



The Book Club of ECU Est. 2024

Constitution

Article I: Name

The name of this club shall be The Book Club of ECU hereinafter referred to as “The ECU Book Club” or “The Book Club”.

Article II: Purpose

Section 1:

The purpose of the ECU Book Club shall be to advocate for academic interests, student wellbeing and skill development.

Section 2:

The Book Club shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of Edith Cowan University (ECU).

* The ECU Book Club commits to abiding by the ECU Guild’s Code of Conduct, and upholding the values of the people that it represents.

Article III: Membership

Section 1:

Membership in the Book Club at Edith Cowan University shall be open to any and all students, faculty, and staff at ECU. Active membership shall be determined by willingness to participate, behaviour in line with the Student Code of Conduct, and regularity of attendance. Once a student graduates or ceases to be a student at the University, his/her active membership in the Book Club shall cease.

Section 2:

An affiliate member is a non-ECU student one who is not currently enrolled at Edith Cowan University. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. Affiliate members are expected to know, understand, and abide by all university rules and regulations.

Section 3:

Any member may be removed from membership for violation of the direct purposes of the club, displaying anti-social behaviour, and/or making disparaging comments about the Guild and not abiding by the Student Code of Conduct. This removal will be immediate, but appeals are available at the discretion of the club with a two-third vote

from the executive committee. All members must be notified of this pending action at least one week prior to the removal decision.

Section 4:

It shall be stated as part of the policy of the Book Club at ECU that there shall be no form or type of discrimination in the club, whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran's status.

Section 5:

With active membership in the club comes full floor and voting privileges on any and all items of the club's business, including resolutions, items of legislation, bylaws, and elections.

Article IV: Officers

Section 1:

The executive committee shall consist of a President, Vice-President, Secretary, Treasurer, Campus Representatives, Marketing, Events, and General Committee. The officers shall be responsible for all administrative duties of the Book Club and must be Guild members who are currently enrolled at ECU.

Section 2:

The **President** shall have the power to establish and maintain operation procedures of the Book Club, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the club. Additional responsibilities include but are not limited to: event, social media, financial, and conflict management.

Section 3:

The **Vice-President** shall assist the **President** with all administrative duties and assume those duties in the absence of the President. Additional responsibilities include but are not limited to: club representation, event, and financial management.

Section 4:

The **Secretary** shall keep accurate and detailed records of all meetings and affairs, send/transmit all official club correspondence, and coordinate preparation and distribution of club flyers, handouts, and publications.

Section 5:

The **Treasurer** shall receive and distribute club funds upon the authorisation of the **President**, in accordance with the financial rules and regulations of the University, and make financial reports at all Executive Committee and Regular meetings.

Section 6:

The **Campus Representative** will serve as the liaison for the ECU Book Club, advocating for its interests and organising events at their respective campus. The Executive Committee will include a representative for the ECU Joondalup, Mount Lawley, South-West, and Online campuses only.

Section 7:

The **Marketing Officer** shall support the **President** in promoting and managing all club events and announcements.

Section 8:

The **Events Officer** shall assist the **President** and **Vice-President** in planning, managing, and coordinating all club events.

Section 9:

The **General Committee Officer** shall support the Executive Committee in overseeing the club's operations and championing its interests. Responsibilities will be tailored to individual interests and needs.

Section 10:

All elected officers must abide by the ECU Student Code of Conduct. See Article III (section 3).

Article V: Meetings

Section 1:

General membership meetings shall be held once a month unless otherwise stated with additional meetings called by the President as needed. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week.

Section 2:

The Executive Committee shall meet when called by the President. Copy of these meeting minutes will be forwarded to the Guild.

Section 3:

An Annual General Meeting (AGM) will be held at the end of Semester 2, where all club members are welcome to attend.

Section 4:

Quorum shall be defined as 50% of the club's active membership. See Article III.

Article VI: Dispute Resolution

Section 1:

Any member who fails to adhere to the rules outlined in the Constitution or whose conduct contradicts the club's objectives or ECU's Student Code of Conduct may face suspension or expulsion from the club. Please refer to Article III, Section 3 for further details.

Section 2:

If a member believes another club member is violating these rules, they should:

- Report the issue to the club's email address or the relevant ECU Guild Vice-President (Academic, Social or Equity) and/or the ECU Guild General Secretary.
- The behaviour will be promptly investigated and addressed.
- If the issue cannot be resolved within the club, it will be escalated to ECU Guild Senate for further investigation and determination of appropriate action.

Article VII: Reporting

Section 1:

To align with reporting legislation in Western Australia, which the Guild is bound by, and to enhance communication between the club and the Guild, the ECU Book Club is committed to:

- Submitting a budget to the **relevant Vice-President** and following their recommendations to the best of our ability.
- Notifying the Guild promptly of any changes to our banking details.
- Disclosing all current and potential affiliations, funding arrangements, sponsorships, and agreements with other organisations.
- Keeping the Guild informed of any changes in the composition, roles, and contact details of the executive committee.
- Providing adequate notice for events, including any changes to event timing or location.
- Submitting a copy of the club's bank statement, AGM minutes, and other meeting minutes to the Guild as required.

Article VII: Dissolution

Section 1:

In the event of the ECU Book 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.

Section 2:

All funds owed to the ECU Student Guild will be paid in full within 28 days of the club's dissolution. As Guild funds remain the property of the Guild, they must be repaid accordingly.

Section 3:

Final bank statement, showing closure of bank account and distribution of the funds to the members, to be given to the Guild.