

ECU WELLBEING COMMUNITY

CONSTITUTION 2024



ECU WELL BEING

Comfort - Health - Happiness

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Wellbeing Community

Edith Cowan University

Constitution

Updated as of 23-08-2023

Wellbeing Community at Edith Cowan University Constitution

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1. Definitions

- 1.1. In this constitution, wellbeing is defined as balancing our mental, emotional, social, physical, and spiritual health, to create a harmonious equilibrium.
- 1.2. In this constitution, a Wellbeing community member is a student currently enrolled at Edith Cowan University, who has an interest in our community and has registered their membership through Student Guild, Facebook, Orientation Day, Instagram, or the club carnivals.

2. Objectives

- 2.1. The objectives of the ECU Wellbeing Community are to:
 - 2.1.1. Assist the transition of new students into university life.
 - 2.1.2. Provide a safe and comfortable environment for students.
 - 2.1.3. Promote and actively advance the needs and interests of students within ECU Student Guild, university administration, and students.
 - 2.1.4. Keep students informed of issues relevant to their welfare and their wellbeing. These areas of health include mental, emotional, physical, social, and spiritual wellbeing.
 - 2.1.5. Provide a forum for open discussion on matters of general concern of ECU students.
 - 2.1.6. Create opportunities for participation in non-academic activities by our collective between ECU students interested in mental, emotional, physical, social, and spiritual wellbeing.
 - 2.1.7. Publish and update promotional materials related to social media and event management.
 - 2.1.8. Administer funds that are made available to the Wellbeing Community.
 - 2.1.9. The main goal of the Wellbeing Community is to help to create a connection between ECU students by promoting comfort, health, happiness, inclusivity, and integrity throughout the ECU community.

3. Rules

3.1. Membership Rules

- 3.1.1. ECU Wellbeing Community is an all-inclusive organisation, and will not discriminate against age, gender, sexuality, ethnicity, and disability.
- 3.1.2. ECU Wellbeing Community does not permit members to engage in any

form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices.

- 3.1.3. ECU Wellbeing Community is an advocate for the ECU Student Guild and commits first and foremost, to serving the interests of ECU Students and, by association, the Student Guild, above any other internal or external organisations and/or interests.
- 3.1.4. Members that are observed going against the direct purpose of the club, displaying anti-social behaviour, and making disparaging comments about the guild and not abiding by the guild code of conduct, will be subject to removal from the club. This removal will be immediate, but appeals are available at the discretion of the club.

3.2. Committee Rules

- 3.2.1. Membership – This committee shall consist of a minimum of three committee members, who are currently enrolled ECU students, and Student Guild members.
- 3.2.2. Meetings – This committee shall meet at least once every second month to organise and plan future events, as well as address any outstanding issues, and to reflect on any areas of improvement.
- 3.2.3. One of these meetings will be an Annual General Meeting where all members are invited to attend.
- 3.2.4. The quorum at a meeting shall be a simple majority of executive members.
- 3.2.5. Any committee member who fails to observe the rules, or whose conduct does not observe the objectives of the Wellbeing Community may be suspended or expelled from membership of the collective.
- 3.2.6. A committee member's position becomes vacant if they miss three consecutive committee meetings.
- 3.2.7. A committee member may be removed should they be deemed as not fulfilling their duties. Written notice must be given by the President to the relevant committee member, notifying them of their intent to declare their position unfilled.

