

ECU Nutrition Hub Constitution



CONSTITUTION

(2017, Revised 2024)

PREAMBLE

The ECU Nutrition Hub acknowledges and honours the Wadjuk Nyoongar people of the Perth metropolitan area and the Wardandi Nyoongar people of the Bunbury area as the traditional custodians of these lands on which Edith Cowan University campuses are located.

We recognise that the Mount Lawley campus resides in Jinjeejeerdup, which means “place of the honey-eater”; that the Joondalup campus resides in Joondalup, which means “place of the long shimmering hair”; and that the Bunbury campus resides in Koomboorup, which signifies a resting place for the Waugal.

The ECU Nutrition Hub acknowledges and respects the ongoing relationship that the Aboriginal and Torres Straight Islanders, as the first people and traditional custodians, have with the lands and waters as sustainers of life.

The ECU Nutrition Hub is inspired by Aboriginal culture, where learning is a lifelong process, and that Eldership is based on a person’s knowledge rather than of age.

Traditionally, Aboriginal culture and spirituality supports the bringing together of people into a united community. The University provides an opportunity for all people to come together to learn and discover their world.

The ECU Nutrition Hub aims to continually create a safe and inclusive environment which enables all students to get connected to their own greatness and to their communities.

Therefore, it is important that the ECU Nutrition Hub recognises and honours Aboriginal culture, spirituality and the sacred relationship that the Aboriginal people, as the traditional custodians, have to these lands and waters in this place in which we live.

DEFINITIONS

Committee: The elected committee of the ECU Nutrition Hub.

Committee Members: The elected committee members of the ECU Nutrition Hub.

General Membership/Membership: All non-committee members.

Guild: The Edith Cowan University Student Guild.

The Hub: The ECU Nutrition Hub.

Simple Majority: More than fifty per cent of The Hub committee.

1. NAME, COMPOSITION & GOVERNANCE

1. The name of this organisation shall be “ECU Nutrition Hub”, which shall be referred to as “The Hub” henceforth.
2. The membership of The Hub delegates a level of responsibilities to an elected Committee, with the membership of the Committee comprising of the following Officers:
 - a. A "President", who shall be responsible for the executive management of the Hub and be its chief spokesperson;
 - b. A "Vice-President", who will aid the primary role, standing in the absence or abdication of the President and or Secretary/Treasurer;
 - c. A “Secretary/Treasurer”, who shall be responsible for the execution of meeting agendas and minutes, the Register of Members, and the maintenance of any other regulatory document. Who shall be responsible for approving the spending of funds within the Hub’s budget and acquittal to any provider of funds;
 - d. A “Communications/Socials Coordinator”, who shall be responsible for strategizing member engagement via social media, recruiting new members drives minimum biannually, establishing and facilitating contacts with alumni, postgraduates, and industry at the direction of the Committee;
 - e. A “Shadow Communications/ Socials Coordinator”, must be either in the first or second year of their coursework; who will aid the primary role, standing in their absence or abdication of the Communications/ Socials Coordinator and or Events Coordinator;
 - f. An “Events Coordinator”, who shall be responsible for organising, designing, producing and distributing all promotional advertising events and executing events for ECU Nutrition Hub at the direction of the Committee;
 - g. Should there not be a person to fill any of the above roles, the responsibilities of that role shall be shared amongst the other officers equally.
3. By nominating for/accepting a Committee member position, members agree to comply with this Constitution and any subsequent agreements.
4. All Committee Members shall:
 - a. act honestly and in good faith;
 - b. not make improper use of their position or information obtained in their position to gain directly or indirectly an advantage for themselves or another person or to cause detriment to the organisation;
 - c. disclose conflicts of interest; and
 - d. exercise reasonable care and diligence.
5. Committee Members have no liability to contribute towards the payment of the debts and liabilities of the organisation by virtue only of their status as a Committee Member,

provided that they have acted in good faith and have acted in accordance with this Constitution and all subsequent agreements.

