

# **Club Constitution**

## **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be Ahlulbyte Humanity Club

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

Our club aims to provide a platform for Edith Cowan University students to enhance their social and cultural experiences through various events and activities. By bringing together a diverse group of students, we foster a sense of community and belonging on campus. Through participation in our club, students can develop their interpersonal skills, build networks, and engage in meaningful conversations with their peers. Our club's activities and events also provide opportunities for students to learn about different cultures and perspectives, expanding their knowledge and understanding of the world around them. Overall, our club directly benefits enrolled students at the University by providing a fun and enriching environment for them to connect and grow both personally and professionally.

Ahlulbyte Humanity Club 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 students at ECU who have an interest in social activities and building a strong campus community. This includes those who enjoy participating in events, social gatherings, and collaborative projects aimed at enhancing the social experience at ECU. Note that a simple majority of the club's members must be ECU students. We encourage the club to be as inclusive as possible, welcoming individuals from diverse backgrounds and perspectives.

**Section B: Grounds for Removal** – Members that are observed going against the direct purpose of the club, displaying anti-social 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. This removal will be immediate, but appeals are available at the discretion of the club. Additional grounds for removal include:

1. Repeated failure to participate in club activities without valid reason.
2. Engaging in discriminatory or harassing behavior towards other members.
3. Misuse of club resources or property.
4. Conduct that brings the club into disrepute.

Members subject to removal will be notified in writing and will have the opportunity to appeal the decision to the club's executive committee within 14 days of notification. The executive committee's decision on the appeal will be final.

### **ARTICLE III: MEMBER RULES**

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

1. **Inclusivity:** Ahlulbyte Humanity Club is an all-inclusive organization and will not discriminate against age, gender, ethnicity, orientation, religion, or disability. We welcome and celebrate diversity within our membership.
2. **Respect and Conduct:** Ahlulbyte Humanity 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. All members are expected to treat each other with respect and kindness, fostering a positive and supportive environment.
3. **Participation:** Members are encouraged to actively participate in club activities and events. Regular attendance and involvement help maintain the club's dynamic and vibrant community.
4. **Responsibility:** Members are responsible for their actions and are expected to uphold the club's values and principles at all times. This includes respecting club property, adhering to event guidelines, and contributing to a safe and welcoming atmosphere.
5. **Communication:** Members should communicate openly and constructively. Any issues, concerns, or suggestions should be directed to the club's leadership to ensure they are addressed promptly and appropriately.

By agreeing to these rules, members contribute to the integrity and success of Ahlulbyte Humanity Club and help create a community where everyone can thrive.

Ahlulbyte Humanity 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.

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

**Section C: Executive Positions** –

**1. President**

The President shall serve as the chief executive officer of the club, overseeing all operations and activities. The President is responsible for:

- Leading and coordinating the executive committee.
- Representing the club at official functions and meetings.
- Ensuring the club adheres to its mission and objectives.
- Facilitating club meetings and setting agendas.
- Serving as the primary point of contact between the club and external entities, including the Guild.

**2. Vice President**

The Vice President shall support the President in overseeing club operations and act as the President in their absence. Responsibilities include:

- Assisting the President in leading the executive committee.
- Coordinating with the President to represent the club at functions and meetings.
- Supporting the execution of the club's mission and objectives.
- Helping to facilitate meetings and set agendas.
- Engaging with club members to promote participation and feedback.

**3. Secretary**

The Secretary shall be responsible for the administrative tasks of the club. The Secretary's duties include:

- Maintaining accurate records of all club activities and meetings.
- Preparing and distributing meeting agendas and minutes.
- Managing club communications, including emails and announcements.
- Keeping membership records up to date.
- Assisting the President in coordinating club activities and events.

#### **4. Treasurer**

The Treasurer shall manage the club's finances. The Treasurer's responsibilities include:

- Keeping accurate records of all financial transactions.
- Preparing and presenting financial reports to the executive committee and members.
- Overseeing the club's budget and ensuring funds are used appropriately.
- Collecting membership dues and other payments.
- Coordinating with the Guild on financial matters.

#### **5. Event Coordinator**

The Events Coordinator shall plan and organize club activities and events. Responsibilities include:

- Developing event concepts and logistics.
- Coordinating with venues, vendors, and speakers.
- Promoting events to club members and the broader ECU community.
- Ensuring events run smoothly and are well-attended.

**Section D: Meetings** – This committee shall meet at least once per semester to organize and plan future activities, 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. A 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 align with 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 follow these steps:

##### **1. Raise the Issue:**

- The concerned member should raise the issue with the club executive committee. If the matter is sensitive or the executive committee is involved, the member may directly contact the ECU Guild Vice President (Academic, Social, or Equity) and/or the ECU Guild General Secretary.

##### **2. Investigation and Action:**

- The behaviour must be investigated and addressed immediately. The executive committee, in consultation with the relevant Guild officers, will:

- Conduct a thorough and fair investigation of the alleged conduct.
- Gather and review any relevant evidence or witness statements.
- Provide the accused member with an opportunity to respond to the allegations.
- Determine whether the conduct in question violates the club's rules or objectives.

**3. Resolution:**

- Based on the findings of the investigation, the executive committee will take appropriate action, which may include:
  - Issuing a warning to the member.
  - Suspending the member from club activities for a specified period.
  - Expelling the member from the club.
- The member will be informed of the decision in writing, including the reasons for the action taken.

**4. Appeals:**

- The member has the right to appeal the decision. Appeals must be submitted in writing to the executive committee within 7 days of receiving the decision. The executive committee will review the appeal in consultation with the ECU Guild Vice President and/or General Secretary, and the decision on the appeal will be final.

By following these procedures, the club ensures that all disputes are handled fairly and transparently, maintaining the integrity and harmony of the club.

1. 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, we Ahlulbyte Humanity Club are committed to:

- Providing a budget to our relevant Vice President, and adhering to their recommendations to the best of our ability.
- Keeping the Guild updated with any changes to banking details.
- 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.
- Providing a copy of the clubs bank statement, AGM and other meetings minutes to the Guild.

### **Article VII: Dissolution**

- In the event of the Ahlulbyte Humanity 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. 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 funds owed to the ECU Student Guild will be paid in full within 28 days of the date of dissolution, as Guild funds will remain Guild funds and will need to be paid back accordingly.
- A final bank statement, showing the closure of the bank account and distribution of the funds to the Guild, will be provided to the Guild.