

CONSTITUTION
OF THE
UNIVERSITY
ENGINEERS' CLUB



Table of Contents

Article I. The Club.....	3
Section 1.01 Name and Terms	3
Section 1.02 Objects.....	3
Section 1.03 Logo	4
Section 1.04 Powers of Association	4
Section 1.05 Members	5
Section 1.06 Register and Subscription of Members of Association	5
Section 1.07 Patrons.....	5
Section 1.08 Club Policy Documents.....	6
Section 1.09 Meetings of the Club	6
Section 1.10 Notice of General Meetings	7
Section 1.11 Procedure of General Meetings	7
Section 1.12 Resolutions Passed at General Meetings	7
Section 1.13 Meetings of the Club	7
Section 1.14 Communications.....	7
Section 1.15 Deposit and Withdrawal of Monies	8
Section 1.16 Inspection of Records of Association	8
Section 1.17 Availability of the Constitution.....	8
Article II. The Committee.....	9
Section 2.01 Roles and Objects	9
Section 2.02 Membership of the Committee.....	9
Section 2.03 Delegations and Appointments.....	10
Section 2.04 Sub-Committees	11
Section 2.05 Elections	11
Section 2.06 Position Requirements	12
Article III. The Constitution	13
Section 3.01 Alteration of the Constitution	13
Article IV. Miscellaneous.....	13
Section 4.01 Vacancies.....	13
Section 4.02 Removal of Office-Bearers	13
Section 4.03 Duties of the Executive.....	14
Section 4.04 Duties of Office Bearers	15
Section 4.05 Dissolution of the Club	16

Article I. The Club

Section 1.01 Name and Terms

- (a) The name of the club shall be "University Engineers' Club" – hereinafter The UEC.
- (b) "UWA" will hereinafter refer to The University of Western Australia.
- (c) "The Schools" will hereinafter refer to the UWA School of Engineering, UWA School of Physics, Mathematics and Computing and UWA Oceans Graduate School.
- (d) "The Department" refers to the government department with responsibility for administering the Associations Incorporation Act 1987;
- (e) "The Act" refers to the Associations Incorporation Act 1987;
- (f) "The Association" refers to the club named in Section 1.01.(a);
- (g) "The Club" refers to the club named in Section 1.01.(a);
- (h) "Article" refers to an Article of this Constitution;
- (i) "The Commissioner" refers to the Commissioner for Fair Trading exercising powers under The Act;
- (j) "Members" refers to both Registered and Non-Registered Members of the club;
- (k) "The Committee" refers to the persons named in Section 2.02
- (l) The club's financial year shall run from September 1st to August 31st of the following year.

Section 1.02 Objects

- (a) The Mission of The UEC shall be:
"To enhance the University experiences for all Members and contribute to their social and welfare experience; and educational and career development."
- (b) The objectives of The UEC shall be:
 - (i) *To represent and pursue the interests of all Members and the Club to the UWA Student Guild through correspondence with The Guild Education Council and other related Guild Departments.*
 - (ii) *To represent and pursue the educational interests and views of all Members to the Staff of The Schools and UWA.*
 - (iii) *To actively encourage and facilitate social and sporting interaction of Members with fellow Members and other students.*
 - (iv) *To actively encourage events that facilitate Members' wellbeing.*
 - (v) *To make any contribution deemed desirable to further the educational and career development of Members in cooperation with The Schools and Engineers Australia.*
 - (vi) *To encourage cooperation between the Club and other Organisations with similar or related interests.*
 - (vii) *To do all things as necessary for the benefit or advancement of the Club and its Members.*
 - (viii) *To consider all equity concerns when representing the diverse Members of the Club.*

- (c) No objective as described in Section 1.02.(b) will be deemed to be predominant, or deemed to be subsidiary, to any other objective in Section 1.02.(b).
- (d) The property and income of The Association shall be applied solely towards the promotion of the objectives 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 objectives.
- (e) The Club shall not transmit, either directly or indirectly, money by way of gift to any person or body that is not a Member of the Club.
- (f) The Club shall act only in the direct interests of the Members.

