

## **1. NAME**

The name of the Club is Women in Engineering and Mathematical Sciences UWA. Hereinafter referred to as the “Club” or “WiEMS UWA”.

## **2. AIMS AND OBJECTIVES**

2.1 The aims and objectives of the Club are:

2.1.1 Networking - To connect women studying Engineering and Mathematical Sciences with industry.

2.1.2 Social - To create a diverse and supportive community for women throughout their university studies.

2.1.3 Vision - The Club hopes to create an inclusive culture for women in the field of Engineering and Mathematical Sciences.

2.2 The community that the Club aims to create is for all cisgender and transgender women, as well as non-binary people comfortable in spaces that centres on the experiences of women.

2.3. The Club aims to encourage all genders to help the Club achieve its vision.

## **3. ATTAINING AIMS AND OBJECTIVES**

The Club shall be empowered to do all things necessary for the attainment of the aims and objectives of the Club. In doing so, the Club will adhere to all University of Western Australia’s (the “University”) policies and procedural guidelines at no time bringing the university into disrepute.

## **4. POWERS OF THE CLUB**

4.1 To acquire, hold, deal with, and dispose of any real or personal property.

4.2 To open and operate bank accounts.

4.3 Accept donations and gifts in accordance with the objects of the Club.

4.4 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club.

4.5 Provide gifts and prizes in accordance with the objects of the Club.

4.6 Organize social events for members and the promotion of the Club; and

4.7 To enter into any other contract the Club considers necessary or desirable.

## **5. MEMBERSHIP**

5.1 Membership shall be open to any person who wishes to further the interests of the Club.

5.2 Each person admitted to membership shall be:

- a) Bound by the Constitution and By - laws of the Club
- b) Come liable for such fees and subscriptions as may be fixed by the Club
- c) Entitled to all advantages and privileges of membership.

5.3 Membership Categories:

5.3.1 Ordinary Member

Any student of the university who is a financial member of the Club is entitled to enjoy the privileges of the Club.

### 5.3.2 Affiliate Member

Any person, other than a student of the university, who is a financial member of the Club is entitled to hold any office and enjoy the privileges of the Club.

5.4 The Executive Committee shall appoint a member of the Executive Committee to maintain an up to date register of members of the Club.

## 6. TERMINATION OF MEMBERSHIP

6.1 Any person's membership may be terminated by the following events:

6.1.1 Resignation

6.1.2 Expulsion

6.1.3 Termination of study

6.2 The Executive Committee shall have the power to suspend or expel any member of the Club for:

6.2.1 Breach of any rule, regulation or by - law of the Club and

6.2.2 By any act detrimental to the Club or the university, after having undertaken due inquiry.

6.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a general meeting called for such purpose, and the decision of the general meeting shall be final. See Item 7.9.

## 7. EXECUTIVE COMMITTEE

7.1 Management of the Club shall be vested in the Executive Committee, "The Executive".

7.1.1 Executive Advisor

7.1.2 President

7.1.3 Vice President - External

7.1.4 Vice President - Internal

7.1.5 Secretary

7.1.6 Treasurer

7.1.7 Marketing Director

7.2 The Higher Executive will consist of the President and Vice President.

7.3 Election will be conducted through a preferential ballot for each office in the order shown above.

7.4 Candidates for the election are or have been WiEMS Committee or Executive Committee members, otherwise special circumstances should be discussed in a meeting.

7.5 In the event that there is more than one candidate running for the aforementioned roles, each of the running candidates must deliver a presentation outlining their motives and vision for the upcoming year.

7.6 No person shall hold more than one position on the Executive Committee at any one time, otherwise special circumstances should be discussed in a meeting.

7.7 A quorum of the Executive Committee shall be half of its Executive Committee plus one.

7.8 If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

7.9 A member of the Executive Committee may lose their seat on the Committee, where in the opinion of at least three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:

- a) Absence from three or more meetings without appropriate prior notice
- b) Consistently failed to satisfactorily uphold their duties and responsibilities of their elected position
- c) Acted in a manner which negatively reflects the aims and objectives of the Club
- d) Been given at least seven days before the notice of the Committee Meeting; and
- e) Been afforded the opportunity to be present and speak at the Committee Meeting.

