



ECU Social Events Club

AN ECU STUDENT CLUB

CONSTITUTION WRITTEN BY:
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ARTICLE I: NAME & PURPOSE

Section A: Club Name

The name of this club shall be *ECU Social Events Club*.

Section B: Club Purpose

The ECU Events Club is designed to plan, organise and host events that bring students together in a fun, inclusive and engaging environment. The club aims to:

- ❑ Foster a sense of community by connecting students across different faculties and backgrounds.
- ❑ Create memorable experiences through well-organised social and recreational events.
- ❑ Encourage inclusivity and diversity, ensuring all students feel welcome and valued.
- ❑ Develop leadership and teamwork skills by providing members with opportunities to plan and manage events.
- ❑ Enhance student life by offering fun and meaningful activities outside of academics.

ECU Social Events Club commits to abiding by the rules and regulations outlined in the ECU Student Guild's Code of Conduct and upholding the values of the people it represents.

ARTICLE II: MEMBERSHIP

Section A: Eligibility

Membership shall be open to any Edith Cowan University (ECU) student who is a member of the Student Guild.

Section B: Grounds for Removal

Members are expected to uphold the values of respect, inclusivity and professionalism within the club. Any member who engages in behaviours that are contrary to these values, including but not limited to:

- Discrimination or harassment based on race, gender, sexuality, disability, religion, or any other personal characteristic.
- Disruptive, disrespectful, or anti-social behaviour during meetings, events, or online discussions.
- Failure to adhere to university policies, club guidelines, or the Guild Code of Conduct.
- Bullying, intimidation, or exclusionary behaviour that harms other members or event attendees.
- Intentional damage to club or university property.
- Actions that bring the club, Guild, or university into disrepute.
- Persistent disregard for event guidelines, safety protocols, or executive decisions.
- Conflicts of interest that compromise the club's integrity.
- Repeated failure to fulfil membership obligations.
- Unauthorised use of the club's name, resources, or branding.
- Substance abuse or reckless behaviour at club events.
- Breaking membership rules outlined in Article III of the club's constitution.

Members who violate these expectations may face disciplinary actions as determined by the club executive team.

Section C: Removal Process

The club upholds a respectful and inclusive environment. Violations will be addressed through the following process:

- **First Warning:** The member will receive a formal warning from the executive team.
- **Final Warning:** If the behaviour continues, a second warning may be issued.
- **Review & Decision:** A meeting will be held with club executives and, if necessary, university representatives to determine further action.
- **Removal Notice:** If removal is decided, the member will be formally notified and prohibited from further participation.

An appeal process is available at the discretion of the club executive team.

ARTICLE III: MEMBER RULES

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

- The ECU Social Events Club is an all-inclusive organisation that does not discriminate against any individual based on age, gender, ethnicity or sexual orientation.
- The club does not permit any form of harassment, bullying, humiliation or other practices that undermine the dignity of its members. We strive to foster a safe and supportive atmosphere for everyone.
- Members are expected to actively engage in club activities and contribute to event planning and execution, fostering a collaborative environment.
- Members must respect the confidentiality of any sensitive information discussed within the club or related to its events.

Additionally, the club is a strong advocate for the ECU Student Guild and is dedicated to serving the interests of ECU students above all other internal or external organisations or interests. The ECU Student 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 three officers who are Guild members and currently enrolled ECU students.

Section C: Positions, Roles & Responsibilities

President:

- Maintain the membership register and ensure accurate records.
- Report any changes to the committee structure and update club contact details.
- Document and distribute minutes from Annual General Meetings (AGMs) and Special General Meetings (SGMs).

Vice-President:

- Assist the President in overseeing club operations and event planning.
- Help coordinate meetings, delegate tasks, and support executive members.
- Support member engagement and resolve issues within the club.
- Step in as acting President when required.

Secretary:

- Record and distribute meeting minutes for all club meetings.
- Keep track of event details and ensure they are communicated to members.
- Report any incidences of misconduct or violations of club policies to the committee.

Treasurer:

- Manage the club's finances, including float top-ups, grants, and assets purchased.
- Track all income and expenditures, keeping accurate records of receipts, invoices, and transactions.
- Monitor and manage club assets, keeping an inventory of purchased items and equipment.
- Assist with financial reporting and ensure transparency in financial dealings.

