

The University of Western  
Australia



Science Union  
Constitution

# 06/10/22

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## 1.0 Name

### 1.1 Name

The name of the Society shall be "The University of Western Australia Science Union", hereinafter referred to as Science Union.

### 1.2 The Council

The elected and appointed Members of the Science Union Committee shall hereafter be referred to as the 'Council'.

### 1.3 Logo

The Science Union shall have the yellow on black "Pascal's Triangle" as its logo.

### 1.4 Use of Science Union Logo and Name

The use of Science Union's Logo and Name will be used with express authority from the Executive.

### 1.5 Science Union Mascot

The internet sensation, Bingus the hairless sphynx, is to henceforth be considered Science Union's Official Mascot.

## 2.0 Composition

### 2.1 Faculty

Science Union shall be a coordinated body of students and subsidiary and affiliated clubs from the various schools and departments within the Faculty of Science.

**2.2 Affiliated Clubs** The following clubs may be affiliated with the Science Union:

- i. Woolnough Society
- ii. University Physics Society (UPS)
- iii. UWA Psychology Society (PsySoc)
- iv. Students of Natural and Agricultural Science (SNAGS)
- v. Zoology Club
- vi. Physical Education Students Association (PESA)
- vii. Health Students Society
- viii. UWA Mathematics Union
- xi. CHeMnBiO Club

### **2.3 Subsidiary Clubs**

The listed subsidiaries are affiliated branches of Science Union:

- i. Science Union Physiology, Human Biology and Anatomy Club (P.H.A.C.)
- Subsidiary clubs exist for the benefit of Science Union, Science at the University and their respective Schools. Subsidiaries clubs must assist the Science Union Executive in their obligations under the *Associations Incorporation Act 1987* with respect to their subsidiary.

Subsidiary clubs must meet certain obligations to Science Union during each University year. Subsidiary clubs must negotiate an obligation agreement with the Science Union each year, which must be finalised by the end of the first fortnight of semester one. In the case of ambiguity, interpretation of these obligations is by the Executive Council of Science Union. Subject to this constitution, subsidiary clubs have the power to make rules for their own governance.

#### **2.2.1 Other Clubs**

Other Clubs may be affiliated with the Science Union, subject to the approval of the Council.

#### **2.2.2 Science Clubs**

Hereinafter, "Science Clubs" shall refer to the departmental clubs and other clubs affiliated under Clause 2.2.

### **3.0 Objects**

#### **3.1 Ideals & Interests**

To further the ideals of Science and the promotion of Science at the student level, to promote the interests of Science students to the University and to cater for science students in social, education, welfare, equity and careers contexts.

#### **3.2 Relationship with Faculty**

To promote a strong working relationship with the University of Western Australia's Faculty of Science for the benefit of the students it represents.

#### **3.3 Co-ordination**

To co-ordinate the activities of the affiliated Science Clubs.

#### **3.4 Social Activities**

To conduct social activities for the benefit of its Members.

#### **3.5 Education Activities**

To conduct education activities for the benefit of its Members.

#### **3.6 Careers Activities**

To conduct prospective careers activities for the benefit of its Members.

#### **3.7 Welfare Activities**

To conduct welfare activities for the benefit of its Members and the community.

#### **3.8 Property and Income**

The income raised and property purchased for the Science Union shall be applied towards the objects of the Science Union and no part of that property or income may be distributed to Members except in good faith in the promotion of those objects.

#### **3.9 Inter-Faculty**

To participate in inter-Faculty sporting competitions, and any other similar functions.

**3.10 Other Things** To do all other things such as may be necessary for the benefit of the Science Union.

## **4.0 Membership**

### **4.1 Nature**

Science Union Membership shall consist of Ordinary Members, Associate Financial Members, Financial Members, Honorary Members and Honorary Life Members, as hereinafter defined.

### **4.2 Ordinary Members**

Ordinary Members shall be all students enrolled in a Faculty of Science unit at the University of Western Australia by the Academic Census Date of the relevant year of membership.

### **4.3 Financial Members**

Financial Members shall meet all requirements for Ordinary Membership per clause 4.2, with the addition of having a paid subscription per Clause 5.2.

