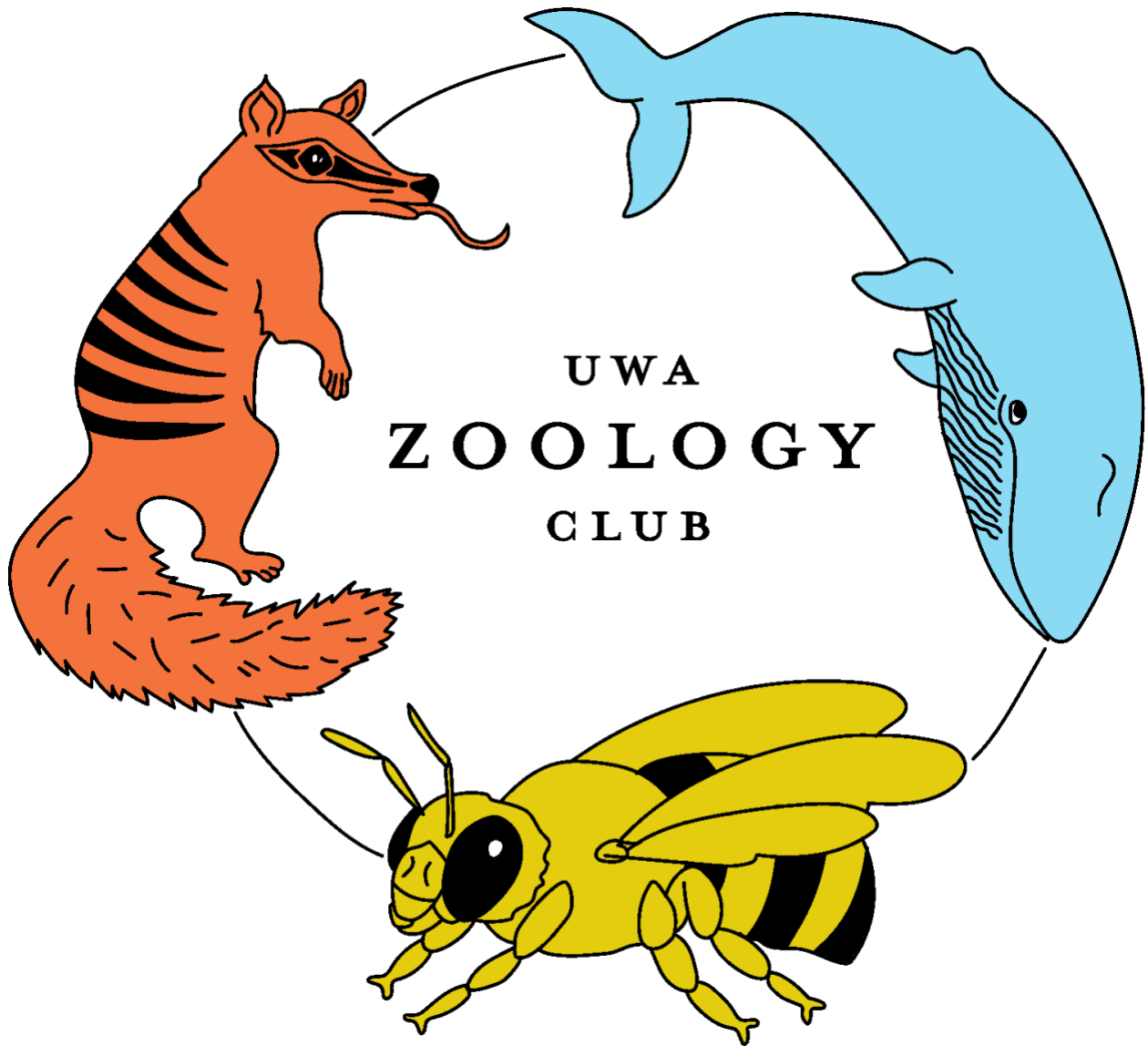


Constitution of the UWA Zoology Club



Version 1.1

November 2022

1. NAME

1.1. The name of the club shall be UWA Zoology Club.

2. OBJECTIVES

2.1. To encourage and facilitate;

2.1.1. A community for those studying and/or interested in Zoology and Conservation at the University of Western Australia;

2.1.2. To become and remain affiliated to the Societies Council.

2.1.3. To encourage and promote co-operation between the Club and other affiliated societies representative of University interests.

2.1.4. To do all such things as would appear necessary and proper for the benefit or advancement of members of the Club.

2.1.5. 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. MEMBERSHIP

3.1. Membership of the club shall be confined to;

3.1.1. Members of the Guild

3.1.2. Associates of the Guild

3.1.3. Honorary Life Associates of the Guild

3.1.4. Members of the University Senate

3.1.5. Members of the University Staff

3.1.6. Students enrolled at the University of Western Australia

3.1.7. Life Membership

3.1.7.1. The Club may in General Meeting by two-thirds majority of those present and voting confer Honorary Life Membership

upon a member who has performed outstanding service to the Club.

