

CONSTITUTION of UWA Women in Business

1. NAME

1.1 The formal name of the club shall be UWA Women in Business.

1.2 UWA Women in Business is to be referred to in singular form.

2. OBJECTIVES

2.1 What the Club encourages and facilitates:

- (a) UWA Women in Business stands for gender equality with a pronounced focus on the corporate sector. Our objective is to empower tomorrow's business leaders, today's students, to embrace gender diversity through equipping, inspiring and collaborating.
- (b) To remain affiliated to Societies Council.
- (c) To encourage and promote cooperation between the Club and other affiliated societies representative of University interests.
- (d) To do all such things as would appear necessary and proper for the benefit or advancement of members of the Club.

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

3. ORDINARY MEMBERSHIP

3.1 Ordinary membership shall be confined to financial members who are:

- (a) Members of the Guild
- (b) Associates of the Guild
- (c) Honorary Life Associates of the Guild
- (d) Members of the University Senate
- (e) Members of the University Staff
- (f) Students enrolled at the University of Western Australia.

3.2 Any potential member that meets the requirements in 3.1 has the right to join the club.

3.3 If a potential ordinary member does not meet any of the requirements in 3.1, they may be granted non-ordinary membership at subscription price at least \$2 more than ordinary membership, at the discretion of the serving committee at time of question.

5. SUBSCRIPTIONS

5.1 The annual subscription for ordinary and non-ordinary membership shall be an absolute minimum of \$4 & \$6 respectively. This grants them financial membership of the club.

- (a) This subscription shall grant ordinary and non-ordinary members discounted entry to events and inclusion on the mailing list for the Club newsletter.

5.2 Guild members shall receive a minimum \$2 discount on yearly subscription fees and \$1 on half-year subscription fees.

5.3 Honorary Life Members of the UWA Women in Business Club do not need to pay yearly subscription fees, yet, will still experience the same benefits as ordinary and non-ordinary members.

6. CLUB ADVISORY BOARD AND HONORARY LIFE MEMBERS

6.1-6.4 outlines the objective and membership of the Club Advisory Board.

6.1 The title of the official Co-Founders of the Club is held by the first President and first Vice-President of the Club.

6.2 The Club Advisory Board will be chaired by the official Co-Founders of the Club as recognised in 6.1.

6.3 The Club Advisory Board aims to support the current Committee and assist with ensuring the Club's sustainability.

6.4 The Club Advisory Board shall consist of 5 Committee Members of the Club that have previously held Executive Office Bearer positions within the Club's existence, after its affiliation with the Guild in May 2016, for at least 6 weeks.

- (a) Members of the Club Advisory Board shall serve 2-year terms, to be nominated and elected at necessary Annual General Meetings.
- (b) Members of the Club Advisory Board are eligible to be reelected infinitely, given their conduct remains professional and appropriate.

6.5-6.7 outlines the objective and membership eligibility of Honorary Life Members of the Club.

6.5 Honorary Life Membership:

- (a) Aims to reward and include persons who have contributed significantly to the Club,
- (b) Provides discounts on events equal to the discounts received by ordinary and non-ordinary members,
- (c) and includes a subscription to our Club newsletter.

6.6 Honorary Life Membership may be granted to eligible persons by the Club in a General Meeting by two-thirds majority of those present.

6.7 Eligible persons that may be granted Honorary Life Membership as set out in 6.6 include:

(a) All Committee Alumni.

(i) Committee Alumni are persons who in the past held a Committee Member position within the UWA Women in Business Committee for at least one semester.

(ii) Committee Members who did not meet the time requirement in 6.7(a)(i) may only be granted Honorary Life Membership by the President incumbent at the time of their departure.

(iii) Committee Members who quit or were discharged in a negative context are not considered Committee Alumni unless otherwise specified by the President incumbent at the time of their departure.

(b) Other persons who contributed significantly to UWA Women in Business of whom the majority of the Committee Executive approves of.