### **4.4 Associate Financial Members**

Associate Financial Members shall be all UWA students who do not meet the requirements of Ordinary Membership outlined in Clause 4.2, but who have paid the subscription fee per Clause 5.2.

### **4.5 Honorary Members**

Honorary Members may be elected by Science Union Council for a period of not less than one year.

#### **4.5.1 Dean as an Honorary Member**

The Dean of the Faculty of Science shall automatically be an Honorary member of the Science Union, unless they indicate that they do not wish to accept such a position.

#### **4.6 Honorary Life Members**

Honorary Life Members may be elected by a 2/3 majority of the Members present at a *General Meeting* of the Science Union.

##### **4.6.1 Honorary Life Membership to Presidents**

Any President who has completed their term is automatically eligible for Honorary Life Membership, subject to approval at a *General Meeting*.

##### **4.6.2 Honorary Member's Privileges**

Honorary Members and Honorary Life Members shall enjoy all the privileges available to Associate Financial Members.

#### **4.7 Part-time Members**

Any member of Science Union may join any departmental club if they so desire.

#### **4.8 Removal of Honorary Life Members**

The Council reserves the right to remove any person from the position of Life Member or Honorary Member through the same means by which they remove a regular committee member.

### **5.0 Subscription**

#### **5.1 Ordinary Members**

The annual subscription for Ordinary Membership to the Science Union will be NIL.

#### **5.2 Financial and Associate Financial Members**

The annual subscription for Financial or Associate Financial Membership of the Science Union will be decided by the Council at the beginning of each year with the minimum being AU\$5.

## 6.0 Office-bearers and Council

### 6.1 Business

The business of Science Union shall be conducted by a Council, which shall consist of:

- i. President
- ii. The Immediate Past President
- iii. Vice-President (Education)
- iv. Vice-President (External Affairs)
- v. Vice-President (Social)
- vi. Vice-President (Welfare)
- vii. Vice-President (Marketing)
- viii. Secretary
- ix. Treasurer
- x. Media Officer
- xi. A minimum of six (6) First Year Representatives
- xii. Welfare Officer
- xiii. Two (2) sports coordinators, identifying as Female or gender-diverse & Male or gender-diverse
- xiv. Graphical Promotions Officer
- xv. Sponsorship Officer
- xvi. Volunteering Coordinator
- xvii. International Student Representative
- xviii. Postgraduate Representative
- xix. Up to two (2) Education Officer(s)
- xx. Up to two (2) Social Officer(s)
- xxi. External Affairs Officer
- xxii. Marketing Officer
- xxiii. Orientation Coordinator
- xxiv. Chairs of Subsidiary clubs and invited Past Science Union Presidents as ex-officio Members
- xxv. Co-opted Members as required

#### 6.1.1 Executive

The Executive shall consist of the President, the Vice President (Education), the Vice President (External Affairs), the Vice President (Social), the Vice President (Welfare), the Vice President (Marketing), the Secretary and the Treasurer.

### **6.1.2 Casting Vote**

The President (or President nominated Chair) shall have casting vote at Council Meetings.

## **6.2 Eligibility for Holding Office**

### **6.2.1 Office Membership**

Only Ordinary Members of the Science Union per Clause 4.2, shall be eligible for accepting positions on Council outlined in Clause 6.1, at the exclusion of position ii., The Immediate Past-President.

### **6.2.2 Ex-officio Members**

Only Ordinary Members of the relevant subsidiary club and invited Past Presidents shall be eligible to hold positions as ex-officio Members.

### **6.2.3 Multiple Office**

More than one Council position may be held by the same member of Science Union concurrently, subject to Clause 6.2.4.

### **6.2.4 Multiple Executive Office**

Not more than one Executive position shall be held by a member of Science Union concurrently.

## **7.0 Election of Officers**

### **7.1 Elections**

#### **7.1.1 Council**

All positions on Council, excepting (ii), (x), (xi), (xiv), (xv), (xvi), (xvii), (xviii), (xxiii), (xxiv) and (xxv) shall be filled at the Annual General Meeting (Election) to be held during the second semester of the preceding year.



#### **7.1.1.1 Equal Appointment**

Only one (1) of the available two (2) positions for both (xix) and (xx) shall be filled by election. The remaining two (2) positions may be filled by appointment, as described by Clause 7.2.