Section 1.03 Logo

- (a) The UEC logo, as displayed on the cover of this Constitution, shall be used to advertise, and promote The UEC.
- (b) The UEC logo, at the discretion of the UEC Executive, may be chosen not to be used at events, on publications and merchandise. In the event the logo is not used, the acronym "UEC" will be used in its place. No other logo may be used.
- (c) At the discretion of The UEC Executive, a minor alteration of the UEC logo may be chosen to be used instead of the official logo for specific situations.
- (d) Alteration or changing of the official logo shall be treated as a constitutional change and as such be conducted according to Article III.

Section 1.04 Powers of Association

- (a) 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 objectives and purposes, and in particular, may:
 - (i) *Acquire, hold, deal with, and dispose of any real or personal property;*
 - (ii) *Open and operate bank accounts;*
 - (iii) *Invest its money –*
 - 1) *in any security in which trust monies may lawfully be invested; or*
 - 2) *in any other manner authorised by the rules of The Association;*
 - (iv) *Borrow money upon such terms and conditions as The Association sees fit;*
 - (v) *Give such security for the discharge of liabilities incurred by The Association as The Association sees fit;*
 - (vi) *Appoint agents to transact any business of The Association on its behalf;*
 - (vii) *Enter into any other contract it considers necessary or desirable; and*
 - (viii) *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.*

Section 1.05 Members

- (a) Membership of The Club is limited to that defined in Section 1.05.(b) to (e).
- (b) Ordinary Members
 - (i) *Registered Ordinary Members*
Registered Members shall consist of and be limited to all students enrolled in any unit or major offered by The Schools, who have registered as per Section 1.06.
 - (ii) *Non-Registered Ordinary Members*
Non-Registered Members shall consist of, and be limited to, all students enrolled in any unit or major offered by The Schools, who have not registered as per Section 1.06
- (c) Associate Members
Associate Members shall consist of any person not eligible for Ordinary Member status who have registered as per Section 1.06. Associate Members also include members of Staff in The Schools. This membership confers no voting rights.
- (d) 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.
- (e) Life Members
The Club in an Annual General Meeting may, by two thirds majority of those voting and present, confer Honorary Life Membership upon past or present Members of the Club.

Section 1.06 Register and Subscription of Members of Association

- (a) The process to become a registered member or associate member requires providing relevant details to the secretary and paying the subscription fee at the discretion of The Club.
- (b) The Secretary, on behalf of The Association, must comply with Section 27 of The Act by keeping and maintaining an up to date register of all Members of The Association.
- (c) The Secretary should cause the name of a person who ceases to be a member to be deleted from the register of members referred to in Section 1.06.(a).
- (d) Members of The Committee may, from time to time, at a General Meeting, determine the amount of subscription to be paid by each member.
- (e) To cease membership, Members must contact The Secretary to remove said Member from the register.

Section 1.07 Patrons

- (a) The Club in General Meeting may elect a Patron and up to 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.

Section 1.08 Club Policy Documents

- (a) The Club may keep and maintain as many policy documents as possible with which to guide office bearers' actions.
- (b) The Secretary is responsible for keeping copies of policy documents and enforcing them within the day-to-day operations of the club.
- (c) Policy documents may be changed by a majority vote at a committee meeting with quorum.