## **8. THE COMMITTEE**

8.1 The Committee should consist of appointed Office Bearers and the Executive.

8.2 Their responsibilities include but are not limited to:

- a) Upholding the values of the Club
- b) Promoting the Club and its vision and mission
- c) Actively participating in meetings
- d) Assisting the Executive Committee in their Club endeavors where directed
- e) Assisting in event logistics
- f) Assisting in the set up and pack up of Club activities and events
- g) Participating in Club activities and events.

8.3 A member of the Committee may lose their seat on the Committee, where in the opinion of at least three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:

- a) Absence from three or more meetings without appropriate prior notice
- b) Consistently failed to satisfactorily uphold their duties and responsibilities of their elected position
- c) Acted in a manner which negatively reflects the visions and aims of the Club
- d) Been given at least seven days before the notice of the Committee Meeting; and
- e) Been afforded the opportunity to be present and speak at the Committee Meeting.

## **9. EXECUTIVE ADVISOR**

9.1 The first Executive Advisor of the Club will be the first President. For subsequent years, the President is automatically ex-officio to this position in the subsequent Committee.

9.2 The general duties of the Executive Advisor shall be to:

- a) Provide mentoring and support to the current Executive Committee with regards to strategic planning and operation of the Club, with emphasis on supporting the current President
- b) Oversee the updates on Committee handover documents.

## **10. PRESIDENT**

10.1 The duties of the President shall be to:

- a) Coordinate and supervise the work of the Executive subject to the authority of the Club in General Meetings.

- b) See that all Office Bearers are conversant with the Constitution and their respective duties and responsibilities.
- c) Act as the representative of the interests of the Committee and Ordinary Members, especially to organisations and individuals outside the University community.
- d) Ensure the Club meets its purpose.
- e) Generally carry out the policy and objectives of the Club.
- f) Chair general and Executive meetings and being the Chief Spokesperson for the Club.
- g) Organize the Annual General Meeting.
- h) Facilitate events for networking and professional development.

## **11. VICE PRESIDENT**

### 11.2 VICE PRESIDENT - EXTERNAL

11.2.1 The general duties of the Vice President - External shall be to:

- a) Assist the President wherever possible in endeavors concerning the ongoing progress of WiEMS UWA
- b) Preside meetings in the absence of the President
- c) Coordinate industry and social events for students studying Engineering and Mathematical Sciences with the Executive Committee
- d) Update the Club's sponsorship proposal in accordance to current affairs
- e) Distribute the Club's sponsorship proposal to corporate bodies
- f) Liaise with the Club's corporate sponsors regarding the organisation of events for students in Engineering and Mathematical Sciences
- g) Facilitate networking events that are primarily focused on connecting students with industry.

### 11.3 VICE PRESIDENT - INTERNAL

11.3.1 The general duties of the Vice President - Internal shall be to:

- a) Assist the President wherever possible in endeavors concerning the ongoing progress of WiEMS UWA
- b) Preside meetings in the absence of the President
- c) Coordinate industry and social events for students studying Engineering and Mathematical Sciences with the Executive Committee
- d) Organize and run events that both promote student engagement and align with our Club's vision
- e) Collaborate with other Clubs and organisations on events that align with our Club's vision
- f) Assist with the organisation's recruitment of Committee members through recruitment drives and marketing collaboration
- g) Recruitment drives include but are not limited to Open Day, Club Carnival and Orientation Day
- h) Events to promote Club and vision are included as a form of indirect recruitment.

## **12. SECRETARY**

12.1 The general duties of the Secretary shall be to:

- a) Assist the President and Vice President wherever possible in endeavors concerning the ongoing progress of WiEMS UWA
- b) Maintain correspondence and ensure all office bearers attend relevant appointments
- c) Attend meetings and keep an accurate and full record of the proceedings
  - i) In the event that the Secretary is unable to attend the meeting, the proceedings shall be recorded by a member of the Higher Executive
- d) Perform other duties as requested by:
  - i) the President
  - ii) the Vice President
  - iii) the Treasurer
  - iv) the Marketing Director.