7. PRIMACY OF ORDINARY MEMBERS

7.1 Ordinary Members of the Club shall:

- (a) Be voting members of the Club
 - (i) For constitutional amendments and,
 - (ii) Executive office bearer elections
- (b) Receive discounted ticket prices for Club events
- (c) Receive the Club newsletter via email

7.2 Non-Ordinary Members of the Club shall have all the rights and privileges of ordinary membership with the following exceptions:

- (a) Voting rights for the election of office bearers and committee members of the club
- (b) Voting rights for constitutional amendments

8. MEETING OF THE CLUB

8.1 The Club shall hold its Annual General Meeting the last 3 weeks of the second semester of each academic year.

8.2 The Club shall hold its first Annual General Meeting in May 2016 (Week 13 of semester one) and all subsequent Annual General Meetings in the last 3 weeks of the second semester of each academic year. (see point 8.1 of the Constitution).

8.3 The Committee may at any time call a Special Meeting of the Club.

8.4 The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least 5 financial ordinary members of the Club, and such a meeting shall be held no later than ten days immediately following receipt of such a requisition.

8.5 If the Secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all the other business.

9. PROVISIONS GOVERNING GENERAL MEETINGS

9.1 The Secretary shall cause written notice of any General Meeting to be posted on the Guild notice boards, or in Guild mailing services, at least seven days before the date appointed for that meeting.

9.2 No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of disciplinary officers of the Guild.

9.3 The quorum of the General Meeting shall be 6 (or 10% of member numbers) of whom at least 2 shall be Office Bearers.

9.4 All General Meetings of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

9.5 The Annual General Meeting of the club must be supervised by at least one Returning Officer who shall:

- (a) Not be contesting the election
- (b) Be elected by the committee before nominations are declared open
- (c) Be confirmed by the members at the General Meeting before conducting the election

10. PATRON

10.1 The Club may, at the Annual General Meeting, elect a patron who shall, if they indicate their willingness to do so, hold office until the succeeding Annual General Meeting; nominations shall close at that meeting.

11. NOMINATIONS

11.1 At least seven days before the Annual General Meeting, the Secretary shall call for nominations for the Executive Office Bearers.. Nominations shall close at the commencement of that meeting or earlier if stated in the notice.

11.2 Included in the same notice shall be details of the Annual General Meeting.

12. EXECUTIVE OFFICE BEARERS

12.1 The Executive Office Bearers of the Club shall be elected by the current committee, Financial and honorary life Members of the Club at the Annual General Meeting and shall consist of, in order of:

- (a) The President
- (b) The Vice President
- (c) The Treasurer
- (d) The Secretary
- (e) The Marketing Director
- (f) External Affairs Director

12.2 These members will be representatives of the appropriate Guild Sub-council/s and Guild Meetings.

12.3 Only current Committee members of the Club who are also members of the Guild shall be eligible for nomination and election as Executive Office Bearers.

12.4 Election shall be conducted by optional preferential ballot for each office in the order shown above.

- (a) Successful candidates must gain 50% +1 vote of the preferential ballot.

12.5 A Candidate defeated for one office may stand for any office lower on the list.

12.6 The powers and duties of Executive Office Bearers are defined in Articles 20-25.

12.7 No Executive Office Bearer can hold more than one position simultaneously.

- (a) A maximum of two one-year terms shall be placed on each executive office bearer position.

12.8 The Committee in meeting may dismiss an Elected Office-Bearer where, in the opinion of three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:

- (a) Consistently failed adequately to discharge the duties of that position; or
- (b) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
- (c) Been given at least seven days' notice of that Committee Meeting; and
- (d) Been accorded the opportunity to be present and to speak at that Committee Meeting.

12.9 In the event that none of the existing committee members nominate for an elected office bearer position at the Annual General Meeting, the new executive team may appoint an external applicant to said position.