3.3. ECU Guild Affiliation Rules

- 3.3.1. Club affiliation opens on October 1st in the previous year.
- 3.3.2. There are three tiers, clubs can apply for when applying for affiliation.
 - 3.3.2.1. Tier 1 clubs must have five committee members including a President and a Secretary. Tier 1 clubs must host at least two events per semester, and one of these events must be on one of the three campuses, and one event must be open to all ECU students. Tier 1 benefits include an invite to the end of year dinner, and discounted ball tickets.
 - 3.3.2.2. Tier 2 clubs must have three committee members including a President and a Secretary.
 - 3.3.2.3. Tier 3 clubs include non-funded clubs. Tier 3 clubs must have 3 committee members including a President and a Secretary, and they must host a minimum of two events per year.
- 3.3.3. The club affiliation policies and procedures can be found on the Guilds website.
- 3.3.4. A club is eligible for affiliation if;
 - 3.3.4.1. The clubs defined objectives and purposes directly relate to, or benefit, enrolled students at the University.
 - 3.3.4.2. The club keeps and maintains an up to date membership register containing the names, student ID numbers and email addresses of its members.
 - 3.3.4.3. The majority (51%) of the club's members must be Guild members.
 - 3.3.4.4. Non-enrolled students, non Guild members, alumni, or industry personnel cannot be a part of the current committee.
- 3.3.5. Club funding cannot be used for the purpose of advancing a political party or organisation.
- 3.3.6. Affiliated clubs who are inactive for three consecutive months in the same calendar year can be immediately disaffiliated at the discretion of the relevant Vice President, and one other executive member of the Guild Senate.
- 3.3.7. Clubs must provide the relevant Vice President with an events and budget proposal by week four of each semester (this is usually

submitted with the clubs affiliation).

- 3.3.8. Clubs must send progress updates on events and budget in quarterly reports (which are due on the 1st of March, June, September, and 16th of December).
- 3.3.9. Event bookings for on campus events require two weeks advance notice (the event proposal application form can be found on the Guild resources webpage).
- 3.3.10. If the club disbands, all unspent SSAF funding needs to be returned to the Guild, along with any club logins and passwords. If the club has been permanently disbanded, any other resources or materials must be returned to the Guild. Any club bank account must be closed.
- 3.3.11. The ECU Student Guild takes no responsibility or liability financially or in any other way regarding the misconduct of the functioning of this collective.

3.4. Equity Meeting Procedures

- 3.4.1. A minimum of two committee members must attend each Equity meeting.
- 3.4.2. At each Equity meeting, an office bearers report must be read out by the attending committee members.
- 3.4.3. A copy of the office bearers report must be sent to the Equity Officer either before the meeting, or within 24 hours after the meeting has been held.
- 3.4.4. If no committee member can attend the Equity meeting, then apologies should be emailed to the Equity Officer, providing a reason why no committee members are able to attend. The club's office bearers report should be attached to the email.

3.5. Reporting

- 3.5.1. 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, we, ECU Wellbeing Community are committed to:
 - 3.5.1.1. Providing a budget to the Equity Officer and adhering to their recommendations to the best of our ability.

- 3.5.1.2. Keeping the Guild updated with any changes to the committee structure or banking details.
- 3.5.1.3. Declare all existing and potential affiliations, funding arrangements, sponsorships, and agreements we have with other organisations.
- 3.5.1.4. Keeping the Guild updated on the composition and roles of the committee, as well as contact details.
- 3.5.1.5. Giving two weeks notice for events, as well as changes to the timing or location of these events.
- 3.5.1.6. Providing a copy of the collective's spending, AGM and other meeting minutes to the Guild.
- 3.5.1.7. Quarterly reports should be submitted by the 1st of March, June, September, and December.

3.6. Dispute Resolution Procedure

- 3.6.1. If a club member believes any member is acting in contravention of these rules they will raise the issue with the clubs Executive Committee, and then the Guild Equity Officer, and if necessary, the Vice President of Social Responsibility.
- 3.6.2. Their behaviour must be investigated and addressed immediately.
- 3.6.3. 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.

4. Membership of ECU Wellbeing Community Committee

- 4.1. The Executive Committee shall have the following members. President, Vice President (or Co-Presidents), Secretary, and Treasurer (or Secretary/Treasurer).
- 4.2. If so desired by the Executive Committee, the following positions can be filled; Events Coordinator, Marketing Manager, Social Media Officer, Queer Officer, Women's Officer, Multicultural Officer, and Disability Officer.
- 4.3. General Committee Members will be current students who have taken on a role representing a faction of ECU's diverse student population.
- 4.4. All of the above positions will be elected and agreed upon by the current Wellbeing Committee members.

