



PROPOSED CLUBS, SOCIETIES AND COLLECTIVES CONSTITUTION

1.0 Name

The name of the Club, Society or Collective shall be the

2.0 Definitions

2.1 "CSC" shall mean the Club, Society or Collective affiliating.

2.2 "AO" shall mean the Edith Cowan University Student Guild Activities Officer.

2.3 "CSA" shall mean the Edith Cowan Student Guild Chair of Societies and Activities.

2.3 "SAB" shall mean Edith Cowan Guild's Societies and Activities Board.

2.4 "GM" shall mean a General Meeting or any properly convened meeting of the Club.

2.5 "AGM" shall mean the Annual General Meeting of the Club.

2.6 "ECU" shall mean Edith Cowan University.

3.0 Aims and Objectives

The aims and objectives of the Club shall be:

(Fill in the aims and objectives of your club as agreed to by founding members or as set out by other bodies to which you are affiliated).

4.0 Affiliation

The CSC shall be affiliated with:

4.1 The ECU Student Guild through the SAB

Name of Organisation	Contact Detail

5.0 Membership

5.1 Full membership to the CSC is open to current ECU Student Guild financial members, including full-time, part-time and external students.



5.2 Associate membership is open to anyone who is a current financial associate member of the ECU Student Guild.

5.3 ECU employees who are not also ECU students may be permitted membership but shall not receive any financial support from the ECU Student Guild and shall not be allowed to vote at GM's.

5.4 Only full members may vote and hold executive positions in the CSC.

5.5 If full membership falls below ten (10) members, who are students of ECU, SAB will implement disaffiliation procedures.

5.6 Membership to the CSC shall be subject to the requirements of the CSC.

6.0 Membership Fee

6.1 The membership fee of the CSC shall be determined at each AGM.

6.2 The membership fee will be paid by all CSC members either annually / biannually / triennially etc.

6.3 The ECU Student Guild will leave it to the club to set its annual fee, but if the fee is less than five (5) dollars, the club will have to provide written justification as to why they wish to do so and how they will raise funds to stay active/ hold activities.

7.0 Structure

The CSC shall have _____ executive members who shall be full financial members of the ECU Student Guild. These members shall be:

7.1 The President / Chairperson / Convener

7.2 The Vice President

7.3 The Secretary

7.4 The Treasurer

7.5 List here any other office bearer deemed necessary by the CSC.

Name	Position	Phone/Mobile	Email

8.0 Powers and Duties of the Executives

8.1 The Executives or office bearers of the CSC shall:

8.1.1 At all times be subject to the decisions of any GM of the CSC.

8.1.2 Have the power to make regulations necessary to put into effect this Constitution.

8.1.3 Have the power to make or alter policy decisions which shall be binding unless altered or reversed by a GM of the CSC.

8.1.4 Have the power to conduct activities in the name of the CSC and shall be responsible for arranging all the activities of the CSC.

8.1.5 Have the power to fill casual vacancies created during its term of office, following the AGM, subject to their confirmation at the next GM of the CSC.



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8.2 The President / Chairperson / Convener shall:

- 8.2.1** In the absence of a GM and an executive meeting, have full executive powers of the CSC as defined by the CSC.
- 8.2.2** Convene and chair all GM's of the CSC.
- 8.2.3** Represent the members of the CSC as deemed necessary.
- 8.2.4** Have the casting vote.
- 8.2.5** Have all decisions relating to the CSC ratified at a GM.

8.3 The Vice President shall:

- 8.3.1** Exercise the duties and powers of the President in his/her absence.

8.4 The Secretary shall:

- 8.4.1** Be responsible for attending to the administrative affairs of the Club, including:
 - 8.4.1.1** Keeping records of all the CSC proceedings.
 - 8.4.1.2** Conduct all CSC correspondence.
 - 8.4.1.3** Give due notice of all meetings.

8.5 The Treasurer shall:

- 8.5.1** Handle and keep records of all the CSC's finances.
- 8.5.2** Receive all moneys from memberships or other sources and expend money for and on behalf of the CSC.
- 8.5.3** Prepare and present a financial report whenever required by the CSC or the SAB.

9.0 Election of Office Bearers

- 9.1** Nominations for positions will be called _____ weeks before the AGM.
- 9.2** The voting method shall be _____.
(For example: first past the post, preferential, show of hands)
- 9.3** Voting will be conducted _____.
(For example: open election or during an AGM)
- 9.4** Voting for elections will be conducted by a secret ballot.
- 9.5** The AO shall be appointed as the returning officer.
- 9.6** The AO will ratify the election results.
- 9.7** In the event of a position not being filled, the Executive will have the power to fill vacancies through co-option, which is subject to ratification by a GM.
- 9.8** The term of office for Executive members shall be from one AGM to the next subsequent AGM.
- 9.9** Provide the Guild with a copy of the latest AGM minutes prior to re-affiliation.

10.0 Finances

- 10.1** All moneys acquired or raised by the CSC shall be deposited into an account at a designated Bank to be operated by two (2) or more signatories of the executive, as signed and stated in the original Affiliation Form.



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10.2 The financial year of the CSC will end on 31 December.

10.3 The financial statement of the past financial year must be submitted to the SAB at a time stipulated, with at least fourteen (14) days' notice.