13. THE COMMITTEE

13.1 The Committee of the Club shall only consist of:

- (a) The Executive Office Bearers
- (b) The Ordinary Committee who shall consist of:
 - (i) A target of 5 Ordinary Committee Members (OCM)
 - (ii) A target of 2 Fresher Representatives (FR)
 - (iii) A target of 1 Male Representative (MR)
 - (iv) A target of 1 Post-Graduate Representative (PGR)
 - (v) A target of 1 International-Student Representative (ISR)
- (c) The Immediate Past President
 - (i) Only the person who held the Elected Office Bearer position of President immediately preceding the commencement of the current President's term shall be appointed Immediate Past President.
 - (ii) If a President serves a second term, by default the IPP shall also serve a second term.

13.2 The Ordinary Committee Members shall be recruited by the Executive Office Bearers via an annual or semi-annual Recruitment Drive consisting of applications and interviews conducted by at least two Executive Office Bearers.

13.3 The Committee in meeting may dismiss a committee member where, in the opinion of three quarters of the members of the Committee present and voting, that committee member has:

- (e) Consistently failed adequately to discharge the duties of their position; or
- (f) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
- (g) Been given at least seven days' notice of that Committee Meeting; and
- (h) Been accorded the opportunity to be present and to speak at that Committee Meeting.

14. DURATION OF OFFICE

14.1 The Executive Office Bearers and the Ordinary Committee members shall remain in office until the next Annual General Meeting, serving a maximum of one two-year term.

14.2 The Executive Office Bearers of the first committee of the Club (elected at the first Annual General Meeting) may remain in office until the Annual General Meeting in October of the academic year subsequent to the academic year in which the first Executive Office Bearers are elected at the first Annual General Meeting in May (See Section 8 of the Constitution).

15. VACANCIES

15.1 If an Office Bearer resigns or ceases to hold office for any reason the remaining Executive Office Bearers of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from either the Executive Office Bearers or the Ordinary Committee, subject to review at the next General Meeting.

16. COMMITTEE MEETINGS

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

16.2 The Secretary shall cause all members of the Committee to receive seven days' notice before the date fixed for the meeting together with an agenda of the business to be discussed.

16.3 The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least two members thereof, and such a Special Meeting shall be held not later than seven days immediately following receipt of requisition.

16.4 If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business.

17. QUORUM AND PROCEDURE OF COMMITTEE

17.1 The quorum of the Committee shall be 6 or 10% of member numbers of whom at least 2 shall be Office Bearers.

17.2 All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

18. POWER OF COMMITTEE

Subject to this Constitution, the Committee shall be responsible to the Club in General Meeting for giving effect to the Objectives of the Club as set out in Article 2 and elsewhere in this Constitution and for carrying on its everyday business, and without prejudice to the generality of the foregoing, have the power to:

18.1 Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of General Meeting, however, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of

the Club to a greater amount than five dollars for each and every then existing financial Ordinary Member of the Club.

18.2 Make regulations for the orderly and proper management of the affairs of the Club, ensuring that no regulation is inconsistent or repugnant with this Constitution.

18.3 Make, alter or repeal By-Laws and impose fines for the breach therefore. All By-Laws and any alterations or amendment therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.

19. CHAIR

19.1 The President shall have the right to take the Chair at any meeting of the Club or of the Committee except for the Club Founders Board.

19.2 If the President is absent or does not wish to exercise their right at any meeting, that right shall develop upon the Vice President.

19.3 In the event of absence of both the President and the Vice President, or in the event of them both not wishing to exercise their right, that meeting shall elect its own Chair.

20. PRESIDENT

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

- (a) Coordinate and supervise the work of the Executive Office Bearers, subject to the authority of the Club in General Meeting.
- (b) See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities.
- (c) Generally carry out the policy of the Club.
- (d) Report on the status of the club to the ordinary members at all general meetings.

21. VICE PRESIDENT

21.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice President to assist the President wherever possible.

