

CONSTITUTION
OF THE
UNIVERSITY
ENGINEERS' CLUB



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THE CLUB

1. NAME AND TERMS

- 1.1 The name of the club shall be "University Engineers' Club" – hereinafter the UEC.
- 1.2 "UWA" will hereinafter refer to The University of Western Australia.
- 1.3 "The Faculty" will hereinafter refer to the UWA Faculty of Engineering and Mathematical Sciences.
- 1.4 "EA" will hereinafter refer to Engineers Australia.
- 1.5 In this Constitution, unless the contrary intention appears:
 - i. "Department" refers to the government department with responsibility for administrating the *Associates Incorporation Act 1987*;
 - ii. "The Act" refers to the *Associates Incorporation Act 1987*;
 - iii. "The Association" refers to the club named in 1.1;
 - iv. "Article" refers to an Article of this Constitution;
 - v. "The Club" refers to the club named in 1.1;
 - vi. "The Commissioner" refers to the Commissioner for Fair Trading exercising powers under the ACT; and
 - vii. "Ordinary Members" refers to both Registered and Non-Registered Ordinary Members of the club;
- 1.6 The club's financial year shall run from December 1st to November 30th of the following year.

2. OBJECTS

- 2.1 The Mission of the UEC shall be:

"To enhance the University experiences for all Members and contribute to their personal, educational and career development."
- 2.2 The objectives of the UEC shall be:
 - i. To represent and pursue the educational interests and views of all Members to the Staff of the Faculty and UWA.
 - ii. To actively encourage and facilitate social and sporting interaction of Members with fellow Members and other students, both within and outside UWA.
 - iii. To make any contribution deemed desirable to further the educational career development of Members in cooperation with The Faculty and EA.
 - iv. To represent and pursue the interests of all Members and of the Club to the UWA Student Guild through correspondence with Education Council and other related Guild Departments
 - v. To encourage cooperation between the Club and other Organisations with similar or related interests.
 - vi. To do all such things as appear necessary for the benefit or advancement of the Members of the Club.
 - vii. To consider all equity concerns when representing the diverse Members of the Club.

- 2.3 No objective as described in Article 2.2 will be deemed to be predominant, or deemed to be subsidiary, to any other objective in Article 2.2.
- 2.4 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.
- 2.5 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.
- 2.6 The Club shall act only in the direct interests of the Members.

3. LOGO

- 3.1 The UEC logo, as displayed on the cover of this Constitution, shall be used to advertise and promote the UEC at social and sporting events and on social and sporting publications and merchandise. 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.
- 3.2 The UEC logo, at the discretion of the UEC Executive, may be chosen not to be used at educational and career events and on educational and career publications and merchandise. In the event the logo is not used, the acronym "UEC" may be used in its place. No other logo may be used.
- 3.3 Alteration or changing of the logo shall be treated as a constitutional change and as such be conducted according to Article 25.

4. POWERS OF ASSOCIATION

- 4.1 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 –
 - a) in any security in which trust monies may lawfully be invested; or
 - b) 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.

5. MEMBERS

5.1 Membership of the Club shall consist of:

5.1.1 Registered Ordinary Members

Registered Ordinary Members shall consist of and be limited to all students enrolled in any unit or major 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, outlined in 6.1, to the Secretary.

5.1.2 Non-Registered Ordinary Members

Non-Registered Ordinary Members shall consist of, and be limited to, all students enrolled in any unit or major offered by The Faculty, who have not filled out a membership form indicating their desire to be considered a member of the club and giving the relevant details, outlined in 6.1, to the Secretary.

5.1.3 Associate Members

Associate Members shall consist of any student not eligible for Ordinary Member status who have elected to fill out a membership form. Associate Members also include members of staff in the Faculty and past UEC Committee Members.

5.1.4 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.

5.1.5 Life Membership

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.

6. REGISTER AND SUBSCRIPTION OF MEMBERS OF ASSOCIATION

6.1 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 all Members of the Association.

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

6.3 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 5.1.

6.4 Members of the Committee may, from time to time at a General Meeting, determine the amount of subscription to be paid by each member.

6.5 Each member must pay the Treasurer annually on or before July 1st or such date as determined by the Committee, the amount of the subscription as per Article 6.4.

6.6 Subject to Article 6.7, a member whose subscription is not paid within 3 months after the date as determined by Article 6.5 ceases on the expiry of that period to be a member, unless the Committee otherwise decides.

- 6.7 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 5.1.
- 6.8 A person exercises all the rights and obligations of an Ordinary Member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by Article 6.5, or within 3 months thereafter, or such other time as the Committee allows.

7. PATRONS

- 7.1 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 of by the Patron or Vice-Patron as the case may be.

8. CLUB POLICY DOCUMENTS

- 8.1 The Club may keep and maintain as many policy documents with which to guide office bearers' actions.
- 8.2 The Secretary is responsible for keeping copies of policy documents and enforcing them within the day-to-day operations of the club.
- 8.3 Policy documents may be changed at any time by a majority vote by committee, with at least 10 general committee members present as well as 3 members of the executive.