- 4.5. Members shall hold their position for one year, starting from the Annual General Meeting held at the end of the year until the Annual General Meeting held at the end of the following year, notwithstanding their subsequent nomination and election to office in any other year.
- 4.6. Members shall be elected to one of the positions referred to in section 4.1.1, 4.1.2, and 4.1.3, unless otherwise deemed necessary by the Executive Committee.
- 4.7. Members of any committee, board, council or departments of the university, can be appointed or nominated to represent our collective. They may lawfully seek to further develop the policies and decisions made or adopted by the ECU Wellbeing Community. They shall also report swiftly to the committee on the proceedings and outcome of any meeting, in which they participate.
- 4.8. Once a student joins the committee, they are to sign a position description document (otherwise known as a roles and responsibilities document), which outlines the tasks and duties of the position, and holds that student accountable for that position.

5. Positions of Wellbeing Community Executive Committee

5.1. President

The President's tasks include:

- 5.1.1. Facilitating any conflicts that arise within the Wellbeing Community committee.
- 5.1.2. Communication with all committee and club members, relevant ECU administration, including Student Guild Equity Vice President and Senate, as well as current and future students.
- 5.1.3. Ensure that the constitution is agreed upon by all members of the committee.
- 5.1.4. Act as the main point of communication for all committee members.
- 5.1.5. Chair meetings according to the agenda and time availability of the Wellbeing collective.
- 5.1.6. Ensure all discussion items end with a decision, action or definite outcome.
- 5.1.7. Review and approve the draft minutes before distribution.
- 5.1.8. Checking that committee members have carried out any action(s), that

were previously agreed upon.

- 5.1.9. Ensure the Wellbeing Committee and community is managed effectively.
- 5.1.10. Provide support and supervision to all committee members.
- 5.1.11. Advocate for and represent the organisation at external meetings and events.
- 5.1.12. Be aware of current issues and policies that might affect the collective.
- 5.1.13. Communicate effectively the vision and purpose of this collective.
- 5.1.14. To provide confidential meetings if requested by committee members as well as other equity collectives.

5.2. Vice President

The Vice President's tasks include:

- 5.2.1. Communication with all committee and club members, relevant ECU administration, including the Student Guild Equity Officer and Senate, as well as current and future students.
- 5.2.2. To act for the President when she/he/they are not available, including acting as the main point of communication for Wellbeing collective members, and other ECU collectives.
- 5.2.3. Collaborate with the President and help maintain a successful committee and collective.
- 5.2.4. To ensure that items purchased for the collective are bought with permission from the President.
- 5.2.5. Undertake assignments at the request of the President.
- 5.2.6. To provide confidential meetings if requested by committee members, as well as other equity collectives.
- 5.2.7. To assist the other committee members with their duties when needed.
- 5.2.8. To ensure the secretary keeps updated membership records of the committee and club memberships.
- 5.2.9. Review and approve the draft minutes before distribution.
- 5.2.10. Ensure all discussion items end with a decision, action, or definite outcome.
- 5.2.11. Provide support and supervision to all members of the Wellbeing Community committee.

- 5.2.12. Advocate for and represent the collective at external meetings and events.
- 5.2.13. Be aware of current issues that might affect the collective.
- 5.2.14. Effectively communicate the vision and purpose of this collective.

5.3. Secretary

The Secretary's tasks include:

- 5.3.1. Create polls via the chat group to find the best dates and times for meetings.
- 5.3.2. Record committee members information (Full Name, Preferred Name, Pronouns, Student ID, phone, email, next of kin/phone number, dietary requirements, and general availability including university and work timetables) for our committee member register. This information is to be kept confidential, and is only to be used for Guild and club events.
- 5.3.3. Keep membership registrations on a spreadsheet and google contact list for ongoing correspondence with our members throughout the year.
- 5.3.4. Ensure that membership is current and that graduated students are transferred to our alumni contact lists for future reference.
- 5.3.5. Email members regarding upcoming Student Guild events, ECU events and ones hosted by our ECU Well Being Community and other equity club events.
- 5.3.6. To prepare agendas in consultation with the chairperson.
- 5.3.7. To receive agenda items from other committee members at least seven days prior to the meeting.
- 5.3.8. To circulate agendas and any supporting papers efficiently at least three days prior to the meeting via email or through Facebook.
- 5.3.9. To check that quorum is present when something is being voted on.
- 5.3.10. To minute meetings and circulate the draft minutes to the executive committee through email or Facebook.
- 5.3.11. To ensure that the President signs the minutes once they have been approved.
- 5.3.12. To circulate the approved minutes to the committee.
- 5.3.13. To assist the chairperson with any outgoing correspondence.
- 5.3.14. To be responsible for any received correspondence.

- 5.3.15. Liaise with the President and Vice President about any tasks that require any immediate attention in regards to the functionality of the committee.
- 5.3.16. To sit on appraisal; recruitment and disciplinary panels as required.

5.4. Treasurer

The Treasurer's tasks include:

- 5.4.1. To create budgets and financial statements, and present them when necessary.
- 5.4.2. To keep the club spending spreadsheet up to date.
- 5.4.3. To ensure that appropriate accounting procedures and controls are in place.
- 5.4.4. To keep any information about the clubs bank account and signatories on the clubs google drive, and to ensure the treasurer handover process is done correctly.
- 5.4.5. To have knowledge on how to use the Vasco pay system, and to provide that information to current and new committee members.
- 5.4.6. To submit receipts for reimbursement no later than three months after the purchase date.
- 5.4.7. To submit the end of year reconciliation before the 16th of December.
- 5.4.8. To ensure compliance with relevant legislation.
- 5.4.9. To ensure that items purchased for the collective are bought with permission from the President.
- 5.4.10. To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- 5.4.11. Present the financial report at the Annual General Meeting (AGM).
- 5.4.12. Provide advice on the financial implications of the collective's strategic and operational plans.
- 5.4.13. To suggest ideas on the fundraising strategies for external organisations.
- 5.4.14. To keep a record of sponsorships.
- 5.4.15. To sit on appraisal; recruitment and disciplinary panels as required.

5.5. Event Coordinator

The Event Coordinator's tasks include:

- 5.5.1. To follow and respect the values of the Wellbeing Community.
- 5.5.2. To communicate with the President and Vice President of Wellbeing Community and collective members, relevant ECU administration, including Student Guild Equity Vice President and Senate, as well as current and future students.
- 5.5.3. To liaise with individuals and organisations outside of the collective, for the benefit of the Wellbeing Community.
- 5.5.4. To network with individuals and organisations outside of the collective to develop professional networking opportunities and potential collaborations.
- 5.5.5. To regularly coordinate and participate in events.
- 5.5.6. To generate event ideas and plans, and to brainstorm with the committee.
- 5.5.7. To write event reports, which can be used for OBR's, quarterly reports, and the AGM.
- 5.5.8. To prepare and present the event coordinators report for the AGM.
- 5.5.9. To collaborate with the treasurer concerning the budgeting of events.
- 5.5.10. To collaborate with the marketing manager in relation to promoting upcoming events through promotion materials such as posters, newsletters, brochures, and emails.
- 5.5.11. To collaborate with the social media officer in relation to promoting events on social media platforms.

5.6. Marketing Manager

The Marketing Manager's tasks include:

- 5.6.1. To follow and respect the values of the Wellbeing Community.
- 5.6.2. To facilitate, stock take, and create promotional materials.
- 5.6.3. To attend monthly committee meetings.
- 5.6.4. To establish networks with ECU collectives and outside organisations, and to pass on any enquiries to the President and Vice President.
- 5.6.5. To work with the President and Vice President in relation to marketing matters, attracting new members, and promoting the collective.

- 5.6.6. To collaborate with the Social Media Officer in relation to social media.
- 5.6.7. Attend events run by the collective, and other equity collectives, as well as social events.
- 5.6.8. Take photos of events and/or the committee (with permission), these photos are then to be uploaded onto the google drive.