### **13. TREASURER**

13.1 The general duties of the Treasurer shall be to:

- a) Sustain the financial records of the Club and manage the handling of the Club's cash
- b) Oversee the Club's financial transactions and ensure the Club is being fiscally responsible
- c) Account for all receipts of all moneys paid to the Club and issue invoices for those moneys in the name of the Club
- d) Submit applications for grants
- e) Prepare financial statement displaying all payments and receipts from current financial year and present at the Annual General Meeting
- f) Prepare monthly financial updates or whenever requested by the Higher Executive.

### **14. MARKETING DIRECTOR**

14.1 The general duties of the Marketing Director shall be to:

- a) Be responsible for the organisation of marketing campaigns and schedules
- b) Manage consistent, regular promotion and engagement of the Club through internal and external social media channels
- c) Manage the Club website and ensure the website is updated with relevant information, as deemed appropriate by the Committee
- d) Manage the distribution and creation of Club newsletters
- e) Create or oversee the creation of relevant marketing collateral for promotional purposes
- f) Other duties related to the promotion and marketing of the Club and its vision.

### **15. DURATION OF OFFICE**

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

## **16. ANNUAL GENERAL MEETING:**

16.1 The Annual General meeting of the Club will be held in semester 2.

16.2 The President shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.

16.3 All financial members may attend the Annual General meeting.

16.4 The quorum at the Annual General meeting shall be a minimum of the Executive Committee. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there is no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.

16.5 The agenda for an Annual General meeting shall be:

- a) Opening of Meeting
- b) Apologies
- c) Presentation and adoption of Annual Report
- d) Presentation of Treasurer's statement
- e) Presentation of High Executive Candidates
- f) Election of New Executive
- g) Vote of thanks to outgoing Committee Members
- h) Notice/s of Motion
- i) Urgent general business
- j) Closure.

## **17. GENERAL MEETINGS**

17.1 General meetings may be called by the Executive Committee or at the request of the President and Secretary or on the written request of members of the Club.

17.2 The Secretary shall give at least seven days notice, in writing, of the date of the General meeting to the members. Notice of General meetings shall set out clearly the business for which the meeting has been called.

17.3 A member of the Higher Executive must be present at each General meeting.

## **18. VOTING POWERS**

18.1 Voting powers at the Annual General Meeting and General Meetings:

18.1.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

18.1.2 Each individual financial member present shall have one vote, unless they are a candidate in the election themselves.

18.1.3 At Annual General Meetings, in the event of a tied vote for a Higher Executive position, the Executive Advisor shall exercise a casting vote.

18.2 Voting powers at Executive Committee Meetings:

18.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

18.2.2 Each individual Committee member present shall have one vote.

## **19. FINANCES**

19.1 All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Executive Committee may determine.

19.2 All accounts due by the Club shall be paid by cheque, direct debit or cash after having been passed for payment at the Executive Committee Meeting and when immediate payment is necessary, accounts shall be paid and the action endorsed at the next Executive Committee Meeting.

20.3 The Treasurer shall not spend more than a set amount of petty cash without the consent of the Executive Committee, and shall keep a record of such expenditure in a Petty Cash Database.

19.4 The financial year of the Club shall commence after the UWA Guild semester 2 financial grants close.

19.5 The signatories to the Club's account/s will be the Treasurer and any one from the following;

- a) President
- b) Vice President
- c) Secretary
- d) Marketing Director

19.6 All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

## **20. ALTERATIONS TO THE CONSTITUTION AND BY-LAWS**

20.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose.

20.2 Notice of all motions to alter, repeal or add to the Constitution shall be given to members either:

- a. 14 days prior to the Annual General Meeting,
- b. 7 days prior to a General Meeting, called for that purpose.

20.2 The secretary shall forward such notices of motion to each Executive Committee member at least fourteen days prior to the Annual General Meeting or seven days prior to a General Meeting.

20.3 Alterations to the By-laws can be made only at Executive Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

20.4 Such motions, or any part thereof, shall be of no effect unless passed by at least three quarters majority (special resolution) of those present and entitled to a vote at the Annual General Meeting, general meeting or Executive Committee Meeting, as the case may be.

## **21. DISSOLUTION**

If, on the closure of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed to the UWA Student Guild, under the condition that the funds will go towards a cause that supports the WiEMS UWA vision.