

Communication Club Constitution

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Communication Club

Section B: Definitions – The following definitions of this club shall be:

- **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 extent 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.

Section C: Purpose – The purpose of this club shall be:

- 1.1. The objective of the communication club is to help each other progress in our verbal communication skills particularly in casual, and professional situations. This objective is met by holding weekly meetings on the Joondalup campus and off-campus social events. 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.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to ECU students.

Section B: Grounds for Removal – Members that are observed going against the direct purpose of the club, displaying anti-social behaviour, 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.

2.1. Membership ceases in case the member;

2.1.1. Resigns

ARTICLE III: MEMBER RULES

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

Communication Club is an all-inclusive organisation; and will not discriminate against age, gender, ethnicity and orientation.

Communication 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.

Communication 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.

- 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.
- 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.
 - 3.6.1. 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.
 - 3.6.2. Is scheduled to be the timer, grammar cop or evaluator, one must notify a committee member at earliest convenience if attendance is not possible.

ARTICLE IV: General Meeting

- 4.1. Host welcomes everyone and introduces the timer, grammar cop and evaluator.
- 4.2. Host introduces word of the day and provides example.
- 4.3. Host initiates Table Topics.
 - 4.3.1. Timer: Green 1:20, Orange 1:40, Red 2:00, Cut Off 2:10
 - 4.3.2. Between 4 and 6 table topic questions.

- 4.4. Host initiates Devil Diagram.
 - 4.4.1. Timer: Green 1:00, Orange 1:20, Red 1:40, Cut Off 1:50
 - 4.4.2. Between 4 and 6 diagrams.
- 4.5. Host initiates Summarise Lecture.
 - 4.5.1. Timer: Green 1:20, Orange 1:40, Red 2:00, Cut Off 2:10
 - 4.5.2. Between 3 and 6 Lectures (audio should be around 1:20 and 1:50 long).
- 4.6. Host asks the evaluator to provide their evaluation of the host and the speakers.
- 4.7. Grammar Cop report.
- 4.8. Timer report.
- 4.9. Conclusion of meeting.
 - 4.9.1. Any club issues/topics are discussed here.

ARTICLE V: 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.

- 5.1. The Communication Club will maintain and keep up to date a register of name, student ID number and email addresses of all members.
- 5.2. Communication between members is kept via WhatsApp group and email.

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 –

- **President** –
 - Provides overall leadership and direction for the club.
 - Represents the club in official capacities and at events.
 - Facilitates meetings and ensures that the club's goals and objectives are met.
 - Works closely with all committee members to coordinate activities and projects.
 - Oversees the development of club policies and procedures.
 - Acts as a main point of contact for university administration and other organizations.
 - Motivates and inspires members to engage and participate actively.
- **Vice President** –

- Assists the President in executing their duties and steps in as acting President in their absence.
- Helps in coordinating club meetings and events.
- Works on strategic planning and development for the club, ensuring alignment with the club's vision.
- Supports other committee members and facilitates communication among them.
- Engages with members to gather feedback and improve club operations.
- **Treasurer –**
 - Manages the club's finances, including budgeting, tracking expenses, and income.
 - Maintains accurate financial records and prepares financial reports for the club.
 - Oversees fundraising efforts and seeks sponsorship opportunities.
 - Ensures compliance with university financial policies and procedures.
 - Presents financial updates to club members at meetings, keeping transparency in club finances.
- **Public Liaison –**
 - Acts as the main point of contact between the club and the public, including potential members and external organizations.
 - Develops and implements strategies for outreach and promotion of club activities.
 - Manages the club's social media, website, and promotional materials to enhance visibility and engagement.
 - Establishes partnerships with other clubs, organizations, and community members to collaborate on events.
 - Handles media inquiries and public relations, enhancing the club's reputation.
- **Event Coordinator –**
 - Plans and organizes club events, including workshops, seminars, and social gatherings.
 - Works closely with the President and other committee members to align events with club goals.
 - Coordinates logistics such as venue booking, catering, and event promotion.
 - Ensures that events run smoothly, managing on-the-day operations.

- Collects feedback from participants to improve future events and gather ideas for new initiatives.

Section D: 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.

Section E: Changing the Constitution

6.1. As the club grows, we will amend this constitution accordingly.

- 6.1.1. Any changes of this constitution will be done with the approval of committee members and communicated with all the members.

Article VI: DISPUTE RESOLUTION

Procedures

Any member of the club who fails to observe the rules, or whose conduct does not observe 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:

1. Raise the issue with the club executive committee or their ECU Guild Vice President (Academic, Social or Equity) and/or ECU Guild General Secretary.
2. The behaviour must be investigated and addressed immediately.
3. 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 VII: 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 Communication 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 VIII: Dissolution

- In the event of the Communication 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.
- Final bank statement, showing closer of bank account and distribution of the funds to the members, to be given to the Guild.