22. TREASURER

22.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Treasurer:

- (a) 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 from time to time require.
- (b) Arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.

- (c) Prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditors report to the Annual General Meeting.
- (d) Produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so required.
- (e) Prepare necessary forms, and receipts for Societies Council in accordance with Societies Council grant policies.

23. SECRETARY

23.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary:

- (a) To record all proceedings of the Club and the Committee in a Club Minute Book which they shall cause to be provided for that purpose
- (b) To conduct and keep copies of all correspondence of the Club
- (c) To supply the Secretary of the Societies Council before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
- (d) To notify the Secretary of the Societies Council within fourteen days of the alterations in the foregoing information.
- (e) To lodge with the Secretary of the Societies Council a copy of the Constitution and any By-Laws made under its authority.
- (f) To notify the Secretary of the Societies Council within fourteen days from the making therefore of any alterations to this Constitution of such By-Laws.
- (g) To notify the Secretary of the Societies Council of any apologies at least four days before meetings of the council in each calendar year.
- (h) In the event of the Club being deregistered, to present to the Societies Council Secretary within thirty days a duly audited statement of the financial position of the Club together with a copy of the resolution, which may have been passed by the Club as to the disposition of its funds.

24. MARKETING DIRECTOR

24.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Marketing Director, unless otherwise delegated:

- (a) To manage the Club's social media channels under the supervision of the Club's President
- (b) To manage the Club's visuals under the supervision of the Club's President
- (c) To manage the Club's newsletter under the supervision of the Club's President
- (d) To manage any other marketing channels of the Club under the supervision of the Club's President

25. EXTERNAL AFFAIRS DIRECTOR

25.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the External Affairs Director, unless otherwise delegated:

- (a) To recruit, liaise and communicate with firms to financially sponsor the Club.
- (b) To determine sponsorship opportunities and negotiate sponsorship amounts with firms.
- (c) Organise sponsorship and industry networks for events.
- (d) Keep an industry network contact book.

26. DEPOSITS AND WITHDRAWAL OF MONIES

26.1 All monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay with Guild Finance for the credit of the Club.

26.2 Any two members of the Executive may jointly sign cheques and forms of authority for the payment of funds of the Society.

26.3 Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

27. PAYMENTS

27.1 No payments shall be made on behalf or in the name of the Club unless it has been authorised by the Executive Office Bearers, in accordance with Article 2.2

28. MAJOR OBLIGATIONS TO GUILD

28.1 The Club shall comply with the Regulation of the Guild, the Rules of the Societies Council, and all other provisions enrolled upon the Guild Statutes book.

28.2 All Office Bearers and committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

29. EXPULSION OF MEMBERS

29.1 The Committee may by unanimous vote request any member or associate member to resign from the Club, and in the event shall cause written notification of such request to be served upon the member concerned.

29.2 Should such a request prove ineffectual after fourteen days of written notification, the Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel him or her from the Club; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.

29.3 A person who has been expelled or has resigned their membership may not reapply for membership for a period of one year.

30. AVAILABILITY OF CONSTITUTION

30.1 The Committee shall make this Constitution available on request to all Ordinary Members.

31. INTERPRETATION

31.1 Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, or the Societies Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Club in General Meeting.

32. AMENDMENT OF THIS CONSTITUTION

32.1 Any two financial Ordinary Members of the Club may not less than three days before the day appointed for the next General Meeting submit to the Operations Officer a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards forthwith.

32.2 The motion may then be considered by the Club at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.

32.3 The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.

32.4 The motion as adopted with any amendments shall come into force upon receiving the approval of the Societies Council.

33. DISSOLUTION OF THE CLUB

33.1 If upon the dissolution of the club, any property of the club remains after satisfaction of the debts and liabilities of the club that property shall be distributed to another association or club affiliated to the Societies Council which has similar objectives to those of the club, and which association shall be determined by resolution of the members.

Adopted by General Meeting on Thursday 15th October 2020.