10.4 The CSC's annual budget must be approved by a 50% majority of full members of the CSC present at a GM.

10.5 A budget must be submitted to the SAB at a time stipulated.

10.6 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Club.

10.7 Upon the disaffiliation or dissolution of the CSC, all equipment and funds will become the property of the ECU Student Guild.

10.8 All financial transactions shall only be conducted in the name of the CSC.

10.9 The income and property of the CSC shall only be used and applied in the promotion and exercise of the CSC's objectives.

11.0 General Meetings

11.1 GM should be held on a basis as required by the CSC, but not less than two (2) times per year.

11.2 A person is eligible to vote only if they meet the requirements outlined in sub-section 5.4.

11.3 Proxies will not be admitted to any meeting of the CSC.

11.4 Any GM of the CSC shall abide by the standing orders and rules of debate used by ECU Student Guild or those approved by the GM.

11.5 The quorum for any meeting of the CSC shall be 50% + 1, of whom at least two (2) shall be office bearers.

11.6 The CSC shall make rules concerning the calling and the issue of notice of all GM's to be held; with these rules being adopted at all such meetings.

12.0 Annual General Meetings

12.1 The AGM shall be held during the month of _____.

12.2 The Executives shall set a date, time and venue for the AGM.

12.3 The purpose of the AGM shall be:

12.3.1 To receive the annual reports from each executive member.

12.3.2 To elect or ratify the election of a new CSC executive.

12.3.3 To issue the CSC's financial records for the past twelve (12) months.

12.3.4 To discuss any business duly brought before the meeting.

12.4 Notice of the meeting shall be submitted to the SAB in writing at least fourteen (14) days prior to the set date of the meeting.

12.5 The AGM shall be held before the 31st of November every year.

13.0 Termination of Membership to the CSC

A member of the CSC will cease to be a member:

13.1 If he/she ceases to be a financial member of the ECU Student Guild.

13.2 Upon the lapse of membership according to section five (5) of this Constitution.



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13.3 By resolution passed by a two-thirds (2/3) majority of the full members of the CSC, on the grounds that the member is guilty of conduct detrimental to the interests of the CSC.

13.4 If he/she resigns from the CSC, in a manner as determined by the CSC.

14.0 Termination of the Terms of the Office Bearers

An Office Bearer on the Committee/Executive will cease to hold their position:

14.1 Under the conditions specified in section thirteen (13) of this Constitution.

14.2 Upon the acceptance by the CSC of the written resignation of the person.

14.3 Upon absence from three (3) consecutive GM's without submitting apologies.

14.4 Upon the appointment of a new Executive.

14.5 Upon the removal from office by a resolution passed by at least a two-thirds (2/3) majority vote of members present at any GM, for reasons agreed to by such members.

15.0 Disaffiliation

15.1 The CSC will cease to be affiliated with the ECU Student Guild when:

15.1.1 Its membership falls below ten (10).

15.1.2 It fails to comply with the policies and regulations of the ECU Student Guild.

15.2 The CSC has failed to attend Societies & Activities meetings **three (3)** times to earn the penalty of Disaffiliation in one semester.

15.3 In the instance the CSC wishes to become disaffiliated from the ECU Student Guild, or the ECU Student Guild has decided to disaffiliate the CSC, the following procedures must take place:

15.3.1 The CSC, or ECU Student Guild, must be given at least one (1) month's written notice of the intended disaffiliation.

15.3.2 A two-thirds (2/3) majority of voting members present at the CSC's GM, or the ECU Student Guild Senate, must vote in favour of the disaffiliation.

16.0 Three Strikes Ruling: The CSC will adhere to the penalty system for not attending scheduled Societies & Activities set by the Chair of Clubs & Societies (CSA). This system is only applicable to a singular semester.

Penalty Description	Penalty
Non-attendance at 1 x CSA meeting	- 25% Funding Penalty
Non-attendance at 2 x CSA meetings	-50% Funding Penalty
Non-attendance at 3 x CSA meetings	Disaffiliation
Failure to include the Guild logo on/during CSC project	-25% Funding



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per semester.	Penalty
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17.0 Interpretation of this Constitution

17.1 Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by the SAB, the President shall have the power to interpret the meaning of any provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the CSC in general meeting.

17.2 In the event of a situation arising which is not covered by this Constitution, the Executive shall act in what it considers to be the best interest of the CSC. Such action will be subject to confirmation by the next GM.

18.0 Alterations of this Constitution

To be valid, all Constitutional amendments must be approved by:

18.1 At least two-thirds (2/3) majority of full members attending an AGM and/or GM of the CSC; and

18.2 The SAB.

19.0 Major Obligations to the Guild

The CSC shall comply with the Regulations of the ECU Student Guild, the rules of the SAB, and the offices and members shall jointly and severally be responsible for such compliance, and shall be deemed liable in the event of non-compliance therewith.

20.0 Enactment

This constitution shall take effect and be deemed enacted as from the _____(day/month/year).

20.0 Declaration

I, _____ (*insert name of person filling out this form*), on behalf of _____ (*insert CSC name*) have filled out the above details correctly and understand that if found to have provided false or incorrect information risk being penalised or even disaffiliated from the Edith Cowan Student Guild in the future.

(Signature)