inclusion upon the time of receipt.

### **37.iii**

The Secretary shall cause written notice of the agenda of any Executive Meeting to be posted on all UEC Noticeboards at least one- (1) days before the date appointed for the meeting.

## **38. PROCEDURE OF EXECUTIVE MEETINGS**

### **38.i**

The quorum of an Executive Meeting shall be 3 Members of the Executive.

### **38.ii**

At the discretion of the Executive any Meetings of the Executive may be open to all Ordinary Members.

### **38.iii**

At any Executive Meeting only the Members of the Executive named in Article 35 may vote; each Member has one vote.

### **38.iv**

A resolution shall be deemed to have passed if it receives the support of half the Executive Members present and voting plus one at any Executive Meeting.

### **38.v**

Where the number of Executive Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

## **THE CONSTITUTION**

### **39. ALTERATION OF THE CONSTITUTION**

#### **39.i**

Any five (5) Ordinary Members of the Club may, not less than seven (7) days before a General Meeting, submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution.

#### **39.ii**

The Secretary shall cause any such notice of motion to be displayed forthwith according to Article 8.i.

#### **39.iii**

The Club in General Meeting may debate and vote upon the motion and any amendments thereto or may defer consideration of such motion to allow further discussion or where necessary conduct a referendum amongst the Ordinary Members.

#### **39.iv**

The motion of any amendment thereto shall not be deemed adopted unless it receives a 75% majority of the Ordinary Members present and voting.

# **ELECTIONS**

## **40. ELECTIONS**

### **40.i**

Elections shall be conducted in accordance with the Association's election regulations. Only Ordinary Members of the Club shall be eligible to vote.

### **40.ii**

Subject to this Article Ballots shall be conducted in accordance with the Election Regulations as amended from time to time by two thirds majority vote of the Committee; provided that Ballot cards may be lodged for a period not less than 48 hours subsequent to 9.00am on the date appointed for the commencement of the Ballot.

### **40.iii**

When nominations for any office of the Club are to be called, notice of the commencement date for the subsequent Ballot shall be posted on all UEC Noticeboards seven (7) days before the Ballot date.

### **40.iv**

Ballots shall be supervised by and the ballot cards counted by at least one Returning Officer appointed for that purpose, who may not be Members of the Club.

### **40.v**

Only Ordinary Members may nominate for any UEC Position.

### **40.vi**

Nominations for all Office-Bearers named in Article 17.i, except First Year Representatives, shall be taken at the Annual General Meeting.

### **40.vii**

Nominations for First Year Representatives shall be taken at such time in the first University term as shall be provided by the Committee; provided that such nominations shall be called no later than the fourth week of the first University term.

### **40.viii**

Each Ordinary Member shall be eligible to vote only for the positions for which they are eligible to nominate, as described under the Election Regulations.

### **40.ix**

Candidates may be nominated for more than one office, but if elected to any office they shall not be eligible for elections to any office lower in the list under Article 17.i.

### **40.x**

Persons elected shall hold Office from the time of the first Committee Meeting held after the announcement of the election of the new Office Holders, until the time of such similar meeting held in the subsequent year.

## **41. VACANCIES**

### **41.i**

Where an Office-Bearer resigns or ceases to hold office for any reason the Committee shall fill the vacancy so created by appointing a person they see fit by way of a majority vote at any committee meeting.

#### **41.ii**

If a vacancy should occur in the third University term, the duties, obligations and responsibilities of the position vacated may be undertaken by the Committee.

### **42. REMOVAL OF OFFICE-BEARERS**

#### **42.i**

If any Office-Bearer shall act or fail to act, in such a fashion, that in the opinion of the Committee, those actions or lack thereof, have prejudiced the Objectives of the Club, and those actions or lack of, have caused detriment, be it monetary or otherwise, to the Club then it is open to the Committee in Meeting to pass an expression of no confidence in that Office-Bearer.

#### **42.ii**

Where an expression of no confidence is passed against an Office-Bearer this shall be deemed notice of a Special Committee Meeting as required under 18.iv; and priority in the agenda of that meeting shall be given to the removal of the Member.

#### **42.iii**

At a Special Committee Meeting called pursuant to Article 42.ii it is open to the Committee to pass an expression of no confidence in the Office-Bearer.

#### **42.iv**

Where the Committee has passed an expression of no confidence pursuant to Article 42.iii the Committee shall vote to remove the Office-Bearer. The Office-Bearer will be deemed to have been removed if thirteen (13) Members of the Committee, three (3) of whom must be Members of the Executive indicate that intention.

#### **42.v**

Where an Office-Bearer is removed that position shall be declared vacant and the requirements of Article 41 followed.