Section 1.09 Meetings of the Club

- (a) The Club shall hold its Annual General Meeting at a time as determined by the Committee in the three weeks immediately before the final week of Semester Two.
- (b) The Committee may at any time call a Special General Meeting.
- (c) A Special General Meeting shall be called upon receipt by The Secretary of a written request from at least twenty (20) Members; and such a Special General Meeting must be held no later than fourteen (14) days following the receipt of such a request.
- (d) Any Member may call a Special General Meeting where the Secretary has failed to comply with Section 1.09.(c).
- (e) Any business set out in a written request made under Article III shall have priority over all other business at a Special General Meeting.
- (f) The Committee must meet for the dispatch of business no less than quarterly and the Chairperson, or at least half of the Committee, may at any time convene a meeting of the Committee.
- (g) Each Committee Member has a deliberative vote, and questions at Committee Meetings must be decided by a majority of votes, however if there is no majority, the person presiding over the meeting will have a casting vote in addition to their deliberative vote.
- (h) At a Committee Meeting, at least half of the Committee and half of the Executive must be present to constitute a quorum.
- (i) Subject to these rules, the procedure and order of business to be followed at a Committee Meeting must be determined by the Committee Members present at the Committee Meeting.
- (j) As required by Sections 21 and 22 of the Act, a Committee Member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee must:
 - (i) *As soon as they become aware of the interest, disclose the nature and extent of their interest to the Committee; and*
 - (ii) *Not take part in any deliberations or decision of the Committee with respect to that contract.*
- (k) Section 1.09.(j)(i) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is a Member of The Association.
- (l) The Secretary must cause every disclosure made under Section 1.09.(j)(i) by a Committee Member to be recorded in the minutes of the meeting of the Committee at which it is made.

Section 1.10 Notice of General Meetings

- (a) The Secretary shall provide written notice of any General Meeting to be posted on all UEC Noticeboards and electronic forums at least ten (10) days before the date appointed for the meeting.
- (b) Within seven (7) days of notice pursuant to Section 1.10.(a) being given any Member may submit to the Secretary, in pursuant to Section 3.01.(a), an item of business for inclusion on the agenda; the Secretary will base priority of inclusion upon the time of receipt.

Section 1.11 Procedure of General Meetings

- (a) The quorum of a General Meeting shall be 30 Members.
- (b) A motion passed at a General Meeting shall not be invalid by reason of a quorum not being present; provided notice in accordance with Section 1.10.(a) has been given and provided objection is not taken to quorum at the General Meeting.
- (c) In any General Meeting, only those Members present shall have voting rights.
- (d) In any General Meeting, a resolution shall be deemed to have passed if it receives the support of over half the Members present and voting.

Section 1.12 Resolutions Passed at General Meetings

- (a) 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 given in Section 1.02.(b).

Section 1.13 Meetings of the Club

- (a) The Executive are responsible for running the Club's meetings in line with the attached Meetings Policy.

Section 1.14 Communications

- (a) The Club shall use designated UEC Noticeboards and forms of electronic communication, positioned so as to be viewed by as many Members as reasonably possible, to regularly be updated to convey:
 - (i) *Notice of Club Meetings;*
 - (ii) *Agenda and Minutes of such Meetings;*
 - (iii) *Reports of Committee Members;*
 - (iv) *Motions to Alter the Constitution;*
 - (v) *Notice of Elections and Nominations; and*
 - (vi) *Any other such information as deemed appropriate by the Committee.*

- (b) The Club shall make provisions for the display of written material posted by Members on the Noticeboards or electronic forums as in Section 1.14.(a). Such material need not be sanctioned by the Committee but must be of direct interest to the Club and its Members and conform to Section 1.02.(b).
- (c) 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 and electronic forums before such appointments are made.

Section 1.15 Deposit and Withdrawal of Monies

- (a) 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.
- (b) 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.

Section 1.16 Inspection of Records of Association

- (a) An Member may at any reasonable time inspect without charge the books, documents, records, and securities of the Association.

Section 1.17 Availability of the Constitution

- (a) The Constitution shall be made available within one (1) week to any Member who requests it from a current Executive Committee Member.
- (b) The Executive have the power to make the constitution available to persons or organisations whom they deem appropriate.