5.7. Social Media Officer

The Social Media Officer's tasks include:

- 5.7.1. To follow and respect the values of the ECU Wellbeing Community.
- 5.7.2. To facilitate and create social media posts, which are educational and relevant to the values of the Wellbeing Community.
- 5.7.3. To attend monthly committee meetings.
- 5.7.4. To establish connections with ECU collectives and outside organisations.
- 5.7.5. To pass on any enquiries to the President and Vice President.
- 5.7.6. To direct any university educational research surveys via email or social media messages to Student Guild Marketing Manager & Events Co-ordinator.

5.8. Queer Officer

The Queer Officer's tasks include:

- 5.8.1. To follow and respect the values of the Wellbeing Community.
- 5.8.2. To represent the queer and gender diverse community at ECU.
- 5.8.3. To participate in discussions relating to the community's wellbeing.
- 5.8.4. To provide an insight into the mental, emotional, physical, social, and spiritual diversities of queer students at ECU.
- 5.8.5. To attend monthly committee meetings and Wellbeing Community events.
- 5.8.6. To keep discussions confidential when liaising with the community at ECU.
- 5.8.7. To network with queer agencies, organisations, and collectives to build professional relationships in order to enhance support, function, and growth of the Wellbeing Community.
- 5.8.8. To network with the ECU Equity department in relation to queer

matters.

- 5.8.9. To raise awareness of queer centred issues, and to provide resources for those issues.

5.9. Women's Officer

The Women's Officer's tasks include:

- 5.9.1. To follow and respect the values of the Wellbeing Community.
- 5.9.2. To represent the female community at ECU.
- 5.9.3. To attend monthly committee meetings.
- 5.9.4. To provide an insight into the mental, emotional, physical, social, and spiritual diversities of female identifying students at ECU.
- 5.9.5. To network as needed with the ECU Student Guild.
- 5.9.6. To keep information and conversations relating to the ECU community confidential.
- 5.9.7. To collaborate and network with organisations in order to build professional relationships, to help support the function and growth of the Wellbeing Community.
- 5.9.8. To raise awareness of female-centred issues and provide resources for those issues.
- 5.9.9. To attend Wellbeing Community events.

5.10. Multicultural Officer

The Multicultural Officer's tasks include:

- 5.10.1. To follow and respect the values of the Wellbeing Community.
- 5.10.2. To attend monthly committee meetings.
- 5.10.3. To attend Wellbeing Community events.
- 5.10.4. To represent the multicultural community at ECU.
- 5.10.5. To keep information and conversations relating to the ECU community confidential.
- 5.10.6. To raise awareness of multicultural centred issues and provide resources for it.
- 5.10.7. To provide an insight into the mental, emotional, physical, social, and spiritual diversities of multicultural identifying students at ECU.

5.11. Disability Officer

The Disability Officer's tasks include:

- 5.11.1. To follow and respect the values of the Wellbeing Community.
- 5.11.2. To attend monthly committee meetings.
- 5.11.3. To keep information and conversations relating to the ECU community confidential.
- 5.11.4. To attend Wellbeing Community events.
- 5.11.5. To make sure all the Wellbeing Community events are accessible for everyone.
- 5.11.6. To represent the disabled community at ECU.
- 5.11.7. To raise awareness of disability centred issues and provide resources for those issues.
- 5.11.8. To provide an insight into the mental, emotional, physical, and spiritual diversities of disabled students at ECU.

6. Positions of General Committee Members

6.1. General Members

- 6.1.1. To attend business or social meetings regularly.
- 6.1.2. Send apologies to the Wellbeing Community email or via the Facebook group chat three days before the meeting if unable to attend.
- 6.1.3. To be involved in discussions and the committee itself.
- 6.1.4. Brainstorm ideas with the Wellbeing committee about social events and promotional material.
- 6.1.5. Volunteer with a minimum of two times per semester in committee events and fundraisers.
- 6.1.6. Discuss individual availability with the team to enhance the productivity of the committee.
- 6.1.7. If members decide to resign from their positions a written email is required to our club in relation to changes of circumstances so there is evidence of it taking place.

