



Mature Age Student Network at Edith Cowan University Constitution

Updated and adopted at the 5 December 2015 AGM

Contents

Mature Age Student Network at Edith Cowan University Constitution	1
1. Membership of MASN @ ECU Committee	2
2. Objectives	2
3. Elections	3
3.1. Returning Officer	3
3.2. Nominations	3
3.3. Polls	3
3.4. Casual Vacancies	4
4. Meetings of MASN @ ECU	4
5. General Meetings of MASN @ ECU.....	4
5.1. Annual general meetings.....	4
5.2. Extraordinary General Meetings	4
5.3. Chairing of General Meetings.....	5
5.4. Voting	5
5.5. Quorum	5
5.6. Advertising.....	5
5.7. Minutes of Meetings	5
6. Financial.....	5
7. Positions	6
7.1. President	6
7.2. Vice -President	6
7.3. Secretary Treasurer	6
8. Rules.....	7
9. Definitions	8

1. Membership of MASN @ ECU Committee

- 1.1. The affairs of the Mature Age Students Network at Edith Cowan University (MASN @ ECU) shall be under the management and supervision of the MASN @ ECU Executive Committee that shall have the following members:
 - 1.1.1. President, elected as prescribed by and from Mature Age Student Network members;
 - 1.1.2. Vice-president, elected as prescribed by and from Mature Age Student Network members;
 - 1.1.3. Secretary Treasurer, elected as prescribed by and from current Mature Age Student Network members;
 - 1.1.4. Other Committee Members will be mature age students who a) have taken on a role representing a faction of ECU's diverse mature age student population and b) are interested mature age students who are members. The number of MASN @ ECU Committee Members (including Executive Committee) shall not exceed nine (9) in number.
- 1.2. Members shall only hold office from the commencement of the Annual General Meeting in one year until the commencement of the Annual General Meeting in the subsequent year, notwithstanding their subsequent nomination and election to office in any other year.
- 1.3. Members shall only be elected to one of the categories or offices referred to in section 1.1.
- 1.4. Members of any committee, board, council or like body of the university, who are appointed or nominated to represent MASN @ ECU, shall in such capacity insofar as they may lawfully do so, give effect to and seek to further the policies and decisions made or adopted by MASN @ ECU. They shall also report to MASN @ ECU on the proceedings and outcome of any meeting of such a body, which they attend as soon as practicable thereafter.

2. Objectives

- 2.1. MASN @ ECU shall pursue its objects and purposes and exercise its powers in relation to mature age students. The objects of MASN are to:
 - 2.2. Assist integration of mature age students into university life;
 - 2.3. Assist transition of mature age students into university life;
 - 2.4. Promote and actively advance the particular needs and interests of mature age students within ECU to the guild, the university administration, and the university in general;
 - 2.5. Afford a recognised means of communication between mature age students and the academic and administrative authorities of the university;
 - 2.6. Keep mature age students informed of issues relevant to their welfare;
 - 2.7. Provide a forum for open discussion on matters of general concern to mature age students;
 - 2.8. Create opportunities for participation in non-academic activities by and between mature age students;
 - 2.9. Co-operate where possible with any bodies or organisations in the pursuit of its objects;
 - 2.10. Publish such materials as it may from time to time determine;
 - 2.11. Administer such funds as may be made available to MASN @ ECU;
 - 2.12. Make representation on matters the MASN @ ECU Executive Committee considers relevant to mature age students to private organisations, to government departments, to parliamentary representatives, and to the community at large; and

- 2.13. Consider, develop and implement policies and proposals to promote the interests of mature age students.

3. Elections

3.1. Returning Officer

- 3.1.1. Elections shall be held at the same time as the AGM.
- 3.1.2. MASN @ ECU shall, three weeks prior to AGM, and after advertising and inviting nominations to its current members, appoint a Returning Officer to conduct an election for the positions referred to in section 1.1.
- 3.1.3. Nominations for committee positions must be received by MASN @ ECU no later than 7 days prior to the AGM
- 3.1.4. A Returning Officer so appointed may not be a member of MASN @ ECU and shall not be eligible to nominate for a position referred to in section 1.1 whilst holding the position of Returning Officer, but otherwise shall have the absolute control of the election.
- 3.1.5. The appointment of the Returning Officer shall cease immediately after the declaration of the poll in respect of which he or she has been appointed.
- 3.1.6. In the event of the Returning Officer being unable or unwilling to act as and when required, whether during the conduct of any election or not, MASN @ ECU shall appoint another person to act as Returning Officer.

3.2. Nominations

- 3.2.1. Call for nominations shall be in the official notification of the AGM, no later than three weeks prior to the date of the AGM;
- 3.2.2. Nominations shall be in writing and addressed to the official MASN @ ECU email address;
- 3.2.3. Members shall be notified via email and social media of all nominations at the end of the nomination period;
- 3.2.4. Nominations shall be in writing, addressed to the Returning Officer, and shall be signed by the nominee and at least one other mature age student;
- 3.2.5. Nominations for positions are only eligible for MASN @ ECU current members
- 3.2.6. Should the number of nominations for an office referred to in section 1 exceed the number of vacancies to be filled, a poll shall be conducted by the Returning Officer.