### **43. DUTIES OF OFFICE-BEARERS**

The Duties of the Office-Bearers shall be as follows:

#### **43.i PRESIDENT**

In addition to any provisions set out in this Constitution or in any By-law or regulation made hereunder, it shall be the duty of the President:

- (A) To coordinate and supervise the work of the Office-Bearers subject to the authority of the Club in General Meeting.
- (B) To see that all Office-Bearers are conversant with the UEC Constitution and their respective Duties and Responsibilities.
- (C) To act as the Representative of the interests of the Club and its Members where no other such mechanism of representation is specified by the Constitution.
- (D) To generally carry out the policy of the Club.

#### **43.ii VICE PRESIDENT – EDUCATION**

In addition to any provision set out elsewhere in this Constitution or in any By-law or regulation made hereunder, it shall be the duty of the Vice President – Education to coordinate and supervise the Education Committee.

#### **43.iii VICE PRESIDENT – SOCIAL**

In addition to any provision set out elsewhere in this Constitution or in any By-law or regulation made hereunder, it shall be the duty of the Vice President – Social to coordinate and supervise the Social Committee.

#### **43.iv SECRETARY**

In addition to any provision set out elsewhere in this Constitution or in any By-law or regulation made hereunder, it shall be the duty of the Secretary:

- (A) To record all proceedings of the Club and the Committee.
- (B)
  - i. To collect and respond to all inward correspondence of the Club
  - ii. To pass on any correspondence to the relevant committee, Office-Bearers or Portfolio Holder of the Club
  - iii. To produce, with the assistance of the publication officers notices or promotional material for any activity or event run by the Club or any committee of the Club.
  - iv. To manage all UEC Noticeboards according to the provisions of Articles 8.i-iv.
  - v. To maintain stationary and other office equipment and keep the Club's office in order.
  - vi. To undertake other administrative tasks as they arise.
- (C) comply on behalf of the Association with-
  - (i) section 27 of the Act with respect to the register of Ordinary Members of the Association, as referred to in rule 5 of the Act;
  - (ii) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - (iii) section 29 of the Act by maintaining a record of -
    - (a) the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules.
    - (b) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of an Ordinary Member of the Association, make available the record for the inspection of the Ordinary Member and the Ordinary Member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
- (D) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 43 to be kept and maintained by, or in the custody of, the Treasurer.

#### **43.v TREASURER**

In addition to any provision set out elsewhere in this Constitution or in any By-law or regulation made hereunder, it shall be the duty of the Treasurer:

- (A) To keep proper books of account dealing with the property and finances of the Club and to furnish the Committee with such accounts and information relating to the finances and property of the Club as the Committee may from time to time require.
- (B) To arrange and be responsible for the handling of petty cash and to render an account to each Committee Meeting of the Club.
- (C) To prepare a Financial Statement showing all debits and credits during his or her term of office, for presentation with the auditor's report, to the Annual General Meeting.
- (D) To produce and deliver all necessary books, vouchers and other documents to the person appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so require.
- (E) To coordinate and seek out sponsorship for the Club and oversee the drafting on any documents deemed necessary for this.
- (F) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
  - (i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
  - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
  - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and

(iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association.

#### **43.vi Departmental Student Representatives – Education**

To represent the views and interests of all Members in their respective Departments with respect to academic, educational and resource issues, to the Education Committee in fulfillment of the Objects of the Club.

#### **43.vii Year Representatives – Social**

To represent the views and interests of all Members in their respective year(s) to the Social Committee in fulfillment of the Objects of the Club.

### **44 DISSOLUTION OF THE CLUB**

#### **44.i.**

The Association may be dissolved or wound-up by a resolution passed by not less than three quarters of members present at an Annual General meeting or Special General Meeting called for that purpose.

#### **44.ii.**

Notice of Intention to propose such dissolution or winding-up shall be given in writing to the Secretary at least sixty (60) days prior to the meeting.

#### **44.iii.**

The Secretary shall make available copies of any proposal to dissolve or wind-up the Association to all Ordinary Members at least thirty (30) days prior to the meeting, and shall cause a notice of such intent to be posted to the appropriate forum at least thirty (30) days prior to the meeting.

#### **44.iv**

Upon the passing of the resolution as referred to in Section 44.i the final dissolution and disposition of assets shall take place immediately and a Notice of Special Resolution is required to be lodged with the relevant Government Organisation within fourteen (14) days.

#### **44.v**

If upon the dissolution or winding-up of the Association there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever, the same shall not be paid to, transferred or distributed amongst the members of the Association, but shall be given or transferred to :- some other body (or bodies) incorporate having objectives similar to those of the Association, and which body or bodies shall prohibit the distribution of their income or property amongst their members, provided that the members of the Association so determine at the time of dissolution or winding-up.

#### **44.vi**

If effect cannot be given to the payment or distribution in accordance with Section 44.v such distribution shall be made to the Cancer Foundation of Western Australia.