4. SUBSCRIPTIONS

- 4.1. The annual subscription for membership shall be a minimum of \$5.00

5. MEETING OF THE CLUB

- 5.1. The Club shall hold its Annual General Meeting in October/November of each academic year.
- 5.2. The Committee may at any time call a Special Meeting of the Club. The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least ten Members of the Club, and such a meeting shall be held no later than ten days immediately following receipt of such a requisition.
- 5.3. 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.

6. PROVISIONS GOVERNING GENERAL MEETINGS

- 6.1. The Secretary shall provide written notice of any General Meeting to be posted to financial Members (via email) and posted on UWA Zoology Club's Facebook events, at least seven days before the date appointed for that meeting.
- 6.2. 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 Officer of the Guild.
- 6.3. The quorum of General Meeting shall consist of 10 Members.
- 6.4. 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.

7. NOMINATIONS

- 7.1. Before the Annual General Meeting, the Secretary shall call for nominations for the Executive Office Bearers and Committee of the Club.

7.2. Included in the same notice shall be details of the Annual General Meeting. Nominations shall close at that meeting.

8. EXECUTIVE OFFICE BEARERS

8.1. The Executive Office Bearers of the Club shall be elected by the Members of the Club at the Annual General Meeting and shall consist of, in order of seniority:

8.1.1. The President

8.1.2. The Vice President

8.1.3. The Secretary

8.1.4. The Treasurer

8.2. These members will be representatives on the appropriate Guild Subcommittee/s and Guild Meetings, as needed.

8.3. Only Members of the Club who are also members of the Guild shall be eligible for election as Executive Office Bearers.

8.4. The powers and duties of Executive Office Bearers are defined in Articles 17 - 20.

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

8.6. All Executive Office Bearers must attend all training as required by the Guild or Societies Council.

8.7. 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:

8.7.1. Consistently failed to adequately discharge the duties of that position; or

8.7.2. Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and

8.7.3. Been given at least seven days' notice of that Committee Meeting; and

8.7.4. Been accorded the opportunity to be present and to speak at that Committee Meeting.

8.8. The Executive must report any suspected Guild Misconduct by a club member, in accordance with the Guild policy and regulations, and that the club not take disciplinary action against a member of its own accord.

9. ELECTIONS

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

9.1.1. When multiple candidates run for one position, a preferential ranking option will be used

9.1.2. If only one candidate runs for a position, the ballot will show a yes or no option used

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

9.3. During elections to elected positions, the Club will engage with 2 Returning Officers, neither of whom will have a conflict of interest with any candidate running for a position.

9.4. In the event any candidate or club member wishes to dispute an election result they may, within 7 days, contact the current President, with a written request and reasoning, requesting a dispute of any result.

9.4.1. The current club Executive will decide if such a request is warranted and must unanimously agree to such a dispute

9.4.1.1. If the Executive Office Bearers do not agree to such a dispute, the candidate or club member will be notified as soon as is reasonably possible.

9.4.2. If such a dispute is agreed to the current President will engage correspondence with the 2 Returning Officers to discuss the dispute and decide on an appropriate course of action.

9.4.3. If the current President, disputing club member and returning officers cannot reach agreement within 14 days of the dispute being resolved, the matter will be referred to the Societies Council in compliance with Articles 68-77 of the Societies Council's Rules.

10. THE COMMITTEE

10.1. The Committee of the Club shall consist of:

10.1.1. The Executive Office Bearers:

10.1.2. The Ordinary Committee who shall consist of a(n):

10.1.2.1. Education Officer

10.1.2.2. Industry Officer

10.1.2.3. Social Events Officer

10.1.2.4. Social Media Manager

10.1.2.5. Design Manager

10.1.2.6. Postgraduate Representative

10.1.2.7. Merchandise Manager

10.1.2.8. 3 Ordinary Committee members.

10.1.2.9. An unlimited number of First Year Representatives

10.1.2.10. The Immediate Past President.

10.1.2.10.1. 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.

10.2. Election of the Ordinary Committee shall occur after the election of the Executive Office Bearers

10.2.1. Elections shall follow the format outlined in Section 9.

11. DURATION OF OFFICE

11.1. The Executive Office Bearers and the Ordinary Committee members shall remain in office until the next Annual General Meeting.

12. VACANCIES

- 12.1. If an Office Bearer resigns or ceases to hold office for any reason the remaining members of the Committee shall forthwith fill the vacancy by temporarily appointing a member of The Committee (10.1).
- 12.2. Upon a vacancy arising, The Committee can open nominations and voting to the membership to fulfil the role, as outlined in Section 9.

