

JAMES COOK UNIVERSITY STUDENT ASSOCIATION

CONSTITUTION

Cairns Engineering Society

Disclaimer

In any matters not specified in either this constitution or in regulations enacted by the Committee under this constitution; the provisions of the constitution and regulations of James Cook University Student Association shall apply.

Interpretation

1. The following terms will be used in this document.
 - (i) "Association" refers to the James Cook University Student Association.
 - (ii) "Association Council" refers to the James Cook University Student Association Council.
 - (iii) The name of the society will be Cairns Engineering Society, hereinafter called The Society.

Part I – The Club

Objects

1. The objects of The Society shall be:
 - (i) To support the objectives of the JCU Student Association.
 - (ii) To build a social community for engineering students studying at JCU Cairns campus.
 - (iii) To encourage the practice of engineering in disciplines offered on JCU Cairns campus.
 - (iv) To build industry links which will support the career development of Society members.

Eligibility of membership

2. Any person who falls into one of the categories specified in clause 4 will be eligible for membership of The Society, if the person is not currently subject to a membership revocation from the Society.

Membership categories

3. Members will be classified by the eligibility category that permits their continued membership of the Society. They will be subject to any conditions pertaining to that category and be entitled to any benefits that membership of that category offers.

Description of membership categories

4. The membership categories and their eligibility requirements are as follows:
 - (i) Undergraduate – must be currently enrolled in a Committee-approved undergraduate course at JCU Cairns campus.
 - (ii) Postgraduate – must be currently enrolled in a Committee-approved postgraduate course at JCU Cairns campus.
 - (iii) External – must be undertaking study in a Committee-approved course on another JCU campus or in an External mode of delivery.
 - (iv) Alumni – must have been a previous member classified as either undergraduate or postgraduate and no longer meet requirements to retain that membership class.
 - (v) Associate – must either: receive an invitation from the Committee to join; or, be accepted as an associate member by the Committee following a request to join.

The undergraduate and postgraduate categories shall be the only categories with voting rights.

Membership fee

5. An annual membership fee may be set at the discretion of the executive as an additional requirement for membership of The Society. The membership year shall run from 1 March and expire on the last day of February in the next year.

Part II – Management

The Executive

6. The Executive of the Society shall be comprised of:
 - (i) The president; who shall be the spokesperson for the Society and shall represent the Society whenever necessary. They will also be responsible for chairing committee meetings.

- (ii) The vice-president; who shall act as chair of a sub-committee. They will also deputise for the president, in his/her absence.
- (iii) The treasurer; who shall keep a record of all monies received, and payments made by The Society such as will permit an unqualified audit of the Society's accounts for presentation to the Annual General Meeting, and shall present financial statements and accounts to the Executive at committee meetings when necessary.
- (iv) The secretary; who shall keep accurate minutes of all Executive and Committee meetings of the Society.

The Committee

7. The Committee shall consist of the Executive in addition to other non-executive members. Two committee members shall be elected at a General Meeting. Additional members may be appointed by the Executive to ensure the efficient running of the Society. The committee will often meet to discuss operational matters of the Society.

Eligibility to be elected to the Executive

8. A member is eligible to stand for election of an executive position if they have completed at least 2 subjects of the engineering first year program at JCU and have been enrolled at JCU for more than 12 months at the time of nomination.

Election of the Executive

9. The Executive shall be elected at a General Meeting by receiving the votes of at least half quorum.

Powers of the Executive

10. The Executive shall have the power to make operational decisions without committee approval if the decision is unanimous.

Creation of Executive positions

11. New executive positions may be created by receiving votes of two-thirds of quorum at a General Meeting.

Casual vacancies

12. In the event of a casual vacancy in the Executive, a replacement must be elected at a special general meeting. An interim replacement, who must meet eligibility for election as per clause 7, may be appointed by the remaining members of the Executive at their discretion.

Caretaker positions

13. In the special case where an Executive member will graduate while still an office bearer, the Executive has the power to appoint a member, who would ordinarily be eligible to be elected as an Executive, to that Executive position as a caretaker. The caretaker role will carry through to the next AGM.

Eligibility to committee election/appointment

14. Any member who belongs to a category with voting rights is eligible to be appointed to the Committee.

Process to appoint a member to the Committee

15. The decision to appoint a member to the Committee will be the responsibility of the Executive.

Part III – Finance

Financial year of accounts

16. The financial year of the Society shall end 31 December each year.

Signatories of a bank account

17. The Society shall open a bank, building society, or credit union account, hereafter called the Account, to be operated upon the signatures of any three members of the Executive, who must include the president and treasurer.

Payments on behalf of the Society

18. Two authorised signatories of the Account must approve payments on behalf of the Society. This can be in the form of signatures on a cheque or electronic approval.

Budget

19. An annual budget shall be prepared by the Executive for the proper ordering of financial affairs of the Society; presentation to the Clubs and Societies Committee; or in support of an application for an Association grant.