Article II. The Committee

Section 2.01 Roles and Objects

- (a) 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 objectives of the Club and for carrying on its everyday business, and with prejudice to the forgoing, the Committee shall have power:
- (i) *To acquire and dispose of property;*
 - (ii) *To dispose of monies;*
 - (iii) *To open banking accounts; and*
 - (iv) *To enter into contracts – provided that the Committee shall not borrow money or incur a net operating deficit greater than ten thousand dollars (\$10,000) at any given time;*
 - (v) *To make regulations for the orderly and proper management of the affairs of the Club, but so that no such regulation is inconsistent with this constitution.*
- (b) The Committee shall formulate the annual budget of the Club.
- (c) Unless specified otherwise in this Constitution, the Committee shall make all delegations and appointments authorised by the Constitution.
- (d) Resolutions passed by the Committee shall be binding on all other bodies derived from this Constitution.
- (e) The Committee shall always act to carry out the objects described in Section 1.02 of this Constitution to the best of their ability.

Section 2.02 Membership of the Committee

- (a) Membership of the Committee shall consist of the Office-Bearers of the Club as set out in Section 2.02.(b)
- (b) The Office-Bearers of the Club shall consist of:
- (i) *Elected Executive Committee Members*
 - 1) President
 - 2) Vice President – Careers
 - 3) Vice President – Education
 - 4) Vice President – Social
 - 5) Vice President – Welfare
 - 6) Treasurer
 - 7) Secretary
 - (ii) *Elected Ordinary Committee Members*
 - The Education Sub-Committee
 - a) Undergraduate Engineering Representative
 - b) Postgraduate Engineering Representative

- c) Mathematics Representative
- d) Computer Science Representative
- e) Physics Representative

The Careers Sub-Committee

- a) Two (2) Careers Representatives

The Social Sub-Committee

- a) Two (2) Social Representatives
- b) Two (2) Male First Year (Fresher) Representative
- c) Two (2) Female First Year (Fresher) Representative
- d) Female Sports Representative
- e) Male Sports Representative

The Welfare Sub-Committee

- a) Welfare Representative
- b) Equity and Diversity Representative
- c) International Representative
- d) Sustainability Officer

(iii) Appointed Ordinary Committee Members

The Marketing Sub-Committee (Committee Elected)

- a) Two (2) Publicity Officers (THEBSE/Torque)
- b) Merchandise Officer
- c) Webmaster
- d) Two (2) Promotions Officers

(c) The election of elected Office-Bearers shall be conducted in accordance with Section 2.05.

(d) The appointment of appointed office-bearers shall be conducted in accordance with Section 2.03.

Section 2.03 Delegations and Appointments

(a) Nominations for Appointed Positions shall be voted on via a preferential ballot by the Elected Committee Members, to be supervised by the Secretary as Returning Officer. Each Committee Member shall be eligible to vote only for the positions for which they are eligible to nominate for, as described under Section 2.06.

(b) The Committee may make up to five (5) additional appointments to such positions as may be considered necessary, provided such positions are within the objectives of the Club.

(c) The positions outlined in Section 2.03.(b) will be created by a majority vote at a committee meeting with at least four (4) of the Executive Sub-Committee in favour.

(d) The nominees and their submitted letter of nomination will be read to the committee by the Secretary at a Committee meeting following the closing of nominations. They will be voted on in the same Committee meeting,

(e) Unless there are no nominees, such persons appointed must be Members of the Club.

Section 2.04 Sub-Committees

- (a) The Executive, Social, Education, Careers, Welfare and Marketing Sub-Committees are subject to the conditions contained in the Sub-Committees policy document.

