



Entity Name: *Women in Engineering at ECU*
ABN: 44 529 185 216
Type of Entity: *Other Unincorporated Entity*
Classification: *Not For Profit*

WIE@ECU

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Women in Engineering at ECU (WIE@ECU) CONSTITUTION

1.0 Object

1.1 The object of the *Women in Engineering at ECU* is to support and develop female students in fields of non-traditional study.

2.0 Membership

2.1 The members of the club shall include:

2.1.1 All ECU students who identify as females who study in the field of engineering, science, technology, and maths.

2.2 Membership shall be open to all persons subscribing to the objectives of the club.

2.3 All members who are ECU students have voting rights at all meetings of the club.

2.4 Membership shall cease if a member:

2.4.1 Resigns.

2.4.2 Is suspended or expelled at the discretion of the club, in accordance with 7.0.

3.0 Meetings

3.1 Officers of the club must communicate fortnightly during the Academic year.

3.2 Meetings of the club will be held monthly throughout the Academic year, excluding teaching breaks.

3.3 General Meetings of the club are open to all members.

3.4 48 hours' notice must be given to all general members for all official meetings.

5.0 Officers

5.1 The officers of the club are elected yearly by the process of club vote.

5.2 The Officer positions are:

5.2.1 President

5.2.2 Vice President

5.2.3 Secretary/Treasurer

5.2.4 Events Coordinator

5.3 The Officers of the club hold the position for one Academic year.

5.4 The Officers are responsible for:

- 5.4.1 Being a public figure of the club.
- 5.4.2 Liaise with relevant Faculty heads.
- 5.4.3 Build relationships with companies for networking and sponsorship.
- 5.4.4 Organising events for the club.
- 5.4.5 Maintaining the online presence of the club.
- 5.4.6 Attend meetings of the club.
- 5.4.7 Monitor club email.
- 5.5 A vacant Officer position may be filled by a vote of the club.

7.0 Suspension or expulsion of members

- 7.1 Any member of the club who fails to observe the Constitution of the club, or whose conduct, in the interests of the committee, does not observe the objectives of the club may be suspended or expelled from membership of the club.
- 7.2 The club must communicate in writing OR orally to the member, notice of the suspension and particulars of the conduct that resulted in the suspension.
- 7.3 A member who is suspended or expelled and wishes to appeal against that suspension or expulsion shall give notice to an officer of the club of their intention to do so within seven (7) days of notice of the suspension or expulsion.
- 7.4 The appeal must be heard by the officers of the club and the suspended or expelled member must have the opportunity to attend.
- 7.5 Any member who is suspended or expelled shall not be entitled to any refund of subscription or membership fees.

8.0 Register of club members

- 8.1 The secretary, on behalf of the club, must keep and maintain an up to date register of the members of the association. This register must be made available upon the request of an ECU Student Guild Senator.
- 8.2 The register of members must be updated continuously.

9.0 Finance

- 9.1 The Officers shall ensure true accounts are kept of the monies received and expended.
- 9.2 A balance sheet containing a summary of assets and liabilities of the club, together with a statement of income and expenditure for the preceding year shall be made out and submitted at the last meeting of the year.
- 9.3 The authority to access any bank accounts shall rest with at least two (2) club officers.
- 9.4 A yearly budget must be presented to the club for each Academic year.
- 9.5 Change of titles on banks accounts must be maintained with the change of Officers.
- 9.6 The yearly budget shall be provided to the ECU Student Guild
- 9.7 The assets and income of the organisation shall be applied solely in furtherance of the club objective in 1.1 and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

10.0 Changing the constitution

- 10.1 No alteration, addition or amendment of this constitution shall be made unless and until carried by a resolution at any general meeting called for such a purpose. The alteration, addition or adjustment of the constitution may be made by a majority of the Officers of the club.
- 10.2 Notice of the proposed alteration, addition or amendment shall be given.