

# **CONSTITUTION**

**Teach Learn Grow**

**Edith Cowan University Club**

# ARTICLE I: NAME & PURPOSE

**Section A: Name** – The name of this club shall be Teach Learn Grow ECU Club

**Section B: Purpose** – The purpose of this club shall be:

1. To increase awareness across ECU campuses of the Australian education gap, and of Teach Learn Grow's brand and mission, to bridge the education gap that exists between rural and remote students, and their metropolitan peers;
2. To engage enrolled ECU students, encourage them to be involved with Teach Learn Grow through a range of capacities:
  - (a) As a Club Committee member (including but not limited to) President, Vice President, Secretary, Treasurer and Advocacy Officers;
  - (b) As a volunteer on a Teach Learn Grow tutoring and mentoring program run throughout the university calendar year;
  - (c) As a volunteer on the Teach Learn Grow Executive.
3. To foster a positive environment and experience for all students, of all capacities to be involved in a volunteering and membership experience on the ECU campus.

Teach Learn Grow commits to abiding by the Guild's Code of Conduct, and upholding the values of the people that it represents.

# ARTICLE II: MEMBERSHIP

**Section A: Eligibility** - Membership shall be open to all enrolled students at ECU, who are interested in and have a passion to help bridge the Australian education gap.

**Section B: Grounds for Removal** – Members that are observed going against the direct purpose of the club, displaying antisocial behavior, and/or making disparaging comments about the Guild and not abiding by the Guild Code of Conduct, will be subject to removal from the club. Any member who directly or indirectly goes against the mission, vision, values and purpose of Teach Learn Grow, will be subject to removal from the club. This removal will be immediate, but appeals are available at the discretion of the club.

# ARTICLE III: MEMBER RULES

All club members agree to abide by the following club rules:

**Teach Learn Grow ECU Club** is an all-inclusive organisation; and will not discriminate against age, gender, ethnicity and orientation.

**Teach Learn Grow ECU Club** does not permit members to engage in any form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices.

**Teach Learn Grow ECU Club** is an advocate for the ECU Guild and commits first and foremost, to serving the interests of ECU Students and, by association, the Guild, above any other internal or external organisations and/or interests.

The Guild takes no responsibility or liability financially or in any other way.

# ARTICLE IV: EXECUTIVE COMMITTEE

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee, democratically elected by the entire membership to uphold these rules.

Candidates for club presidency are to be nominated by members of the club committee. The president will then be elected by the committee during an AGM or SGM. The recruitment process is run in either June or December, if and when the position becomes available.

TLG Administration has the discretion to disapprove a nominee from being elected into the role of President and to revoke a president if they fail to fulfil their duties as outlined by the constitution.

**Section B: Membership** – This committee shall consist of a minimum of five officers, who are currently enrolled ECU students and members of the Guild.

## Section C: Executive Positions —

- **President**
  - **Roles and Responsibilities:**
    - To oversee the operation of the club committee, including ensuring that committee members are able to carry out their tasks
    - To work with the Teach Learn Grow University Engagement Manager and University Engagement Team to set the direction of the Teach Learn Grow ECU Club
    - To act as a point of contact for committee members in case of internal conflict
    - To organise club-specific committee social events.
    - To organise the recruitment of committee members alongside the Vice President
    - To liaise with appropriate external organisations for clubs-related matter
- **Secretary**
  - **Roles and Responsibilities:**
    - To organise the logistics of meetings, such as scheduling meetings, organising venues, writing meeting agendas and taking minutes
    - To maintain digital resources such as the club Google Drive
    - To manage the club's marketing events, initiatives and tasks.
- **Treasurer**
  - **Roles and Responsibilities:**
    - To manage the finances of the club. This includes keeping track of the club account, making purchases on behalf of the club, reimbursing committee members for purchases, in accordance to the Clubs Financial Policy
    - To apply for grants from University Guilds
    - To reports club finances regularly to the TLG Finance team
    - To manage the club's fundraising events, initiatives and tasks.
- **Advocacy Officer MOUNT LAWLEY**
  - **Roles and Responsibilities**
    - To plan, organise and run on campus events and collaborative events with other club committees and the University Engagement team
    - To increase advocacy of TLG programs
- **Advocacy Officer JOONDALUP**
  - **Roles and Responsibilities**
    - To plan, organise and run on campus events and collaborative events with other club committees and the University Engagement team
    - To increase advocacy of TLG programs
- **Events Officer**
  - To promote club events in collaboration with campus Guild Officers, Advocacy Officers and the President
  - To promote TLG programs using the club social media
  - Coordinating Guild events on campus

**Section D: Meetings** – This committee shall meet at least once **per month** to organise and plan future activities, as well as address any outstanding issues, and reflect on areas of improvement. One of these meetings will be an Annual General Meeting where all members are invited to attend. Quorum at a meeting shall be a simple majority of executive members. Copy of the meeting minutes will be forwarded to the Guild.

## **Article V: DISPUTE RESOLUTION**

### **Procedures**

Any member of the club who fails to observe the rules, or whose conduct does not observe the objectives of the club may be suspended or expelled from membership of the club.

If a club member believes any member is acting in contravention of these rules they will:

1. Raise the issue with the club executive committee, the Teach Learn Grow Executive (including the University Engagement Manager and relevant CTier member) or their ECU Guild Vice President (Academic, Social or Equity) and/or ECU Guild General Secretary.
2. The behaviour must be investigated and addressed immediately.
3. If the club cannot mediate the issue to a satisfactory resolution, the issue will be directed to the ECU Guild Senate to investigate and determine a course of action.

## **Article VI: Reporting**

To keep in line with reporting legislation in WA, which the Guild is bound by, and to improve communication between the club and the Guild. As Teach Learn Grow ECU Club, we are committed to:

- Maintain a membership register and update quarterly. Forward a copy to the Guild.
- Provide the Guild with a quarterly report.
- Declare all existing and potential affiliations, funding arrangements, sponsorships, and agreements we have with other organisations.
- Keeping the Guild updated on the composition and roles of the committee, as well as contact details.

- Allowing adequate notice of events, as well as changes to the timing or location of these events.

## Article VII: Dissolution

In the event of the Teach Learn Grow ECU Club becoming defunct or dissolved, the assets and funds that remain after such, and the satisfaction of all debts and liabilities, shall be transferred to the Guild. This includes any monies that would be owed to the parent organisation, Teach Learn Grow, where any required funds would be returned before performing the following. Provided there are no external sponsors in which case the club will settle their outstanding accounts and balances to be paid and settled with all remaining funds turned over accordingly.

- All resources including equipment owed to the ECU student Guild will be returned within 28 days of the date of dissolution in the condition it was initially retrieved.
- The ECU Student Guild has no responsibility or liability in regards to this matter. It is the club's responsibility to ensure any funds and assets are distributed in line with the constitution.

### Related Documents

This policy is supported by policies of the parent organisation Teach Learn Grow:

1. TLG Financial Policy;
2. TLG Rules of Association.

### Contact Information

Position	Teach Learn Grow ECU President
Name	Bonnie Staude
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Position	Treasurer
Name	Erin Tucker
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### Approval History

This document was created and approved 21st March 2023 by Teach Learn Grow.