#### **7.1.2 First-Year Representatives**

The minimum of six First Year Representatives shall be elected at a General Meeting at the start of the year.

#### **7.1.3 By-Elections**

By-Elections may be held at any time to fill positions vacant under Clause 7.1.1 and Clause 7.2.

#### **7.1.4 President**

In order to be eligible to run for President that person must have held a position on the Science Union Council previously.

### **7.2 Appointment to Office**

#### **7.2.1 Positions for Appointment**

The positions that shall be appointed to office are (x), (xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx), (xxiii), (xxiv), (xxv) and any vacancies.

#### **7.2.2 Appointment**

Members who wish to be appointed to office must nominate as outlined in Clause 7.3.2. The Executive shall decide who, out of the applicants, is to be appointed to the position. This decision is final, and the Secretary must notify all applicants of the outcome of this decision within one working week.

#### **7.2.3 Time of Appointment**

Appointments shall be made on or after the date of Council handover subject to Clause 7.5.

### **7.3 Nominations**

### **7.3.1 For Election**

#### **7.3.1.1 Time**

The Council shall specify a closing date for nominations not less than 7 days before the election and shall call for nominations not less than 7 days from the close of nominations.

#### **7.3.1.2 Proposal**

A candidate for the elections shall be nominated by a Proposer and a Secunder. The candidate shall signify their assent.

#### **7.3.1.3 Proposer & Secunder**

The Proposer and Secunder shall be at least Ordinary Members of Science Union.

**7.3.1.4 Form Nominations** shall be submitted in writing in a form determined previously by the Council. Other such nominations will be deemed invalid.

### **7.3.2 For Appointment**

#### **7.3.2.1 Time**

The Council shall call for applicants at least one week before the Annual General Meeting.

#### **7.3.2.2 Application**

Applications shall be submitted in writing in a form previously determined by the Council. Other such applications will be deemed invalid.

## **7.4 Voting**

### **7.4.1 Council Duties**

The Council shall determine the date of all elections, subject to Clauses 7.1.1, 7.1.2 and 7.1.3.

#### **7.4.2 Voting**

Voting shall be by equal representation as defined in the Guild of Undergraduates regulations.

#### **7.4.3 Returning Officers**

The Council shall appoint a minimum of three returning officers who are ineligible to vote in the election and who are not candidates for positions in the elections.

#### **7.4.4. Eligibility**

All students who are currently undertaking a minimum of one Faculty of Science unit are eligible to vote in the Science Union elections

### **7.5 Other Positions**

#### **7.5.1 Club Delegates**

The Club delegates shall be appointed by the affiliated Clubs before the end of the previous academic year to act as observers at public Council Meetings.

#### **7.5.2 Presidents Forum**

The Club Presidents shall be appointed by the affiliated and subsidiary clubs immediately subsequent to any Council handover involving the Presidential position or Education Vice-president position. These representatives may sit on Science Union Council as Ex-Officio School Representatives. Their invitation to Science Union Council Meetings will be made at the discretion of the President and Education Vice-president of Science Union.

##### **7.5.2.1 President Forum Obligations**

All Members of the President Forum are obliged to attend one meeting per semester, as well as maintain up to date communication via circular at the end of every academic month. This should include a minimum of one public communication, by

convention consisting of an email, Facebook announcement, or other communication deemed appropriate by the President. These communications should update all members of the Forum on the issues arising (or lack thereof) across all relevant councils; including but not limited to Meetings of School and Boards of Study.

#### **7.5.2.2 Failure to meet President Forum Obligations.**

In the event that a representative of the President Forum fails to meet outlines of 7.4.2.1 a decision may be made at the next Presidents Forum meeting to determine whether another School Representative must be elected or there is sufficient reasoning for an allowance to the failure.

#### **7.6 Assumption**

The Council shall take office on the first day of December in the year in which the Annual General Meeting is held.

#### **7.7 Election Regulations**

Subject to this Constitution, ballots shall be conducted in accordance with such Election Regulations as the Council may provide.

### **8.0 Powers and Duties of the Council**

#### **8.1 Power**

Subject to this Constitution, the Council shall have absolute power to administer and delegate its authority to administer the affairs of Science Union, and to control the affairs of the affiliated and subsidiary Science Clubs.