7. ECU Wellbeing Meeting Guidelines

- 7.1. ECU Wellbeing should meet at least once a month and any other times as it sees fit.
- 7.2. A written and audio record of the proceedings of these meetings must be kept in case it is required to refer back to prior meetings if a situation arises.
- 7.3. Meetings shall be chaired by the President of the Wellbeing Community, or, in the absence of the President, by the Vice President, or, in the absence of both, by any other member of the Wellbeing Community committee elected by those present at the meeting.
- 7.4. Decisions should be made by the majority of Wellbeing Community members present and voting.
- 7.5. Voting can be conducted in various ways:
 - 7.5.1. Online polls to determine meeting dates, times, and Wellbeing related topics.
 - 7.5.2. Show of hands (or say yes or no) to create the majority vote.
 - 7.5.3. Secret ballot if so desired by two or more members.
- 7.6. The chairperson shall have both a deliberative and a casting vote.
- 7.7. A quorum for a meeting held by ECU Wellbeing Community should be four members.
- 7.8. When meetings are held apologies should be sent two days beforehand to the Secretary.
- 7.9. Agenda items for meetings should be sent to the Secretary via the Wellbeing Community email up to a week before the meeting.

8. General Meeting held by ECU Wellbeing Community

- 8.1. General Meetings
 - 8.1.1. ECU Wellbeing Community will host committee meetings at least every two months.
 - 8.1.2. Two weeks notice must be given prior to committee meetings.
 - 8.1.3. Committee members can raise agenda items at least three days before the meeting takes place.

8.2. Special General Meetings

8.2.1. Special General Meetings can be hosted for the following reasons;

- 8.2.1.1. When a committee members resign, and their positions must be filled immediately.
- 8.2.1.2. Electing new committee members.
- 8.2.1.3. When changes need to be made to the constitution.
- 8.2.1.4. When the club has financial issues that need to be rectified.

8.3. Extraordinary General Meetings

- 8.3.1. ECU Wellbeing Community may facilitate the holding of extraordinary general meetings on any weekday from Monday to Friday during the university's first and second semesters, except for the holiday period. Such a meeting may be facilitated at the discretion of most Wellbeing Community committee members.
- 8.3.2. An extraordinary General Meeting must be facilitated within one month of a petition requesting an extraordinary meeting signed by no fewer than fifty percent of its current members.
- 8.3.3. Anyone is free to vote on any motions discussed at the meeting.

8.4. Annual General Meetings

- 8.4.1. ECU Wellbeing Community should facilitate the holding of an Annual General Meeting of its members no later than the 31st of December each year, at a date and time to be determined by the Executive Committee.
- 8.4.2. The Annual General Meeting is where the election of all committee positions is held, it is also where the constitution can be discussed if need be.

8.5. Facilitating and Chairing of General Meetings

- 8.5.1. Any general meeting facilitated by the Wellbeing Community shall be chaired by the President 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.

8.6. Voting

- 8.6.1. Voting may take place at any general meeting with current students facilitated by the Wellbeing Community.
- 8.6.2. The privilege of voting shall be limited to members of the Wellbeing Community who are present, voting by proxy, and who have been members of the association for at least thirty days.
- 8.6.3. All voting will be by the show of hands, speaking yes or no, or by secret ballot if requested by the majority of the members present.
- 8.6.4. Decisions, other than those recommending changes to this division, must be made by a majority vote of members present and voting.
- 8.6.5. Decisions recommending changes to this division should be made by the affirmative votes of two-thirds of the Wellbeing Community committee members present and voting.

8.7. Quorum

- 8.7.1. The quorum for any ECU Wellbeing Community meeting shall be at least four members.

8.8. Advertising

- 8.8.1. Notice of any general meeting including full time, part-time, and online education students facilitated by the Wellbeing Community 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 two weeks' notice prior to the meeting.