3.3. Polls

- 3.3.1. A poll, if required under section 3.2.6, shall be held in the second semester, at a date determined by MASN @ ECU in consultation with the Returning Officer, being a date which will allow the result of the poll to be declared prior to the day on which the Annual General Meeting shall be held;
- 3.3.2. Voting shall be by a show of hands, or if the meeting so decides, secret ballot conducted at the Annual General Meeting;

3.4. Casual Vacancies

- 3.4.1. The office of any member of MASN @ ECU, other than a member ex officio, shall become vacant and a casual vacancy shall be deemed to have arisen if the member is absent without special leave from three consecutive ordinary meetings of MASN @ ECU or is absent, whether with or without special leave, from all ordinary meetings of MASN @ ECU for a period of six (6) months. Special leave may be granted at the discretion of MASN @ ECU executive committee upon application by a member in writing;
- 3.4.2. A member of the MASN @ ECU committee, including the executive, may be removed should they be deemed as not fulfilling their duties. Written notice must be given to the member notifying them of the intent of the committee to declare their position vacant. If after a period of two weeks a satisfactory explanation from said member is not received, as determined by the majority of the rest of the committee, that person may be removed from the committee and their position declared vacant.
- 3.4.3. MASN @ ECU Committee shall fill casual vacancies on MASN @ ECU by co-opting any person it thinks fit who would be qualified to be elected to the vacant position.

4. Meetings of MASN @ ECU

- 4.1. MASN @ ECU shall meet at least once each academic term and any other such times as it sees fit;
- 4.2. A written record of the proceedings of these meetings shall be kept;
- 4.3. Meetings shall be chaired by the president of MASN @ ECU, or, in the absence of the President, by the Vice-president, or, in the absence of both, by any other member of MASN @ ECU elected by the meeting;
- 4.4. Decisions shall be made by simple majority of MASN @ ECU members present and voting. Voting shall be by show of hands, or by secret ballot if so desired by two or more members;
- 4.5. The chairperson shall have both a deliberative and a casting vote;
- 4.6. A quorum for a meeting of the MASN @ ECU shall be three members.

5. General Meetings of MASN @ ECU

5.1. Annual general meetings

- 5.1.1. MASN @ ECU shall facilitate the holding of an Annual General Meeting of its members no later than the second week of December each year, at a date and time to be determined by the Executive Committee;
- 5.1.2. MASN @ ECU shall also facilitate the holding of a general meeting in the first semester, at a date and time to be determined by the Executive Committee.
- 5.1.3. Election of all Committee positions is held at the Annual General Meeting.

5.2. Extraordinary General Meetings

- 5.2.1. MASN @ ECU may facilitate the holding of an extraordinary general meeting on any weekday from Monday to Friday during the university first and second semesters except for official university holidays. Such a meeting may be facilitated at the discretion of the majority of MASN @ ECU committee members;

- 5.2.2. An Extraordinary general meeting shall be facilitated by MASN @ ECU within one month of the receipt of a petition requesting an extraordinary meeting signed by no fewer than fifty, or ten percent, (whichever is less) of its current members.

5.3. Chairing of General Meetings

- 5.3.1. Any general meeting facilitated by s MASN @ ECU, shall be chaired by the President of or, in the absence of the President, by the Vice-president, or, in the absence of the President and the Vice-president, by a member of the executive committee nominated by the president.

5.4. Voting

- 5.4.1. At any general meeting of mature age students facilitated by MASN @ ECU;
- 5.4.2. The privilege of voting shall be limited to members of MASN @ ECU who are present, voting by proxy, and who have been members of the association for at least thirty (30) days;
- 5.4.3. All voting will be by the show of hands or by secret ballot if requested by five or more members;
- 5.4.4. Decisions, other than those recommending changes to this division, shall be made by majority vote of members present and voting;
- 5.4.5. Decisions recommending changes to this division shall be made by the affirmative votes of two-thirds of the MASN @ ECU members present and voting.

5.5. Quorum

- 5.5.1 The quorum for any MASN @ ECU meeting shall be 3.

5.6. Advertising

- 5.6.1 Notice of any general meeting of mature age, part-time and distance education students facilitated by MASN @ ECU shall be given via email and posts on social media at least one week prior to the date of the meeting. In the case of a meeting at which it is intended to consider proposed amendments to this division, at least three weeks notice prior to the meeting;

5.7. Minutes of Meetings

- 5.7.1 MASN @ ECU shall ensure that Minutes are kept of all meetings facilitated by MASN @ ECU and are made available to members upon request.