#### **8.2 Responsibility for Clubs**

##### **8.2.1 Censure**

The Council shall have the power to censure any affiliated or subsidiary club, subject to Clause 11, provided that such a censure is supported by a 2/3 majority at a Council Meeting.

#### **8.2.2 Club Constitution Alteration**

No subsidiary Science Club Constitution or alteration to Constitution shall become effective until it has been approved by Science Union Council.

### **8.3 Sub-Committee**

The Council has the power to appoint Sub-Committees, if deemed necessary, and to delegate powers that will enable Sub-Committees to enhance the Science Union's operation.

#### **8.3.1 Secretary**

The Secretary shall be an ex-officio member of all Sub-Committees.

8.3.2 The following subcommittees can be implemented by the council:

##### **8.3.2.1 Education Sub-committee**

The Education Sub-committee will operate under the guidance of the Education portfolio.

##### **8.3.2.2 Industries Sub-committee**

The Industries Sub-committee shall operate under the guidance of the External Affairs portfolio.

##### **8.3.2.3 Equity and Diversity Sub-committee**

The Equity and Diversity Sub-committee shall operate under the guidance of the Welfare portfolio

##### **8.3.2.4 Social Sub-Committee**

The Social Sub-committee shall operate under the guidance of the Social portfolio.

### **8.3.3 Implementation**

The following sub-committee roles can be implemented:

#### **8.3.3.1 Vice-Presidents**

Vice-Presidents will fulfil the role of the Sub-committee Chair, with the responsibility of directing the Sub-Committee

#### **8.3.3.2 Officers**

Portfolio officers will fulfil the role of the Sub-committee ViceChairs. Responsibilities can include assisting the Chair in directing the Sub-committee, alongside secretarial and/or treasurer roles.

#### **8.3.3.3 General**

General Sub-Committee members can consist of defined or general positions

## **8.4 By-Laws**

### **8.4.1 Creation**

The Council shall have the power to make such By-Laws as may be necessary for the management of Science Union, provided that they are consistent with this constitution.

### **8.4.2 Alteration**

Any alteration to the By-Laws may be made at a Meeting of the Council provided that notice of motion has been given at least one week prior to the meeting.

### **8.4.3 Availability**

Any and all By-Laws shall be made publicly available via social media, email or website within 1 week of being confirmed by the council

## **8.5 Duties of Councillors**

### **8.5.1 President**

The President shall preside at all Meetings of Science Union, and shall be the senior Executive Officer. The President's principle duty shall be to direct the activities of Science Union in order to fulfil the stated aims of the Science Union.

### **8.5.2 Vice-Presidents**

The Vice-Presidents shall assist the President, particularly in regard to social, careers, student welfare and education activities of the Science Union.

### **8.5.3 Secretary**

The duties of the Secretary shall be:

#### **8.5.3.1 Call Meetings**

To call meetings as required under Clause 9.

#### **8.5.3.2 Minute Book**

To attend all meetings of the Science Union, and to keep a record of these in the Minute Book or in an equivalent electronic format.

#### **8.5.3.3 Correlate**

To correlate the activities of the affiliated Science Clubs.

#### **8.5.3.4 Membership Roll**

To keep a correct roll of Financial Membership of Science Union.

#### **8.5.3.5 Correspondence**

To conduct Correspondence, and to take charge of all documents and papers belonging to the Science Union.

#### **8.5.3.6 Notification of Delegates**

To notify the secretary of Societies Council and Education Council of the names of the delegate and deputy delegate to Societies Council and Education Council at least two weeks before the first meeting of Societies Council and Education Council in each year.

#### **8.5.3.7 Other**

To perform all other secretarial work necessary for carrying out the objects of the Science Union.

### **8.5.4 Treasurer**

The duties of the Treasurer shall be:

#### **8.5.4.1 Receipt**

To receive all accounts due to Science Union and to pay the same into the accounts of the bank with which Science Union holds its general account.

#### **8.5.4.2 Distribution**

To distribute funds to the affiliated Clubs, as under Clause 10.3.2.

##### **8.5.4.2.1 Subsidiary Clubs**

Refer to Clause 10.3.2.1.

##### **8.5.4.2.2 Affiliated Clubs**

Refer to Clause 10.3.2.

#### **8.5.4.3 Pay**

To pay all accounts payable by Science Union.

