Communication Club Constitution

The following is the constitution of the Communication Club at ECU. Its purpose is to provide structure, rules and regulations to abide by.

Definitions:
- **Attendee** - anyone attending the meeting, mainly members, or otherwise member substitutions from the waitlist.
- **Evaluator** - Role assigned, whose duty is to evaluate every speaker's performance (including host), assessing the structure from each answer, the extend the answer is relevant, the body language used, tone of voice, etc.
- **Grammar cop** - Role assigned, whose duty is to count the filler words each speaker uses. Additionally addresses any grammar that stands out or requires improvement.
- **Host** - Individual leading the meeting; responsible for the exercises and delegating the roles of the grammar cop, evaluator and timer.
- **Member** - Attendees that committed to join during the meetings weekly.
- **Timer** - Role assigned, to time each speaker, making sure the speaker does not go over the time limit.
- **Waitlist** - Potential members desiring to join the meetings.

1. **Objective**
   1.1. The objective of the communication club is help each other progress in our verbal communication skills. This objective is met by holding weekly meetings on Joondalup campus. During the meeting a host leads the meeting and remains interactive with the attendees following through certain exercises.
      1.1.1. Although a general meeting format is given below, the host is allowed to deviate as long as there is adequate interaction between host and attendees.
      1.1.2. Any deviation from the general meeting must be clarified with the timer.
      1.1.3. Meetings are held every Monday from 17:00 to 18:00.
      1.1.4. If a member would like to practice a particular presentation, in front of an audience, that would be acceptable. The member is asked to keep the presentation under 10 minutes.
   1.2. In order to run productive, the meetings will have no more than 15 attendees. Anyone that is trying to join will be put on a waitlist.

2. **Membership**
   2.1. Membership ceases in case the member;
      2.1.1. Resigns,
      2.1.2. Stops attending more than 2 consecutive meetings without notice.
         2.1.2.1. Upon notice provided, decision is made upon individual basis by committee. Member might be moved back on the waitlist.
         2.1.2.2. Upon notice provided, the members seat for the coming meeting is offered to an individual on the waitlist.
      2.1.3. Is scheduled to host meeting, but does not show up to the meeting without notice. It is expected to notify a committee member as soon as possible if attendance is not possible.
      2.1.4. Is scheduled to be the timer, grammar cop or evaluator, one must notify a committee member at earliest convenience if attendance is not possible.
      2.1.5. Is suspended or expelled for misconduct or failure to adhere to the constitution by the ECU Student Guild or this document.

2.2. The Communication Club will maintain and keep up to date a register of name, student ID number and email addresses of all members.

2.3. Communication between members is kept via WhatsApp group and email.

2.4. Members are encouraged to bring notepads and pen.

3. **Code of Conduct**
   3.1. During the meeting, always respect the speaker's authority to speak.
   3.2. The meeting should be conducted in a professional manner; no swearing, no racist remarks or any other offensive conduct.
   3.3. As per constitution of ECU Student Guild, this club is not associated with any political party nor will any politics be condoned or condemned.
   3.4. Respect your colleagues, any form of disrespect, bullying or harassment will not be tolerated.
   3.5. If an individual is suspended or banned, a committee member will inform individual via email and verbally.
   3.6. Any member that has been suspended or banned is not allowed to attend any of the meetings/events.

4. **Changing of the Constitution**
   4.1. As the club grows, we will amend this constitution accordingly.
       4.1.1. Any changes of this constitution will be done with the approval of committee members and communicated with all the members.

5. **The General Meeting**
   5.1. Host welcomes everyone and introduces the timer, grammar cop and evaluator.
   5.2. Host introduces word of the day and provides example.
   5.3. Host initiates Table Topics.
       5.3.1. Timer: Green 1:20, Orange 1:40, Red 2:00, Cut Off 2:10
       5.3.2. Between 4 and 6 table topic questions.
   5.4. Host initiates Devil Diagram.
       5.4.1. Timer: Green 1:00, Orange 1:20, Red 1:40, Cut Off 1:50
       5.4.2. Between 4 and 6 diagrams.
   5.5. Host initiates Summarise Lecture.
       5.5.1. Timer: Green 1:20, Orange 1:40, Red 2:00, Cut Off 2:10
       5.5.2. Between 3 and 6 Lectures (audio should be around 1:20 and 1:50 long).
   5.6. Host asks the evaluator to provide their evaluation of the host and the speakers.
   5.7. Grammar Cop report.
   5.8. Timer report.
   5.9. Conclusion of meeting.
       5.9.1. Any club issues/topics are discussed here.

6. **Executive Committee**
   6.1. Responsibility - Management of this club shall be vested in an Executive Committee, democratically elected by the entire membership to uphold these rules
   6.2. Membership - This committee shall consist of a minimum of two officers who are Guild members and currently enrolled ECU students.
   6.3. Executive Positions
       6.3.1. El Presidente - Marlon Lingner
       6.3.2. El Vice-Presidente - Pan Liangcheng
       6.3.3. El Secretary - Vincent Liu

6.4. Meetings - This committee shall meet at least once per semester 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.