Section 2.05 Elections

- (a) Elections shall be conducted in accordance with Section 2.05 of the constitution.
- (b) 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 Notice boards and electronic forums seven (7) days before the Ballot date.
- (c) General Elections 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.
- (d) Nominated candidates are subject to the following election regulations:
 - (i) *Any public campaigning on social media or any online domain is expressly prohibited, this includes but is not limited to public or private events, posts in any online group of any sort corraling votes, profile picture changes with allusions to campaigning, blog posts, group messaging;*
 - (ii) *Candidates must not be within ten (10) metres of the voting booth unless placing their vote;*
 - (iii) *Candidates will not distribute "How-To-Vote" forms or equivalent;*
 - (iv) *Candidates will not distribute any campaign material;*
 - (v) *Candidates will not have other people campaign on their behalf;*
 - (vi) *Candidates will not publicly campaign for the position; and*
 - (vii) *Candidates will not fill out voting slips for other Club Members.*
- (e) Any breaches of Section 2.05.(d) will be reported to the nominated Returning Officer(s) who will decide on the disciplinary action. Suitable disciplinary actions are:
 - (i) *Infringing candidate being struck from the Ballot;*
 - (ii) *Infringing candidate having restricted access to the voting area; and*
 - (iii) *Infringing candidate receiving a verbal warning.*
- (f) All disciplinary action issued by the Returning Officer(s) can be appealed to the current UEC Executive Committee.
- (g) Only Members who fulfil the requirements outlined in Section 2.06 herein may nominate for any UEC Position.
- (h) Nominations for all Elected Office-Bearers named in Section 2.02.(b), except First Year Representatives, shall be taken at the Annual General Meeting.
- (i) Ballots shall call for candidates to be ranked in order of the voter's preference. When counting, the returning officer should count votes according to a conventional preferential voting system and announce a winner when one candidate has received more than 50% of the 1st preference votes.

- (j) 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 Section 2.02.(b) of the Constitution.
- (k) Persons elected shall hold Office from the 1st of December of the year they are elected until the 30th of November in the year following.

Section 2.06 Position Requirements

- (a) Below is an outline of the minimum requirements that need to be satisfied before a student can nominate for, or vote for, a committee position as outlined in Section 2.02.(b). At a minimum, all nominees must be currently enrolled in a degree administered by The Schools with reasonable intent to be enrolled in the degree for both semesters in the following year. Any committee position that is outlined in Section 2.02.(b) but does not appear below has no additional requirements for the position.
 - (i) *President – Must be a current Committee Member or an Executive Committee Member the previous year at the time of nomination as recognised by this Constitution.*
 - (ii) *International Representative – Must be an international student.*
 - (iii) *Postgraduate Engineering Representative – Must be enrolled in or intending to commence a postgraduate engineering degree.*
 - (iv) *Undergraduate Engineering Representative – Must be enrolled in an undergraduate engineering major.*
 - (v) *Mathematics Representative – Must be enrolled in a mathematics major.*
 - (vi) *Computing Science Representative – Must be enrolled in a computing major.*
 - (vii) *Physics Representative – Must be enrolled in a physics major.*
 - (viii) *Male First Year (Fresher) Representative – Must be enrolled in an Undergraduate degree, must be in their first year of University and must identify as male.*
 - (ix) *Female First Year (Fresher) Representative – Must be enrolled in an Undergraduate degree, must be in their first year of University and must identify as female.*
 - (x) *Female Sports Representative – Must identify as female.*
 - (xi) *Male Sports Representative – Must identify as male.*
- (b) For gender specified roles, in the case where a nominee does not identify as male or female, they can decide which role they would like to nominate for.
- (c) Additional requirements for officer positions appointed by the Committee are set by the Committee at the time and must be publicised.

Article III. The Constitution

Section 3.01 Alteration of the Constitution

- (a) Any five (5) 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.
- (b) The Secretary shall cause any notice of motion to be displayed forthwith according to Section 1.14.
- (c) 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 Members.
- (d) The motion of any amendment thereto shall not be deemed adopted unless it receives a 75% majority of the Members present and voting.

Article IV. Miscellaneous

Section 4.01 Vacancies

- (a) 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.
- (b) If a vacancy should occur after the 1st of September, the duties, obligations, and responsibilities of the position vacated may be undertaken by the Committee.