#### **8.5.4.4 Report**

To present a Financial report at Council Meetings, and to produce there at the books of Science Union written up to date.

#### **8.5.4.5 Statement**



To produce at the Annual General Meeting a statement of Receipts, Income and Expenditure, a Revenue account for the Financial year corresponding to that of the Guild, and a balance sheet showing assets and liabilities of Science Union at the same date.

#### **8.5.4.6 Audit**

To 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 require.

#### **8.5.5 Vice President (Education)**

The Vice President (Education) shall be responsible for the organisation of such activities that enhance the science education experience as the Council directs

#### **8.5.6 Vice President (External Affairs)**

The Vice President (External Affairs) shall be responsible for the organisation of interactions of the Science Union with groups external to the University and activities that concern careers and networking.

#### **8.5.7 Vice-President (Social)**

The Vice President (Social) shall be responsible for the organisation of social activities that promote student interaction as the Council directs.

#### **8.5.8 Vice-President (Welfare)**

The Vice President (Welfare) shall be responsible for the organisation of such student welfare, equity and mental health activities and initiatives as the Council directs.

#### **8.5.9 Vice-President (Marketing)**

The Vice President (Marketing) shall be responsible for the organisation of marketing for all science union events.

#### **8.5.10 Graphical Promotions Officer**

Prepare the posters, banners or other advertising material to be displayed around campus as well as any images to be included with online advertising.

#### **8.5.11 Media Officer**

Manage all media of Science Union under the direction of the Council and manage all online publications of Science Union under the direction of the Council including the website, Facebook page, Facebook events and Instagram account.

#### **8.5.12 Sports Coordinators**

To manage teams for inter-faculty sports as well as communicate mental health activities with the Welfare Officer and the Guild under the direction of the Council.

#### **8.5.13 First Year Representatives**

Represent the first-year science cohort and perform all unallocated duties to be performed under the direction of the Council

#### **8.5.14 Sponsorship Officer**

Communicate and maintain good faith with all of Science Union's corporate and Financial sponsors.

#### **8.5.15 Volunteering Coordinator**

Manage and coordinate all volunteering and charitable initiatives and activities run by Science Union under the direction of the Council.

#### **8.5.16 Education Officer(s)**

Assist the Vice-President (Education) and perform any unallocated duties pertaining to education under the direction of the Council.

#### **8.5.17 Social Officer(s)**

Assist the Vice-President (Social) and perform any unallocated duties pertaining to social activities under the direction of the Council.

#### **8.5.18 Welfare Officer**

Assist the Vice-President (Welfare) and perform any unallocated duties pertaining to welfare under the direction of the Council.

#### **8.5.19 External Affairs Officer**

Assist the Vice-President (Careers) and perform any unallocated duties pertaining to careers under the direction of the Council.

#### **8.5.20 Marketing Officer**

Assist the Vice-President (Marketing) and perform any unallocated duties pertaining to marketing under the direction of the Council.

#### **8.5.21 Orientation Coordinator**

Manage and Coordinate all orientation events and activities under the direction of Council.

#### **8.5.22 Postgraduate Student Representative**

Assist the Vice-President (Education) with any unallocated duties pertaining to postgraduate studies under the direction of the Council.

#### **8.5.23 International Student Representative**

Assist the Vice-President (Education) and be responsible for organising international student events.

#### **8.5.24 Councillors**

Councillors whose duties are not defined may be required to perform duties as directed by the Council.

### **8.6 Executive**

When a full Meeting of the Council is impracticable, the affairs of Science Union shall be administered by the Executive.

#### **8.6.1 Business Report**

Such business shall be reported to the next Meeting of the Council or as deemed as necessary by the Executive.

## **8.7 Resignation of Council Members**

### **8.7.1 Notice**

Any Councillor wishing to resign shall submit notice of their intention in writing to the Council.

### **8.7.2 Absence**

Any Councillor being absent from two successive meetings of the Council without giving the Council a satisfactory reason for their absence or prior apology shall be deemed to have vacated their position, and the Secretary shall notify them to that effect.

### **8.7.3 President Resigns**

In the event of the President resigning, their place shall be taken by one of the other Members of the Executive, until such time as the vacancy is filled as under Clause 8.7.4.