9. MEETINGS OF THE CLUB

- 9.1 The Club shall hold its Annual General Meeting at some time as determined by the Committee in the three weeks immediately before the final week of the Second University semester.
- 9.2 The Committee may at any time call a Special General Meeting.
- 9.3 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.
- 9.4 Any Ordinary Member may call a Special General Meeting where the Secretary has failed to comply with Article 9.3.
- 9.5 Any business set out in a written request made under Article 25.1 shall have priority over all other business at a Special General Meeting.
- 9.6 The Committee must meet together for the dispatch of business not less than quarterly and the Chairperson, or at least half of the Committee, may at any time convene a meeting of the Committee.
- 9.7 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 his or her deliberative vote.
- 9.8 At a Committee Meeting, at least half of the Committee and the Executive must be present to constitute a quorum.

- 9.9** 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.
- 9.10** 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 he or she becomes aware of the interest, disclose the nature and extent of his or her interest to the Committee; and
 - ii. Not take part in any deliberations or decision of the Committee with respect to that contract.
- 9.11** Article 9.10(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.
- 9.12** The Secretary must cause every disclosure made under Article 9.10(i) by a Committee Member to be recorded in the minutes of the meeting of the Committee at which it is made.

10. NOTICE OF GENERAL MEETINGS

- 10.1** The Secretary shall cause 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.
- 10.2** Within seven (7) days of notice pursuant to 10.1 being given any Ordinary Member may submit to the Secretary, in pursuant to 25.1, an item of business for inclusion on the agenda; the Secretary will base priority of inclusion upon the time of receipt.

11. PROCEDURE OF GENERAL MEETINGS

- 11.1** The quorum of a General Meeting shall be 30 Ordinary Members.
- 11.2** 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 10.1 has been given and provided objection is not taken to quorum at the General Meeting.
- 11.3** In any General Meeting, only those Ordinary Members present shall have voting rights.
- 11.4** In any General Meeting, a resolution shall be deemed to have passed if it receives the support of over half the Ordinary Members present and voting.

12. RESOLUTIONS PASSED AT GENERAL MEETINGS

- 12.1** 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 Article 2.2.

13. MEETINGS OF THE CLUB

- 13.1** The Executive are responsible for running the Club's meetings in line with the attached Meetings Policy.

14. COMMUNICATIONS

- 14.1** 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.
- 14.2** The Club shall make provisions for the display of written material posted by Members on the Noticeboards or electronic forums as in Article 14.1. Such material need not be sanctioned by the Committee but must be of direct interest to the Club and its Members and conform to Article 2.2.
- 14.3** 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.

15. DEPOSIT AND WITHDRAWAL OF MONIES

- 15.1** 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.
- 15.2** 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.

16. COMMON SEAL OF ASSOCIATION

- 16.1** The Association must have a common seal on which its corporate name appears in legible characters.
- 16.2** The affixing of the common seal of the Association must be witnessed by any two of the Executive members of committee.
- 16.3** 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.

17. INSPECTION OF RECORDS OF ASSOCIATION

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

18. AVAILABILITY OF THE CONSTITUTION

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

THE COMMITTEE

19. ROLES AND OBJECTS

- 19.1** 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.
- 19.2** The Committee shall formulate the annual budget of the Club.
- 19.3** Unless specified otherwise in this Constitution, the Committee shall make all delegations and appointments authorised by the Constitution.
- 19.4** Resolutions passed by the Committee shall be binding on all other bodies derived from this Constitution.
- 19.5** The Committee shall act at all times to carry out the objects described in Section 2 of this Constitution to the best of their ability

20. MEMBERSHIP OF THE COMMITTEE

Membership of the Committee shall consist of the Office-Bearers of the Club as set out in 20.1.

- 20.1** The Office-Bearers of the Club shall consist of:

Executive Committee Members

- i. President
- ii. Vice President – Careers
- iii. Vice President – Education
- iv. Vice President – Social
- v. Vice President – Welfare
- vi. Treasurer
- vii. Secretary

*Ordinary Committee Members***The Education Sub-Committee**

- i. Undergraduate Engineering Representative
- ii. Postgraduate Engineering Representative
- iii. Mathematics Representative
- iv. Computer Science Representative
- v. Physics Representative

The Careers Sub-Committee

- i. Two (2) Careers Representatives

The Social Sub-Committee

- i. Two (2) Social Representatives
- ii. Two (2) Male First Year (Fresher) Representative
- iii. Two (2) Female First Year (Fresher) Representative
- iv. Female Sports Representative
- v. Male Sports Representative

The Welfare Sub-Committee

- i. Welfare Representative
- ii. Equity and Diversity Representative
- iii. International Representative

The Marketing Sub-Committee (Committee Elected)

- i. Two (2) Publicity Officers (THEBSE/Torque)
- ii. Merchandise Officer
- iii. Webmaster
- iv. Two (2) Promotions Officers

20.2 The Executive have the power to conduct an election to appoint up to five (5) additional members to the committee for the positions deemed necessary by the Executive.