6. The Policies and other regulations of the Guild shall be binding on The Hub

2. **PURPOSE & POWERS**

1. The Hub is an organisation run by and for the benefit of students enrolled at Edith Cowan University. Its purposes shall be to:

- a. create an equitable community, celebrating inclusion and diversity;
- b. to bring Alumni, Faculty, postgraduate and undergraduate students together, creating a link to industry, networking, mentoring and general academic advice;
- c. to provide a safe forum where engagement with fellow students at ECU is encouraged;
- d. a safe place to share cultural heritage;
- e. provide a stable academic voice for the students of nutrition by Faculty;
- f. encourage and support university students to advocate for the improvement of the built food environment around Edith Cowan University campuses;
- g. represent and communicate, through the President and Vice-President, the views and interests of members of The Hub to the Guild, the University, and all other relevant bodies;
- h. ensure the integrity of The Hub and the committee by maintaining a sustainable committee that evolves;
- i. facilitate events, activities and projects to further the abovementioned principles;
- j. endeavour to remain as an affiliated body with the ECU Student Guild at all times;
- k. do all other things as are incidental or conducive to the attainment of the above purposes; and
- l. represent the needs of The Hub members as they evolve.

2. The assets and income of The Hub shall be applied exclusively to the promotion of its purposes.

3. No portion of the organisation's profits, assets or income shall be paid or distributed directly or indirectly to Members or the Committee, except as bona fide remuneration for services rendered or expenses incurred on behalf of the organisation.

4. The Hub shall ensure true accounts are kept of the monies received and expended.

5. The Hub shall only expend funds in accordance with an agreed-upon budget.

6. The Hub is a not-for-profit, unincorporated association and shall remain as such.

7. Subject to approval by the Committee, the organisation may:

- a. expend and invest its income;

- b. operate banking accounts;
 - c. enter into agreements that are open to unincorporated associations;
 - d. hold licences under any relevant legislation; and
 - e. do all other things as are incidental or conducive to the attainment of the above purposes and the exercise of the powers of the organisation.
8. The Hub commits to abiding by the Guild's Code of Conduct and upholding the values of the people that it represents.

3. **SOURCES OF FUNDS**

- 1. The funds of the organisation may be derived from:
 - a. the Guild;
 - b. revenue from trading activities;
 - c. grants, sponsorship, and funding agreements;
 - d. donations and fund-raising; and
 - e. other sources approved by the Committee.
- 2. All sources of funds shall be declared to any Member and to the Guild.

4. **MEMBERSHIP**

- 1. General Membership of the Hub is open:
 - a. to all enrolled students at Edith Cowan University who have an interest in the areas of nutrition, dietetics and/or health promotion.
 - b. ECU students studying externally and/or on campuses
 - c. ECU postgraduate students
 - d. ECU Alumni
 - e. Faculty
 - f. Health professionals in the Nutrition, Dietetics and Health industry
- 2. Members may be required by The Hub, as determined by the Committee, to pay a fee for events, subject to the following conditions:
 - a. fees shall be used for event expenditure and consumables;
 - b. flexibility in payment, shall always be considered by the Committee;
 - c. the Committee may negotiate or waive fees for a student on the proviso that the student is undergoing financial hardship;
 - d. fees shall not be used for non-academic purposes, including alcohol expenditure.
- 3. Membership shall cease if the member:

- a. ceases to be eligible under this Constitution;
- b. resigns from their membership to the Committee;
- c. is censured by the Guild for any proven allegations surrounding any kind of abuse; or
4. The Committee has the authority to censure, suspend or terminate a member for conduct which is detrimental to the interests of the ECU Nutrition Hub or the Guild.
5. The Hub is an all-inclusive organisation; and will not discriminate against age, gender, ethnicity and orientation.
6. The Hub does not permit members to engage in any form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices.
7. The Hub 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.
8. The Hub aims to comply with the Anti-Bullying Policy standards set out by Edith Cowan University owned by the Director of the Human Resources Service Centre (Policy Code: PL124[hr013]). As an academic club, it observes comprehension of the prevention of Harassment, Bullying, Violence and Discrimination. Any breach to the policy will not be tolerated and consequences will be agreed upon by the Committee according to 4.3 of the constitution, and in compliance with the Anti-Bullying Policy standards set out by Edith Cowan University owned by the Director of the Human Resource.