### **8.7.4 First Semester Executive Vacancy**

Any Executive vacancy which occurs in the elected positions on the Council shall be filled by a By-Election, to be held within three weeks of the vacancy occurring.

#### **8.7.4.1 By-Election**

The By-Election to be held under Clause 8.7.4, is to consist of a Council Meeting for which a minimum quorum of 15 Councillors must be present, with at least 4 of those Councillors being Executive Members. A Council majority must be achieved by preferential ballot of those present and voting per the current electoral regulations for appointment to office. This must also include a minimum of one (1) Returning Officer.

### **8.7.5 Second Semester Executive Vacancies**

Where Executive vacancies occur on or after the last day of the first semester, such By-Elections shall not be held and the vacancy may be filled by appointment. A 2/3 majority must be achieved in a Council Meeting for appointment to office.

### **8.7.6 Vacancy in Other Positions**

Any vacancy which occurs in positions other than the Executive on the Council shall be filled by a Council member or by appointment of a new member to Council. A 2/3 majority must be achieved in a Council Meeting to allow for either of these options.

### **8.7.7 Total Resignation**

In the event of all the elected Members of the Council resigning, the President of the Guild shall be empowered to call an election to fill the vacancies.

### **8.7.8 Dereliction**

A Councillor, who, in the opinion of the Council, has not discharged their duty, shall be asked to resign within seven days. A 2/3 Executive and Council majority is required to force the resignation.

#### **8.7.8.1 Forced Resignation**

If the Councillor in question has not resigned within seven (7) days they shall be deemed to have vacated their position and shall be notified to that effect.

## **9.0 Meetings**

### **9.1 General Meeting**

#### **9.1.1 Time**

The *General Meeting* shall be held in the first semester of the academic year.

### **9.1.2 Agenda**

The agenda for the *General Meeting* shall be:

- i. Minutes of the previous *General Meeting*.
- ii. Business arising from the minutes.
- iii. President's report on Science Union activities since the last *General Meeting* and business arising from this report.
- iv. Election of First Year Representatives v. Any items for Discussion

## **9.2 Annual General Meeting**

### **9.2.1 Time**

The *Annual General Meeting* shall be held in the second semester in which the *General Elections* will take place.

### **9.2.2 Agenda**

The agenda for the *Annual General Meeting* shall be:

- i. Treasurer's report and business arising.
- ii. Presidential Report iii. Special Business, and other business of which notice has been given. iv. Any *General Business*.

#### **9.2.2.1 President's Report**

At the second semester *Annual General Meeting*, the President shall present a report on the activities of Science Union for that year.

#### **9.2.2.2 Election Speeches**

At the second semester *Annual General Meeting*, candidates who are nominated for elections taking place in that year will be allowed to give a short speech. For Presidential candidate positions this may extend for a maximum of 4 minutes. For Executive position other

than the president, this may extend for a maximum of 2 minutes. For all other positions, this may extend for a maximum of 1 minute (refer to Electoral Regulations)

### **9.2.3 Notice**

The Secretary shall give notice at least one week before any *General Meeting* specifying the time, place and agenda thereof.

### **9.2.4 Quorum**

A minimum of eight Council Members including at least two Members of the Executive and 10% of the Financial Members (or thirty people - whichever is smaller) shall constitute a quorum at a *General Meeting*.

#### **9.2.4.1 Waiting for Quorum**

Unless a quorum is present within fifteen minutes of the time set for the commencement of the *Meeting*, the Members present shall move into *Committee of the Whole*.

#### **9.2.4.2 Ratification of Committee of the Whole**

The Resolutions passed by the *Committee of the Whole* shall be deemed to have been passed by a *General Meeting* if the minutes of the *Committee's Meeting* are accepted at the following *General Meeting* whether a quorum be present or not.

## **9.3 Special General Meeting**

### **9.3.1 Council Call**

The Council may at any time call a *Special General Meeting*.

### **9.3.2 Member's Requisition**

A *Special General Meeting* shall be called by the Secretary on the request in writing of thirty Ordinary Members of Science Union.

#### **9.3.2.1 Venue**

Such a meeting shall be held within two weeks of the request at a time and place to be determined by the Secretary.

#### **9.3.2.1.1 Forced Venue**

In the event of the Secretary failing to call the meeting within this time, then any of the requisitioners may do so.