13. MEETINGS

- 13.1. The Committee shall meet at such times and places as the President shall determine.
- 13.2. The Secretary shall cause all members of the Committee to receive reasonable notice before the date fixed for the meeting together with an agenda of the business to be discussed.
 - 13.2.1. At least 3 days notice must be given with a reasonable excuse, for non attendance at Committee meetings
- 13.3. 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.
- 13.4. 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.

14. QUORUM AND PROCEDURE OF COMMITTEE

- 14.1. The quorum of the Committee shall be five of whom at least two shall be Executive Office Bearers.
- 14.2. All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

15. POWER OF THE COMMITTEE

- 15.1. Subject to this Constitution, the Committee shall be responsible to the Club for giving effect to the Objectives of the Club as set out in Section 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:
 - 15.1.1. 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.
 - 15.1.2. 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.
 - 15.1.3. 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.

16. CHAIR

- 16.1. The President shall have the right to take the Chair at any meeting of the Club or of the Committee.
- 16.2. If the President is absent or does not wish to exercise their right at any meeting, that right shall fall upon the Vice President.
- 16.3. 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.

17. PRESIDENT

- 17.1. 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:
- 17.1.1. Coordinate and supervise the work of the Executive Office Bearers, subject to the authority of the Club in General Meeting.
 - 17.1.2. See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities.
 - 17.1.3. Generally, carry out the policy of the Club.

18. VICE PRESIDENT

- 18.1. 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.

19. SECRETARY

- 19.1. 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:
- 19.1.1. To record all proceedings of the Club and the Committee on a shared document, where all committee members are able to access it at any time
 - 19.1.1.1. In the event the Secretary is unable to attend a meeting, the Chair shall nominate another committee member to record the proceedings of the meeting.
 - 19.1.2. To conduct and keep copies of all correspondence of the Club:
 - 19.1.2.1. To supply the Secretary of the Societies Council, no later than one month after occurring, of any changes to the Executive Office Bearers or Clubs financial details.
 - 19.1.2.2. To notify the Secretary of the Societies Council within fourteen days of the alterations in the foregoing information.

- 19.1.2.3. To lodge with the Secretary of the Societies Council a copy of the Constitution and any By-Laws made under its authority.
- 19.1.3. To notify the Secretary of the Societies Council within fourteen days from the making thereof of any alterations to this Constitution of such By-Laws.
- 19.1.4. To notify the Secretary of Societies Council of the names of the delegate and deputy delegate to Societies Council and at least four days before meetings of these respective councils in each calendar year.
- 19.1.5. In the event of the Club being deregistered, to present to the Secretary of the Societies Council 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.
- 19.1.6. To ensure that records are only used for the purpose of the Student Society and otherwise protects the personal information and privacy of the individuals it holds information in relation to.

20. TREASURER

- 20.1. 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:
 - 20.1.1. 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.
 - 20.1.2. Arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.
 - 20.1.3. Prepare a financial statement showing all receipts and payments during their term of office, for presentation with the auditor's report to the Annual General Meeting.
 - 20.1.4. 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 require.

- 20.1.5. Prepare necessary forms and receipts for Societies Council in accordance with Semester & O-day Grant Policies.
- 20.1.6. Applies for sponsorships and request one off financial or material benefits for the club (e.g., requesting annual financial support from a company, requesting donations to use as prizes at events)
 - 20.1.6.1. This task may be delegated and/or shared with the Social Events Officer and an Event Organiser in the case of events.
 - 20.1.6.2. Ensures the Club use grants only for the purposes of providing amenities or services to members, that the club comply with conditions attached to all grants received, and that grants are not used to make a gift.

21. ROLE DESCRIPTIONS OF ORDINARY COMMITTEE

21.1. Education Officer:

- 21.1.1. Plans and proposes education events for the club to run (Include a proposed time, place and financial costs and profits in the proposal)
- 21.1.2. Organises the event once approved by majority vote of the committee and delegate tasks that must be done in preparation
- 21.1.3. With the help of the president, the Education Officer takes responsibility for ensuring delegated tasks are completed by the deadline they set
- 21.1.4. Must attend and act as the main event manager at all education events unless a good reason is given in advance and arrangements are made to compensate for their absence
- 21.1.5. Assumes responsibility for escalating and resolving education-related issues raised with the Zoology Club (E.g., Zoology Club receives a complaint that their unit coordinator has not given them a marking rubric for their assessment)

21.2. Industry Officer:

- 21.2.1. Plan and propose events for the club to run which relate to careers or other external opportunities (Include a proposed time, place and financial costs and profits in the proposal)
- 21.2.2. Organise the event once approved by majority vote of the committee and delegate tasks that must be done in preparation.
- 21.2.3. With the help of the President, the Industry Officer takes all responsibility for ensuring delegated tasks are completed by the deadline the set
- 21.2.4. Industry Officer must attend and act as the main event manager at all Industry events unless a good reason is given in advance and arrangements are made to compensate for their absence
- 21.2.5. Industry Officer also assumes responsibility for corresponding and maintaining good relationships with external contacts of the Zoology Club.
 - 21.2.5.1. Examples include the School of Biological Sciences and past, present and future partner organisations which share our morals and ambitions (such as Free the Hounds and Project Numbat).