20.3 The election of Office-Bearers shall be conducted in accordance with Article 23.

21. DELEGATIONS AND APPOINTMENTS

21.1 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 objectives of the Club.

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

21.3 If the Committee is of the opinion that the objectives of the Club are being prejudiced by the actions of any appointed person then they may remove that Office-Bearer by passing a motion to that effect with the support of over half of the Committee, three (3) of whom must be on the Executive Committee.

22. SUB-COMMITTEES

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

23. ELECTIONS

23.1 Elections shall be conducted in accordance with Section 23 of the constitution.

23.2 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 seven (7) days before the Ballot date.

23.3 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 Ordinary Members of the Club.

23.4 In electing committee appointed officers, the newly elected Secretary acts as Returning Officer.

23.5 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 Facebook group of any sort corraling votes, profile picture changes with allusions to campaigning, blog posts, group messaging on Facebook;
- ii. Campaigning within a ten (10) metre radius of the voting booth is prohibited;
- 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.

- 23.6** Any breaches of Article 23.5 will be reported to the nominated Returning Officer(s) who will decide on the disciplinary action. Suitable disciplinary action includes, but is not limited to:
- i. Infringing candidate being struck from the Ballot;
 - ii. Infringing candidate having restricted access to the voting area; and
 - iii. A verbal warning.
- 23.7** All disciplinary action issued by the Returning Officer(s) can be appealed to the current UEC Executive Committee.
- 23.8** Only Ordinary Members who fulfil the requirements outline in Article 24.1 herein may nominate for any UEC Position.
- 23.9** Nominations for all Office-Bearers named in Article 20.1, except First Year Representatives and the Marketing Sub-Committee, shall be taken at the Annual General Meeting.
- 23.10** 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% the 1st preference votes.
- 23.11** Nominations for the Marketing Sub-Committee and other positions appointed by the Executive, shall be taken via a closed ballot, to be supervised by the Secretary as Returning Officer. Each Ordinary Member shall be eligible to vote only for the positions for which they are eligible to nominate for, as described under the Article 24.1.
- 23.12** 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 20.1 of the Constitution.
- 23.13** Ordinary Members nominating for the position of President must be a current Committee Member or at least a previous Executive Committee Member as recognised by this Constitution at the time of nomination.
- 23.14** 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.

24. POSITION REQUIREMENTS

- 24.1** 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 Article 18.1. At a minimum, all nominees must be currently enrolled in a degree administered by The Faculty with reasonable intent to be enrolled in the degree for both semesters in the following year. Any committee position that is outlined in Article 20.1 but does not appear below has no additional requirements for the position.
- i. President – Must be a current Committee Member or at least a previous Executive Committee Member at the time of nomination.
 - 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 Science 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.

24.2 Additional requirements for officer positions appointed by the Executive are set by the Executive at the time and must be publicised.

24.3 In electing Executive appointed officer positions, only presently elected members of the UEC Committee may vote.

THE CONSTITUTION

25. ALTERATION OF THE CONSTITUTION

25.1 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.

25.2 The Secretary shall cause any notice of motion to be displayed forthwith according to Article 14.1.

25.3 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.

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

MISCELLANEOUS

26. VACANCIES

- 26.1** 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.
- 26.2** 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.

27. REMOVAL OF OFFICE-BEARERS

- 27.1** 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 thereof, 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.
- 27.2** 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 Article 9.2, and priority in the agenda of that meeting shall be given to the removal of the Member.
- 27.3** At a Special Committee Meeting call, pursuant to Article 27.2, it is open to the Committee to pass an expression of no confidence in the Office-Bearer.
- 27.4** Where the Committee has passed an expression of no confidence, the Committee shall vote to remove the Office-Bearer. The Office-Bearer will be deemed to have been removed more than half of the Members of the Committee, three (3) of whom must be Members of the Executive, indicate that intention.
- 27.5** Where an Office-Bearer is removed that position shall be declared vacant and the requirements of Article 26 followed.

28. DUTIES OF THE EXECUTIVE

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:

28.1 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 if 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 this 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.

28.2 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.

28.3 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.

28.4 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.

28.5 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.

28.6 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 Articles 14.1-3 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.

28.7 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 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 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
 - iv. Submitting to members at each Annual General Meeting of the Association accounts of the Association showing the financial position of the Association.
- (F) To co-supervise the Marketing Sub-Committee.

29. DUTIES OF OFFICE BEARERS

- 29.1** The Office Bearers of the club are subject to the conditions contained in the Office Bearers Roles and Responsibilities policy document.

30. DISSOLUTION OF THE CLUB

- 30.1** 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.
- 30.2** 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.
- 30.3** 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.
- 30.4** Upon the passing of the resolution as referred to in Section 30.1 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.
- 30.5** 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.