#### **9.3.2.2 Business**

All requests for a *Special General Meeting* shall specify the business for which such a meeting is called, and no other business shall be discussed. **9.3.2.3 Quorum**

Should a quorum as under Clause 9.2.4 not be present within fifteen minutes of the time set for the commencement of the meeting, the meeting shall proceed according to Clause 9.2.4.1.

### **9.4 Council Meetings**

#### **9.4.1 Time**

The Council shall meet at least twice in every semester and at other times as necessary.

#### **9.4.2 Agenda**

The agenda for Council Meetings shall be:

- i. Minutes of the previous Council Meeting
- ii. Business arising from the minutes
- iii. Treasurer's report and business arising
- iv. Special Business
- v. General Business

#### **9.4.3 Notice**

At least three days' notice of all Council Meetings shall be given.



#### **9.4.4 Quorum**

Eight Members of the Council with at least two being Members of the Executive shall constitute a quorum.

#### **9.4.5 Observers**

Any Members of Science Union may attend as non-voting observers unless the meeting is deemed to be private by the Council.

### **9.5 Meeting Procedure**

#### **9.5.1 General Meeting Standing Orders**

The General Meeting Standing Orders will be the same as those used in Guild Council.

#### **9.5.2 Council Standing Orders**

Subject to this Constitution and any By-Laws, all Council Meetings shall be conducted according to the Standing Rules and Orders of the Senate.

#### **9.5.3 Chair**

At all Meetings of Science Union or Council, the Chair shall be taken by the President, or in their absence or unwillingness to act, by the Vice-Presidents, Treasurer or Secretary in that order.

##### **9.5.3.1 Election**

In the event of all the above being absent or unwilling to act, the Meeting shall elect a chairman.

#### **9.5.4 Casting Vote**

The Chairman shall have the prerogative of a casting vote.

#### **9.5.5 Voting**

Any Financial member of Science Union may vote at a General Meeting.

#### **9.5.6 Passage**

All motions shall require only a simple majority to be passed, subject to Clauses 4.6 and 14.1.

#### **9.5.7 Proxy**

Proxy votes may be received in writing by Council Meeting, subject to the approval of the Council.

#### **9.5.8 Committee of the Whole**

Subject to this Constitution, meetings of the Committee of the Whole shall be conducted according to the relevant section of the Standing Orders of the Guild.

#### **9.6 Council Not Bound**

The decisions of a *General Meeting* or a *Special General Meeting* shall not be binding on the Council, but such decisions shall be discussed at the next Meeting of the Council.

### **10.0 Finance**

#### **10.1. Banking**

##### **10.1.1. Bank Account**

There shall be at least one (1) account held with a Financial institution approved by the Executive.

##### **10.1.2. Funds**

The funds of Science Union shall be deposited with this Financial institution, or invested in a form approved by the Council.

##### **10.1.3. Account**

Title All accounts shall be styled "The University of Western Australia Science Union" or similar, as approved by the Executive.

#### **10.1.4. General Account**

The General Account shall be the working account used for the normal Financial activities of Science Union.

#### **10.1.5. Additional Account**

Additional accounts may be opened with the approval of the Council.

#### **10.1.6. Account Responsibility**

The Treasurer shall hold responsibility for actively maintaining all Financial accounts held by Science Union, subject to Clause 10.1.6.1.

##### **10.1.6.1. Equal Authority**

Both the President and Treasurer shall hold equal authority on all bank account(s) for the duration of their term.

### **10.2. Distribution of Science Union Funds**

#### **10.2.1. Budget**

##### **10.2.1.1. Annual Budget**

The annual budget for a given calendar year shall be drawn up by the Executive and approved at the first Council Meeting in that year. The approved budget shall be submitted to the appropriate Guild agencies as required.

##### **10.2.1.2. Annual Budget Copy**

A copy of the approved budget shall be made freely available to Members no less than three (3) days prior to the General Meeting.

#### **10.2.2. Distribution of Funds to Affiliated Clubs**

##### **10.2.2.1. Distribution of Funds**

Science Union may distribute funds to affiliated and subsidiary clubs with the approval of the Council.

#### 10.2.2.1.1. **Grant Application**

Each grant application shall be considered individually on its merits. No approved grant shall create a binding precedent.