8.9. Minutes of Meetings

- 8.9.1. ECU Wellbeing Community shall ensure that minutes are recorded for all meetings facilitated by the collective and are made available to members upon request.
- 8.9.2. Minutes must be recorded by writing or typing and to be completed no later than one week after the meeting has taken place.

- 8.9.3. If a chaired meeting takes place, it should be recorded, either by a recording device or a zoom recording with the consent of the committee.

9. Elections

9.1. General Information

- 9.1.1. Elections shall be held at the same time as the Annual General Meeting.
- 9.1.2. ECU Wellbeing Community shall, two weeks prior to the AGM, advertise and invite nominations for current members.
- 9.1.3. Nominations for committee positions must be received by our Wellbeing Community Executive Committee no later than seven days prior to the AGM.

9.2. Returning officer

- 9.2.1. ECU Wellbeing Community shall, two weeks prior to the AGM, appoint a Returning Officer to conduct an election for the positions referred to in section 4.1.
- 9.2.2. A Returning Officer may or may not be a member of ECU Wellbeing Community and shall not be eligible to nominate for a position referred to in section 4.1.
- 9.2.3. Whilst holding the position of Returning Officer, but otherwise will have complete control of the election.
- 9.2.4. In the event of the Returning Officer being unable or not willing to act as and when required, whether during the conduct of any election or not, ECU Wellbeing Community shall appoint another person to act as Returning Officer.
- 9.2.5. The appointment of the Returning Officer shall cease immediately after the poll of the meeting of which they have been appointed

9.3. Nominations

- 9.3.1. A call for nominations should be in the official notification of the AGM, no later than two weeks prior to the date of the AGM.
- 9.3.2. Nominations for positions are only eligible for ECU Wellbeing Community current members.
- 9.3.3. Nominations shall be in writing and addressed to the official ECU Wellbeing Community email address.
- 9.3.4. Should the number of nominations for a position on the committee exceed the number of vacancies to be filled, each nominee will give a short speech stating their case of why they should be voted into the specific position.
- 9.3.5. When all of the nominees have stated their case, a poll will be conducted (either by raising hands, saying yes or no, or by secret ballot) by the Returning Officer.

10. Financial

- 10.1. If the club creates a bank account, the primary signatory should be the President, and the secondary signatory can be either the Vice President, Treasurer, or another executive committee member (decided on by the President).
- 10.2. When the current bank signatory resigns, the next meeting minutes must state the outgoing signatory, and the ingoing signatory, which must be motioned, and the minutes must be signed by both the outgoing and ingoing signatories, and the President, and if necessary, a club member who will witness the signature.
- 10.3. Purchases can be made using the club vasco card, or the club bank account. Purchases made using personal funds will not be reimbursed.
- 10.4. The club bank account can be used for fundraising, both for the club and for external organisations.
- 10.5. No payments should be made using either the club bank account, or the club vasco account, unless previously agreed upon by either the President, Vice President, or Treasurer.

- 10.6. After a payment is made (either using the clubs vasco card or bank card) a receipt needs to be scanned and uploaded onto the clubs google drive, along with a photo of the products that were purchased.
- 10.7. If it is found that a receipt is missing, then the person who purchased the item(s), needs to sign a statutory declaration that specifies what was purchased, the cost of the item(s), the reason the purchase was made, and what event the item(s) were purchased for. The statutory declaration form can be found on the Guild club website.
- 10.8. When the Treasurer resigns, they (and the President) are required to provide a comprehensive handover for the incoming Treasurer.

11. Amendments

- 11.1. If changes are required for this constitution, a special general meeting should be scheduled, where the proposed changes can be brought forward. The attending committee members can then discuss the proposed changes and vote on whether they should be motioned in.
- 11.2. ECU Wellbeing Community members shall notify the Executive Committee members in writing of their intention to move motions recommending amendment of this constitution, setting out the proposed amendment and notice of motion, at least two weeks prior to the meeting at which such proposed amendment shall be considered.