Managing transactions

20. The following actions relating to transaction management must be adhered to.
- (i) Monies received by the Society shall be paid in full into the Society's Account;
 - (ii) Disbursements totalling more than \$100 must be paid in the form of internet transfer from the Account;
 - (iii) Lesser disbursements may be paid in the form of petty cash. The Executive has the

authority to establish a petty cash system for payments, so that purchases can be made on behalf of the club.

- (iv) Purchases made using petty cash of the club may be made by any person acting on the authority of the Executive; however, it will be the responsibility of the treasurer to maintain accurate records relating to such purchases as to uphold the accountability of the petty cash system.

Part IV – Meetings

Annual General Meeting

- 21. The Annual General Meeting (AGM) of the Society shall be held in March of each year. Fourteen days' notice of the AGM shall be given to the membership and the Association by notice placed on the official Association notice boards, email to members, and by any other methods as the executive committee may deem appropriate.

Quorum at AGM

- 22. Quorum at the AGM shall be three-quarters of the executive and five ordinary members. In the event of quorum not being present within thirty minutes of the scheduled meeting time, the meeting shall be adjourned to the same place and time in the following week, where practical and appropriate, at which those members present shall constitute a quorum.

Reports at AGM

- 23. The secretary shall deliver a written report of the Society's activities for the preceding year.
The treasurer shall present audited financial statements and accounts for the preceding year.

Special General Meetings

- 24. A Special General Meeting (SGM) may be called by the Committee or by petition to the Executive from a number of signatures of ordinary members equivalent to twice the number of elected Committee members (including Executive).

Requesting a Special General Meeting

- 25. Special General Meetings shall be called within fourteen days of receipt, by the Executive, of a request from the Committee or the membership as above. Seven days' notice of time and location of the meeting shall be given to the membership of a Special General Meeting.

Quorum at a Special General Meeting

- 26. Quorum at a Special General Meeting shall be twice the number of elected Committee

members (including Executive).

Executive meetings

27. The quorum for an executive meeting shall consist of three-quarters of the total executive.

Committee meetings

28. The Committee shall meet at least once per semester. Quorum at Committee meetings shall be half plus one of the total Committee membership.

Requesting a Committee meeting

29. The president may call either an Executive or Committee meeting at any time if seven days' notice of such meeting is given to each member of the Executive. There is no minimum notice period required if the time and place of the meeting can be organised by unanimous agreement of all Executive members. A meeting can also be called on the request of half the membership of the committee.

Powers of the Committee

30. The Committee shall be empowered to do all things conducive and incidental to the attainment of the objects of the Society, consistent with this Constitution and the Association regulations. The committee shall have the power to make regulations and by-laws, in accordance with this Constitution. The committee has the power to revoke a membership, providing the vote is passed by a two-thirds majority of the Committee.

Part V – Property

Ownership of property

31. All property of the Society shall be held in trust by the Association for use by the Society.

Use of property

32. Decisions relating to the use, storage and purchase of property held in trust for the Society will be vested in the Executive.

Dissolution of the club

33. In the event of dissolution of the Society, decisions relating to use of property of the Society shall devolve upon the Association.

Part VI – Liability

Responsibility of members

34. Each member of the Society, hereafter known as that Member, shall –

- (i) Be solely liable for and indemnify the Association, Society, Committee, Executive, Officers of the Society and/or other members of the Society for all liability whatsoever to a third party, arising out of the actions or omissions of That Member (whether by negligence or otherwise) resulting in injury or loss to a third party, whether or not that third party is a member of the Society.
- (ii) Indemnify and save harmless the Association, Society, Committee, Officers of the Society and/or other Club Members for all liability whatsoever to That Member in the course of “Club Activities”, whether arising by way of negligence or otherwise.

Definition of club activities

35. “Club Activities” include activities engaged in predominantly for the advancement of Club

Objectives enumerated on Clause 2, including activities on the nature of or incidental to:

- (i) Meetings
- (ii) Functions/Events
- (iii) Workshops/Seminars
- (iv) Training sessions; and
- (v) Competitions

Part VII – Disputes

Submitting a dispute

36. Any disputes must be submitted in writing to the Secretary and presented to the Committee within seven days of receipt of the dispute. The Committee must then meet within fourteen days of receipt to discuss and resolve the dispute.

Dispute not resolved at Committee meeting

37. If the dispute cannot be resolved at a Committee meeting, it can be brought to a general or special general meeting, and the disputed issue is decided by a two-thirds majority vote of members present at that meeting.

Overturning decisions

38. Committee decisions can be overturned by a two-thirds majority vote of members present at a general or special meeting.

Part VIII – Appeals

Making an appeal

39. Any appeals must be submitted in writing to the Secretary and presented to the Committee within seven days of receipt of the appeal. The Executive Committee must respond to the appeal within fourteen days of receipt of the appeal.

Part IX – Amendments to Constitution

40. The Constitution may be amended at a general meeting of the Club by two-thirds majority vote of members present provided that fourteen days' notice is given to all club members of the proposed amendment/s by display on the official Association notice boards, and further provided that the amendment is approved by Association Council.

Part X - Dissolution

41. The Club shall be dissolved should it fail to hold its Annual General Meeting, or on the decision to do so of a two-thirds majority vote of members present and voting at a general meeting for which due notice has been given.