#### 10.2.2.1.2. **Grant Eligibility**

No affiliated club shall be eligible to receive a grant unless:

- a. A current copy of the constitution of the club is held by the Secretary;
- b. A list of the names and contact details of the current Executive of the club and a list of all Financial Members (as per Clause 5.2) is held by the Secretary;
- c. A representative of the club has attended the Council Meeting at which the grant is being considered; and
- d. A representative of the club has attended at least two-thirds (2/3) of required Council Meetings in that calendar year.

#### 10.2.2.1.3 **Grant Reasoning**

Grant applications may be made for the following items:

- a. Education events.
- b. Networking and careers events.
- c. Educational or academic publications.
- d. Other special projects that significantly benefit the students that the club supports.
- e. Other activities necessary for the club to meet its obligations to Science Union.

#### 10.2.2.1.4. **Grant Application Process**

Grant applications shall comprise submission of a Grant Application to the Science Union Treasurer, including

supporting documentation (such as receipts and an event budget forecast) pertaining to that grant.

#### **10.2.2.1.5. Grant Approval**

Approval of all grants shall be at the discretion of the Council following recommendation for approval by the Treasurer.

### **10.2.3. Distribution of Funds to Council Members**

**10.2.3.1. Reimbursement Funds** may be distributed to Council Members as reimbursement for expenses incurred in carrying out the business of Science Union as directed by the Executive.

#### **10.2.3.2. Reimbursement Proof**

No reimbursement shall be made without adequate supporting documentation, including original receipts and invoices, being submitted to the Treasurer.

## **11.0 Disciplinary Powers of the Council**

### **11.1 Action**

The Council shall have the power to take disciplinary action against any member of the Science Union or any affiliated or subsidiary club for contravention of any regulations set down in this Constitution, the By-Laws or for interfering or obstruction of Science Union business.

### **11.2 Form**

Such action may include the suspension or cancellation of Membership or positions held within the Council, blacklisting from Science Union functions, events and affiliated clubs, legal action or as otherwise upheld by Societies

Council, The Guild of Undergraduates, University Security, The Police or the University of Western Australia Disciplinary Board.

### **11.3 Appeal**

Members or affiliated Clubs against whom disciplinary action is taken shall have the right of appeal to a *General Meeting* of the Science Union.

### **11.4 Liability**

Any member committing an offence causing Science Union to be liable to disciplinary action shall be liable to disciplinary action.

#### **11.4.1. Agreement**

At the commencement of your time in office, you agree with the policies outlined in the *Guild Code of Conduct*. Failure to do so will warrant removal of your position with Science Union.

#### **11.4.2 Sexual Misconduct**

The Council shall implement a sexual misconduct policy/action plan that protects members against such instances, both internal and external to Science Union.

##### **11.4.2.1 Referral**

Science shall refer any individual who is subjected to such incidents to the police and/or the Sexual Assault Referral Centre (SARC)

## **12.0 Obligations to the Guild**

### **12.1 Major**

Subject to the approval by the Science Union Council, Science Union shall be subject to all major obligations to the Guild, Education Council and Societies

Council, as required under *Guild, Education and Societies Council Regulations and By-Laws*, and officers and Members shall be liable in the event of non-compliance therewith.

### **13.0 Interpretation**

#### **13.1 Executive's Power**

Subject to any provisions set down in the *Guild Statute Book* and to any resolution passed by *Guild Council, Education Council or Societies Council*, the Executive shall have the sole power to interpret this constitution and any *By-Laws*.

### **14.0 Alterations to Constitutions**

#### **14.1 Approval**

Any alterations or additions to the *Constitution* shall be approved by a 2/3 majority at any *General Meeting*.

#### **14.2 Notice**

The form or document in which proposed alterations or additions to the constitution can be submitted, must be released by the *Secretary* no less than 7 days prior to the *Special General Meeting*.

#### **14.3 Amendment**

All proposals for addition or alteration to the constitution, must be submitted in writing to the *Secretary* no less than 24 hours before the starting time of the *Special General Meeting*. Therefore, no untabled motion shall be raised at the meeting.

### **15.0 Availability of Constitution**

#### **15.1 To Members**

The Council shall make available to all Members copies of this Constitution.

--- End of constitution ---