General Committee Member:

- Support the executive committee in various tasks and initiatives as needed.
- Actively participate in meetings and contribute ideas for club activities and improvements.
- Assist in the planning and execution of events and initiatives to enhance member engagement.
- Serve as a point of contact for club members, providing support and addressing concerns.

Social Media Team Member:

- Develop engaging content for social media, including posts, graphics and videos that reflect the club's events, goals, and values.
- Manage and update the club's social media profiles (e.g., Facebook, Instagram, Twitter) to ensure they are active and engaging.
- Respond to comments, messages and mentions to foster a sense of community and engagement online.
- Collaborate with event organisers to create and share content that promotes upcoming events, initiatives and important announcements.

General Member:

- Help plan, organise and coordinate club events and initiatives.
- Encourage fellow students to join the club, participate in events and maintain high levels of involvement.
- Assist with event logistics, including setup, management and breakdown to ensure smooth operations.
- Gather feedback from members regarding events and share ideas for improvements with the committee.

Section D: Meetings

The committee shall meet at least once per semester to organise and plan future activities, address any outstanding issues, and reflect on areas for improvement. One of these meetings will be designated as the Annual General Meeting (AGM), which all club members are invited to attend.

Quorum:

A quorum shall consist of at least three committee members and at least three general members present at the meeting.

Meeting Minutes:

A copy of the meeting minutes will be forwarded to the Student Guild for record-keeping and transparency.

Article V: DISPUTE RESOLUTION

Member Conduct and Disciplinary 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. If a member believes that another member is acting in contravention of these rules, they should follow these steps:

1. **Report the Issue:** Raise the concern with the club executive committee.
2. **Investigation:** The behaviour will be investigated and addressed immediately to ensure the club's standards are upheld.
3. **Escalation:** If the club is unable to mediate the issue to a satisfactory resolution, the matter will be directed to the ECU Guild Senate for further investigation and determination of an appropriate course of action.

Article VI: REPORTING

In accordance with reporting legislation in Western Australia, which the Guild is bound by, the ECU Events Club is committed to the following:

- **Budget Transparency:** Providing a budget to the relevant Vice President and adhering to their recommendations to the best of our ability.
- **Banking Updates:** Keeping the Guild informed of any changes to our banking details promptly.
- **Affiliations Disclosure:** Declaring all existing and potential affiliations, funding arrangements, sponsorships, and agreements with other organisations.
- **Committee Composition Updates:** Keeping the Guild updated on the composition and roles of the committee, as well as current contact details.
- **Event Notification:** Providing adequate notice of events, along with timely updates regarding any changes to the timing or location of these events.
- **Documentation Sharing:** Supplying a copy of the club's bank statements, AGM minutes, and other relevant meeting minutes to the Guild.

Article VII: DISSOLUTION

In the event of the ECU Social Event Club becoming defunct or dissolved, in accordance with the Dissolution and Asset Distribution Policy, the following procedures shall apply regarding the club's assets and funds:

- **Transfer of Assets:** Any remaining assets and funds, after settling all debts and liabilities, shall be transferred to the ECU Guild. If there are external sponsors involved, the club shall first settle any outstanding accounts and balances with them. Any remaining funds will be turned over to the Guild.
- **Payment of Guild Funds:** All funds owed to the ECU Student Guild must be paid in full within 28 days from the date of dissolution. Guild funds will remain the property of the Guild and must be reimbursed as required.
- **Final Documentation:** A final bank statement, detailing the closure of the bank account and the distribution of funds to members, shall be provided to the Guild for record-keeping.

Article VIII: CONSTITUTION AMENDMENTS

The following process must be followed to make amendments to this constitution:

Proposal of Amendments

1. Any club member may propose an amendment to the constitution.
2. The proposed amendment must be submitted in writing to the Executive Committee.
3. The proposal must include a clear explanation of the change and its intended purpose.

Review and Voting

1. The Executive Committee will review the proposed amendment and determine its feasibility.
2. If deemed appropriate, the amendment will be presented to the members for discussion and a vote.

Approval Requirement

No changes (alteration, addition, or amendment) can be made to the constitution unless approved by a majority vote during a meeting with a valid quorum. A quorum shall consist of at least three committee members and at least three general members present at the meeting.