Section 4.02 Removal of Office-Bearers

- (a) If any Office-Bearer shall act, or fail to act, in such a fashion that in the opinion of the Committee prejudices the objectives, or causes detriment to the Club, be it monetary or otherwise, then it is open to the Committee in Meeting to pass an expression of no confidence in that Office-Bearer.
- (b) Where an expression of no confidence is passed against an Elected Office-Bearer this shall be deemed notice of a Special General Meeting as required under Section 1.09.(b). The priority in the agenda of that meeting shall be given to the removal of the Office Bearer.
- (c) In the Special General Meeting pursuant to Section 4.02.(b), Members may debate and vote upon the motion to remove. The motion shall pass if it receives a 75% majority of the Members present and voting.
- (d) Where an expression of no confidence is passed against an appointed Office-Bearer, in a committee meeting they may then be removed from their role by passing a motion to that effect. This motion must have support from four (4) members of the Executive Committee.
- (e) Where an Office-Bearer is removed that position shall be declared vacant and the requirements of Section 4.01 followed.

Section 4.03 Duties of the Executive

(a) The Executive are expected to manage the strategic direction of the club as well as its day-to-day operations. The Duties of the Executive Office-Bearers shall be as follows:

(i) PRESIDENT

The role of President is a figurehead and representative of the UEC, as well as an overall organiser of the Club's operations. 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.

(ii) VICE PRESIDENT – CAREERS

It shall be the duty of the Vice President – Careers:

- a) To organise and maintain sponsorship.
- b) To coordinate Careers events.
- c) To utilize members of Careers Sub-Committee to coordinate careers events.

(iii) VICE PRESIDENT – EDUCATION

It shall be the duty of the Vice President – Education:

- a) To coordinate and supervise the Education Sub-Committee.
- b) To coordinate any Educational representation and activities relating to education.

(iv) VICE PRESIDENT – SOCIAL

It shall be the duty of the Vice President – Social:

- a) To coordinate and supervise the Social Sub-Committee.
- b) To organise Social events.

(v) VICE PRESIDENT – WELFARE

It shall be the duty of the Vice President – Welfare:

- a) To coordinate and supervise the Welfare Sub-Committee.
- b) To coordinate any welfare representation and activities relating to welfare.

(vi) SECRETARY

It shall be the duty of the Secretary:

- a) To record proceedings of the Club and the Committee.
- b) To collect and respond to all inwards correspondence of the Club and;
 - i) *To pass on any correspondence to the relevant committee, Office-Bearers, or Portfolio Holder of the Club.*

- ii) *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.*
 - iii) *To manage all UEC Noticeboards and electronic forums according to the provisions of Section 1.14 of the UEC Constitution.*
 - iv) *To maintain stationary and other office equipment and keep the Club's office in order.*
 - v) *To undertake other administrative tasks as they arise.*
 - c) Comply with responsibilities listed elsewhere in the UEC Constitution.
 - d) To co-supervise the Marketing Sub-Committee.
 - e) Unless the members resolve otherwise at a General Meeting, have custody of all books, documents, records, and registers of the Association, other than those required to be kept and maintained by, or in the custody of, the Treasurer.
- (vii) **TREASURER**

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 their 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 so require.
- e) 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 as required;*
 - 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*
- f) Submitting to members at each Annual General Meeting of the Association accounts of the Association showing the financial position of the Association.
- g) To co-supervise the Marketing Sub-Committee.

Section 4.04 Duties of Office Bearers

- (a) The Office Bearers of the club are subject to the conditions contained in the Office Bearers Roles and Responsibilities policy document.

Section 4.05 Dissolution of the Club

- (a) 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.
- (b) 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.
- (c) The Secretary shall make available copies of any proposal to dissolve or wind-up the Association to all 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.
- (d) Upon the passing of the resolution as referred to in Section 4.05.(a) 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.
- (e) 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 The Cancer Council of Australia.