5. REGISTER OF MEMBERS

1. The Secretary must keep and maintain an up to date register of the members, which shall be known as the Register of Members.
2. The Register of Members is strictly to be used to communicate about matters pertaining to the Hub and its designated purposes.
3. The Register of Members must be made available to any Committee Member, Employee of the Guild, or the Vice-President (Academic) of the Guild upon request.
4. The Register of Members must be updated continuously.

6. COMMITTEE MEETINGS

1. Committee Members, unless granted leave by the Committee, must communicate about the affairs of The Hub at least once a month throughout the Academic year, either formally or informally.
2. Formal meetings of the Committee shall be held quarterly, on a day that is convenient for as many Committee Members as possible.
3. Meetings may be held electronically or through non-traditional means if the Committee determine it to be appropriate.
4. The Committee meetings shall be chaired by the President, or in their absence; the Vice-President or any officer of The Hub.

5. The Chair of the Committee meetings shall have both a deliberative vote and a casting vote.
6. The Committee meetings shall maintain a true and accurate record of all decision making in the form of meeting minutes, executed by the Secretary, or another Committee member in their absence. This must be made available upon request of a general member or an ECU Student Guild Senator.
7. Quorum for Committee meetings shall be at least three Committee members and include any relevant communication from general members.
8. Attendance of Committee Meetings of the Hub shall be open to all current student members of The Hub, unless the Committee resolves to convene in-camera for legitimate confidential business.
9. All Committee resolutions shall be made by Simple Majority, unless otherwise specified in this Constitution.

7. GENERAL MEETINGS

1. There shall be at least one General Meeting each year, namely the Annual General Meeting. In addition, Special General Meetings may be held.
2. The Committee shall convene an Annual General Meeting before the end of the Academic Calendar each year.
3. The ordinary business of the Annual General Meeting is to consider:
 - a. the minutes of the previous Annual General Meeting and any subsequent Special General Meetings;
 - b. the financial statements submitted to the Annual General Meeting containing details of:
 - i. the income and expenditure of the Hub during its last financial year;
 - ii. the assets and liabilities of the Hub at the end of its last financial year;
 - c. Election of Committee members
 - d. any other business of which notice has been given in the agenda.
 - e. The Annual General Meeting shall be conducted as determined from time to time by the Committee.
4. In addition to the Annual General Meeting, Special General Meetings may be held if:
 - a. the Committee decides to do so by Resolution passed by Simple Majority; or
 - b. the Secretary receives a requisition signed by at least 20 General Members requesting the Special General Meeting and which:
 - i. is in writing, signed by each of the General Members;
 - ii. states the motion or motions to be considered by the meeting;
 - iii. may consist of more than one document; and

- iv. is given to the Secretary or the President, or presented to a meeting of the Committee.
- 5. The Committee shall convene the Special General Meeting to be held:
 - a. if a motion requiring a Special Majority is not to be considered – within 15 Teaching Days; or
 - b. if a motion requiring a Special Majority is to be considered – within 25 Teaching Days.
- 6. Only the matters proposed shall be considered at the Special General Meeting, and no new business shall be added to the agenda or considered.
- 7. The Special General Meeting shall be conducted as determined by the Committee.
- 8. All General Meetings shall be made by simple majority.

8. INDEMNITY OF COMMITTEE MEMBERS

- 1. The ECU Nutrition Hub indemnifies all Committee Members against any liability incurred by them by reason of any act or omission done by the Committee Member in good faith in their capacity as a Committee Member, to the fullest extent possible as an unincorporated association, unless the liability arises out of conduct involving a breach or breaches of the duties and obligations set out in this Constitution, or any other agreed upon duties and obligations established from time to time.

9. CHANGING THE CONSTITUTION

- 1. No alteration, addition or amendment of this Constitution shall be made unless and until carried by Simple Majority at a Committee meeting.

10. DISSOLUTION

- 1. In the event of the ECU Nutrition Hub becoming defunct or dissolved, the assets and funds that remains after such, and the satisfaction of all debts and liabilities, shall be transferred to the Guild.