6. Financial

- 6.1 No payment shall be made out of the funds standing to the account of the MASN @ ECU, whether by cheque or otherwise, except on the signature of the authorised signatories who shall first sign a statement that the payment is in order. The MASN @ ECU Treasurer shall retain each such statement for production to the auditor referred to in these regulations. For the purpose of this section, the authorised signatories shall be:

- 6.1.1. The President of the MASN @ ECU, or, in the absence or incapacity of the President, or a vacancy in the office of President, a person nominated by the MASN @ ECU Executive Committee;
- 6.1.2. The Secretary Treasurer of the MASN @ ECU , or, in the absence or incapacity of the Treasurer, or a vacancy in the office of Treasurer, a person nominated by the MASN @ ECU;
- 6.1.3. The Vice-president of the MASN @ ECU, or, in the absence or incapacity of the Vice-president, or a vacancy in the office of Vice-president, a person nominated by the MASN @ ECU Executive Committee.

7. Positions

7.1. President

- 7.1.1. The President shall be elected for a period of 12 months.

The President's responsibilities include:

- 7.1.2. Communicate with all Committee members, relevant ECU administration, and ECU Student guild Mature Age rep when necessary;
- 7.1.3. To ensure that the Constitution is complied with by all members of the
- 7.1.4. Committee;
- 7.1.5. To act as the main point of communication for all committee members;
- 7.1.6. Invite specialists to attend meetings when required by the Executive Committee;
- 7.1.7. Guide meetings according to Agenda and time availability;
- 7.1.8. Ensure all discussion items end with a decision, action or definite outcome;
- 7.1.9. Review a draft Minutes before distribution;
- 7.1.10. To check that committee members have carried out action(s) agreed;
- 7.1.11. Ensure the management committee functions properly;
- 7.1.12. Ensure the organisation is managed effectively;
- 7.1.13. Provide support and supervision;
- 7.1.14. To advocate for and represent the organisation at external meetings and events;
- 7.1.15. To be aware of current issues that might affect the organisation;
- 7.1.16. To communicate effectively the vision and purpose of the organisation.

7.2. Vice -President

- 7.2.1. To ensure up-to-date records are kept of committee membership;
- 7.2.2. To act for the President when she/he is not available;
- 7.2.3. Undertake assignments at the request of the President; and
- 7.2.4. To assist the Secretary Treasurer with their duties when needed.

7.3. Secretary Treasurer

The role of the secretary treasurer is to support the chair in ensuring the smooth functioning of the MASN@ECU Committee.

The Secretary's tasks include:

- 7.3.1. To prepare agendas in consultation with the Chair;
- 7.3.2. To circulate agendas and any supporting papers in good time (one week prior to meeting);
- 7.3.3. To receive agenda items from other committee members (two weeks prior to meeting);
- 7.3.4. To check that quorum is present;
- 7.3.5. To minute meetings and circulate the draft minutes to all committee members;
- 7.3.6. To ensure that the President signs the minutes once they have been approved;
- 7.3.7. To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings;
- 7.3.8. To assist the Chairperson with any out-going correspondence;
- 7.3.9. To be responsible for any received correspondence;
- 7.3.10. To sit on appraisal, recruitment and disciplinary panels as required;
- 7.3.11. To oversee and present budgets, accounts and financial statements;
- 7.3.12. To ensure that appropriate accounting procedures and controls are in place;
- 7.3.13. To ensure compliance with relevant legislation;
- 7.3.14. To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies;
- 7.3.15. To make a presentation of the accounts at the annual general meeting (AGM);
- 7.3.16. To advise on the financial implications of the organisation's strategic and operational plans;
- 7.3.17. To advise on the fundraising strategy of the organisation;

8. Rules

- 8.1. Subject to the Act and the statutes and regulations, the MASN @ ECU Executive Committee may, by a resolution adopted by the affirmative votes of an absolute majority of its members, make rules for or with respect to all matters relating to the organisation, management and good government of the MASN @ ECU. This also applies for prescribing or providing for any matter or thing authorised or directed to be prescribed for the purposes of this constitution;
- 8.2. A MASN @ ECU Executive Committee or MASN @ ECU Committee member must declare any conflict of interest before meetings. If the said Committee member is unable to a) vote on a motion because of the conflict of interest, OR b) attend the meeting, the President may call on a casual member as per 3.4;
- 8.3. A member who attends a MASN @ ECU meeting must, beforehand, notify the Executive Committee if there may/ or will be a conflict of interest;
- 8.4. Rules made under this constitution shall be publicized by being exhibited on a notice board designated as the official notice board of the MASN @ ECU by MASN @ ECU Executive Committee and after being so publicized shall remain so exhibited for at least fourteen days not counting a day on which the university is on vacation.
- 8.5. MASN @ ECU members shall notify the MASN @ ECU Executive Committee members in writing of their intention to move motions recommending amendment of this division, setting out the proposed amendment and notice of motion, no less than twenty-eight (28) days prior to the meeting at which such proposed amendment shall be considered;

9. Definitions

- 9.1. In this constitution, mature age student means any undergraduate/postgraduate student currently enrolled at Edith Cowan University, who as per ECU definition, is a student who starts as a non-school leaver, at the minimum age of 21 years;
- 9.2. In this constitution, a member is a mature age student currently enrolled at Edith Cowan University who has completed the MASN @ ECU membership form, which will be available on-line from the web page, available at orientation, and any other relevant locations.