

# Women in Science Society Constitution and By-Laws

## James Cook University

### 1. Interpretation

Women in Science Society is a society that's members are female scientists of all diverse backgrounds and of all inclusions.

### 2. Name

The name of the Club shall be ***Women in Science Society***. Hereinafter called ***Women in Science Society***.

### 3. Objects

The objects of the Club shall be:

- i. To support female science majors through their science degree of any level and field
- ii. To empower women in stem through hardships and successes
- iii. To build a community of female science majors that support each other academically and socially
- iv. To create a network of female stem majors through university and outside of campus life
- v. To acknowledge female science majors by celebrating accomplishments and milestones
- vi. To provide opportunities that further female stem students into their career path

### 4. Membership

All female stem majors shall be eligible for membership of Women in Science Society, including non-binary people and people who identify as female.

### 5. Management

5.1 Management of the Club shall be vested in the executive board, which shall be elected annually by the membership at the Annual General Meeting.

5.2 The Executive Board shall be comprised of:-

- i. The President who shall be the spokesperson for the Club and shall represent the Club whenever necessary. Shall handle all forms and agendas of the club, as well as commit full time to the society. Shall be the spokesperson of the society and be a good role model for the organisation.
- ii. The Vice-President who shall depute for the President in her absence. Shall take responsibility for the club in that absence and be a good role model for the organization.
- iii. The Honorary Secretary, who shall keep accurate minutes of all meetings of the Club and the Committee, maintain a register of members of the Club, attend to Club correspondence and keep such other records as are required by the Club or by Association Council from time to time.
- iv. The Honorary Treasurer who shall keep a record of all monies received, and payments made by the Club such as will permit an unqualified audit of the Club's accounts for presentation to the Annual General Meeting and shall present regular financial statements and accounts to the Management Committee. All monies received by the Club shall be paid in full into a Club account set up for the purpose,

and disbursements shall be paid by internet transfer from the Club's account, except those amounts which may be made by the Honorary Treasurer in the case of petty cash disbursements. The Honorary Treasurer shall keep track of the bank account for cash disbursement, transactions of the account, and all receipts and monetary documents of the society.

- v. The Honorary Social Chair who shall be the imagery presence of the society, keeping the members posted via social media and posters, as well as organize events and help build relationships amongst the members through planned events.
- vi. The Honorary Recruiting Chair will help in recruiting non-members to the society by engaging in social arrangements and by keeping a positive attitude, enthusiastically promoting the society, and inviting non-members to social events. A minimum of three advocates per semester may help this chairperson.
- vii. The Honorary Events and Fundraising Coordinator will be in charge of creating events to bring in revenue for the society that will go towards events for the members, and will be working with the Treasurer. This chair is also responsible for creating events for the members to be a part of throughout the year.
- viii. The Honorary Diversity and Inclusion Chair will be a part of creating a welcoming atmosphere for the society. This chair will ensure the society is diverse, engage in creative efforts to build a strong connection amongst all members of all diversities, and include activities that support all cultures and backgrounds.
- ix. Such other members with such other responsibilities as the Club may from time to time appoint at a general meeting.
- x. Casual vacancies on the Committee may be filled by appointment by the remaining members of the Committee from the Club membership.

## **6. Finance**

- 6.1 The Club Bank account is to be operated upon by the signatures of any three members of the Club's executive. These members shall be the President, Treasurer and a third voluntary executive member. The Bank account is through Commonwealth bank.
- 6.2 The Committee shall prepare an annual budget for the proper ordering of the financial affairs of the Club and for presentation to the Clubs and Societies Committee or in support of each annual application for an Association grant. This budget will be placed in February to be analysed every three months by the committee, and shall if any issues occur, will be announced by the Treasurer to form a meeting to ensure budget will stay on track.
- 6.3 The Committee shall ensure that the Association regulations in respect of the Club and Society finances and reporting are satisfied.
- 6.4 The financial year of the Club shall end 31 December each year.

## **7. Meetings**

### 7.1 Annual General Meeting

The Annual General Meetings of the Club shall be held in March and November of each year. Fourteen (14) days notice of the A.G.M. shall be given to the membership and the Association by notice placed on the official Association notice boards and by such other methods as the committee may deem appropriate.

At the Annual General Meeting the Honorary Secretary shall deliver a written report of the Club's activities for the preceding year. The Honorary Treasurer shall present audited financial statements and accounts for the preceding year.

Quorum at the Annual General Meeting shall be  $\frac{3}{4}$  of the executive and five ordinary members. In the event of quorum not being present within thirty (30) minutes of the scheduled time for the meeting, the meeting shall be adjourned to the same place and time in the following week at which those members present shall constitute a quorum.

### 7.2 Special General Meetings

Special General Meetings may be called by the Committee or by petition to the Honorary Secretary from a number of ordinary members equivalent to twice the numbers of Committee members.

Special General Meetings shall be called within fourteen days of receipt by the Honorary Secretary of a request from the Committee or the membership as above. Seven (7) days notice shall be given to the membership of a Special General Meeting.

Quorum at a Special General Meeting shall be twice the number of committee members.

### 7.3 Committee Meetings

The Executive Board shall meet at least twice each semester. Quorum at Committee meetings shall be half plus one of the Committee memberships for the time being. Seven (7) days' notice of all Committee meetings shall be given to each executive committee member. Committee meetings may be called by the Honorary Secretary alone or on the request of half the membership of the committee.

## 8. Property

All property of the Club shall be held in trust for Club purposes. In the event of dissolution of the Club the property of the Club shall devolve upon the James Cook University Student Association if the Association paid for the property through grant money or sponsorship.

## 9. Powers of the committee

The Committee shall be empowered to do all things conducive and incidental to the attainment of the objects of the Club consistent with this Constitution and the James Cook University Student Association Regulations made there under.

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 2/3 majority.

## 10. Liability

10.1 Each member ("That Member") of the Club shall:

- i. Be solely liable for and indemnify the Association, the Club, the Management Committee, the Officers of the Club and/or other Club Members 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 Club Member,
- ii. Indemnify and save harmless the Association, the Club, the Management Committee, the Officers of the Club 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.

10.2 "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:

- Meetings
- Functions/Events
- Workshops/Seminars
- Training sessions; and
- Competitions

## 11. General

In any matters not specified in this Constitution or in Regulations enacted by the Committee under this Constitution the provisions of the Constitution and Regulations of James Cook University Association shall apply.

## **12. Disputes**

Any disputes must be submitted in writing to the Secretary and presented to the Executive Committee within three (3) days of receipt of the dispute. The Executive committee must then meet within fourteen (14) days to discuss and resolve the dispute.

Alternatively, the dispute can be brought to a general or special general meeting, and the disputed issue be decided by a 2/3 majority vote of members present at that meeting.

Executive committee decisions can be overturned by a 2/3 majority vote of members present at a general or special meeting.

## **13. Appeals**

Any appeals must be submitted in writing to the Secretary and presented to the Executive Committee within three (3) days of receipt of the appeal. The Executive Committee must respond to the appeal within fourteen (14) days.

## **14. Amendments to Constitution**

The Constitution may be amended at a general meeting of the Club by two-thirds majority vote of members present provided that fourteen (14) days notice shall be 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.

## **15. Dissolution**

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