

Funded Club Constitution

Article I: Name & Purpose

Section A: The Student Society

ECU Space Club

to be registered as **ECU Space Club**.

Section B: The purpose of this club

1. An academic club for students studying Engineering, Computer Science, Science, and Aviation on campus.
2. The primary purpose of the **ECU Space Club** is to encourage learning and hands-on experience in designing, assembling, and testing of High-powered Rockets and low Earth orbit (LEO) satellites.
3. Beyond Rocket and satellite focused projects, we will also aim to build a community of learning through discussions and exploration of cutting-edge space topics and other social events.
4. **ECU Space 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 all ECU students studying Engineering, Computer Science, Science, Aviation, and other disciplines that offer value addition to our cause. All ECU students are eligible to join the club as a student member; however, committee members are reserved for ECU student members that hold a good standing with Edith Cowan University. We will welcome and accommodate any ECU students visiting our area.

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. Any occurrences of said breaches will be formally documented and communicated with the guild.

Article III: Member Rules

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

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

ECU Space 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.

ECU Space 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.

All club members acknowledge that the ESC and the ECU Student Guild takes no responsibility or liability, financially or in any other way.

Members also acknowledge that they are solely responsible for their safety and the safety of those around them. Whilst every reasonable measure will be taken to provide a safe environment, ESC and the ECU Student Guild cannot be held liable or responsible for the safety of members.

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 –

President – The President is the leader of the society, assuming all responsibilities not otherwise delegated. You should have:

1. Good leadership and communication skills
2. The ability to work with and motivate various personalities
3. A solid understanding of the goals and objectives of ECU Space Club

Responsibilities:

1. Preside over all society meetings.

2. Coordinate with officers, members, Faculty Advisors, and Guild staff on plans, needs, or issues.
3. Ensure annual report and financial statements are submitted by the designated date.
4. Ensure compliance with Guild policies.
5. Conduct the election of society committee members and ensure that the organisational structure is provided to the guild.

Vice President – The vice-president assists in accomplishing all organisational duties.

Responsibilities:

1. Chair meetings when the President is unavailable.
2. Act as President during absences for all society business.
3. Support the President in maintaining membership levels and timely reporting.
4. Promote collaboration with other university groups.

Administrative Secretary – The secretary assists in the organisation of the club

Responsibilities:

1. Record, store and distribute minutes of committee meetings
2. Maintain any society rosters
3. Maintain society's Bylaws and Club constitution

Communications Secretary – The secretary assists in the organisation of the club

Responsibilities:

1. Publicise society meetings and activities
2. Keep engagement on social media Platforms
3. Coordinate with the Events officer when promoting events.

Treasurer – To maintain the financial income and expenditures of the club, attend meetings, apply for funding.

Responsibilities:

1. Receive and disburse society funds as approved by the Faculty Advisor or chair
2. Complete quarterly financial statements to report
3. Manage/maintain club bank accounts and financial records.
4. Make recommendations on the management of the society's finances
5. Reconcile all society accounts and prepare the annual operating budget

Rocketry Division Team Lead – Coordinate and guide the rocket division team.

Requirements: Must hold at least an L1 rocket license (L3 preferred).

Responsibilities:

1. Plan, coordinate, and oversee all rocketry projects (design, construction, testing).
2. Ensure compliance with safety standards and university regulations, documented on the club's shared drive.
3. Align projects with club goals, and provide project progress and outcomes periodically at meetings with the committee and the Faculty Advisor
4. Liaise with external rocketry organisations or sponsors.
5. Work with the President to secure resources and funding for rocketry initiatives
6. Represent the club in rocket-related competitions or collaborations with external partners.

Satellite Division Team Lead – Coordinate and guide the Satellite division team.

Responsibilities:

1. Plan, coordinate, and oversee all satellite projects (design, construction, testing).
2. Ensure compliance with safety standards and university regulations, documented on the club's shared drive.
3. Align projects with club goals, and provide project progress and outcomes periodically at meetings with the committee and the Faculty Advisor
4. Liaise with external satellite organisations or sponsors.
5. Work with the President to secure resources and funding for satellite initiatives
6. Represent the club in satellite-related competitions or collaborations with external partners.

Events Officer - Lead for events and support the committee.

1. Schedule and coordinate club events, such as workshops, guest lectures, competitions, and social gatherings
2. Promote events to club members, the university community, and relevant external audiences

3. Manage event logistics, including venue booking, catering, and equipment setup
4. Work with the Treasurer to develop and manage event budgets

Membership Officer

1. To record and maintain membership records and support the committee.
2. Provide event reports to the guild
3. Manage membership registration forms and student membership lists

Supporting Officer(s)

- A general supporting role aimed to assist the committee in a range of roles.

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.

Article V: 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 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 ECU Space Club are committed to:

- Providing a budget to our relevant VP academic 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 club's bank statements, AGM and other meetings minutes to the Guild.

- Article VII: Dissolution

- “In the event of the ECU Space 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.