21.3. Social Events Officer:

- 21.3.1. Plan and propose social events for the club to run (Include a proposed time, place and financial costs and profits in the proposal)
- 21.3.2. Organise the event once approved by majority vote of the committee and delegate tasks that must be done in preparation
- 21.3.3. With the help of the president, the Social Events Officer takes all responsibility for ensuring delegated tasks are completed by the deadline they set
- 21.3.4. Social Events Officer must attend and act as the main event manager at all social events unless a good reason is given in advance and arrangements are made to compensate for their absence

21.4. Social Media Manager:

- 21.4.1. Reply to all social media messages received by the club and relay information to committee as required
- 21.4.2. Post regular promotional and informative content on both Facebook and Instagram
- 21.4.3. Promote all social media posts and ask the committee to engage with each post (the more reacts, comments and shares a post gets, the more the algorithm favours The Club's posts) This also includes inviting all committee members (as a minimum) to press "going" or "interested" on events.
- 21.4.4. Proof-read event social media posts that are written by other committee members

21.5. Design Manager:

- 21.5.1. Produce graphics and event descriptions for upcoming events
- 21.5.2. Produce other promotional material as required

21.6. Postgraduate Representative:

- 21.6.1. Promotes club events to postgraduate students and to engage with postgraduate students
- 21.6.2. The Postgraduate Representative must be a current postgraduate student, or will become a postgraduate student upon the commencement of the next academic year

21.7. Merchandise Manager:

- 21.7.1. Organises the design and ordering of new merchandise
- 21.7.2. Supports and promotes the selling of merchandise to committee and members
- 21.7.3. Works with the treasurer to ensure the club has sufficient funds to support the purchase of merchandise

- 21.8. General duties of Ordinary Committee Members (OCM's):
- 21.8.1. Assists Executive Office Bearer's wherever possible, in the best interests of the club
 - 21.8.2. Assists The Committee wherever possible, in the best interests of the club
 - 21.8.3. Attends Committee meetings
 - 21.8.4. An OCM will be allocated to work in liaison with each Officer of the Committee (10.1.2.1-10.1.2.3)
 - 21.8.5. Assists with the general running and maintenance of the club e.g., events, SOC meeting attendance and clubroom maintenance, in the best interests of the club
 - 21.8.6. Maintain effective communication and respond promptly to club matters including but not limited to emails, text messages and Facebook interaction.
- 21.9. First year representatives:
- 21.9.1. Within the first 6 weeks of Semester 1 of each academic year, the Club will host an event to elect an unlimited number of first year students to fulfil the role of First Year representatives
 - 21.9.2. Promote and engage first year students with the Club
 - 21.9.3. Assist in the planning and running of first year orientated events

22. DEPOSITS AND WITHDRAWAL OF MONIES

- 22.1. All monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay in the Central Banking of Guild Council for the credit of the Club.
- 22.2. Any two members of the Executive may jointly sign cheques and forms of authority for the payment of funds of the Society.
- 22.3. Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

23. PAYMENTS

- 23.1. 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 22.2

24. MAJOR OBLIGATIONS TO THE GUILD

- 24.1. The Club shall comply with the Regulation of the Guild, the Rules of Societies Council, and all other provisions enrolled upon the Guild Statutes book.
- 24.2. 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.

25. EXPULSION OF MEMBERS

- 25.1. 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.
- 25.2. 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.

26. AVAILABILITY OF CONSTITUTION

- 26.1. The Committee shall make the Constitution available on request to all Members

27. INTERPRETATION

- 27.1. Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council or 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.

28. AMENDMENT OF THIS CONSTITUTION

- 28.1. 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 Secretary a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards forthwith.
 - 28.1.1. 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.
 - 28.1.2. The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.
 - 28.1.3. The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.
- 28.2. This Constitution may be amended at a meeting of The Committee, where at least 3 Executive Office Bearers are present, to correct any spelling, grammatical or numbering errors, where such a change does not affect the meaning and interpretation of the document.
 - 28.2.1. Such an amendment shall require a two thirds vote.