

# Science Students' Society Constitution

Ratified: 2<sup>nd</sup> May 2019

1.

a) The name of the club shall be Science Students' Society, (hereafter referred to as SSS)

b) The SSS is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs and Societies Regulation shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs and Societies regulations shall apply.

c) During the course of affiliation with UMSU the SSS shall comply with any requirements of the Clubs and Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs and Societies Committee in accordance with any conditions imposed by such body.

d) Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed

2. The aims of the SSS are to:

a) Liaise between the Faculty of Science and the science students;

b) Provide student representation on the committees of the Faculty of Science;

c) Run social activities for the students of the Faculty of Science and other members.

3. Membership shall be open to:

a) All students of the University of Melbourne;

b) Associate membership shall be open to any other persons who subscribe to the aims of the club.

c) All students enrolled in the Faculty of Science are entitled to access all educational and representational aspects of the SSS.

4. A person shall be considered a member having:

a) Paid a membership fee exacted at the committee's direction; and

b) Completed a membership form as prepared by the committee.

5. The committee of the SSS shall have the following structure:

a) A Chief executive committee consisting of:

- i) The President and Education Officer, who shall be a University of Melbourne Student and enrolled in a course of the Faculty of Science;
- ii) The Vice-President, who shall be a University of Melbourne Student;
- iii) The Treasurer, who shall be a University of Melbourne Student;
- iv) The Secretary, who shall be a University of Melbourne Student;
- v) The Welfare Officer, who shall be a University of Melbourne Student

Who shall all have been members of the SSS for at least eight (8) months prior to being elected to the position.

b) A General committee consisting of:

- i) A Senior On-Campus Event Coordinator, who shall be a University of Melbourne Student and a Second Year or greater;
- ii) Two Junior On-Campus Event Coordinators, who shall be University of Melbourne Students and First Years at the time of election;
- iii) A Senior Off-Campus Event Coordinator, who shall be a University of Melbourne Student and a Second Year or greater;
- iv) A Junior Off-Campus Event Coordinator, who shall be a University of Melbourne Student and a First Year at the time of election;
- v) A Merchandise & Design Officer, who shall be a University of Melbourne Student;
- vi) An Assistant Education Officer, who shall be a University of Melbourne Student and enrolled in a course of the Faculty of Science and a Second Year or greater;
- vii) A Media Officer, who shall be a University of Melbourne Student;
- viii) A Sponsorship Officer, who shall be a University of Melbourne Student;
- ix) A First Year Representative, who shall be a University of Melbourne Student and a First Year at the time of election.

c) Apprentices, the number of which shall be decided at the discretion of the current executive committee at the beginning of each year, who shall be in their first year at The University of Melbourne. The Apprentices shall not be elected at the AGM, but instead be appointed by the executive committee during first semester. Apprentices are non-voting members of the committee.

6. The executive committee shall have the following positional responsibilities: The executive committee shall have the following positional responsibilities:

a) The President and Education Officer shall:

- i) Govern the society and delegate miscellaneous tasks;
- ii) Chair all executive, general committee and general meetings;
- iii) Appoint a non-executive committee member to fill in for an executive committee member in his/her absence;

- iv) Liaise with and sit on the Undergraduate Programs Committee as the SSS representative;
- v) Liaise with the Faculty of Science;
- vi) Foster the relationship between the Faculty of Science and the SSS;
- vii) Coordinate the running of education-focused programs and events.

b) The Vice-President shall:

- i) Assist the President in their duties;
- ii) Take over from the President in their absence;
- iii) Work directly with the sponsorship officer in finding and negotiating sponsorship deals for the club;
- iv) Oversee the marketing of the club to members of the public and external organisations.

c) The Treasurer shall:

- i) Deal with all financial aspects of the club including liaising with any persons outside the club regarding financial matters;
- ii) Provide a report of financial standing at the Annual General Meeting as required of the club;
- iii) Provide a report at each Committee Meeting of any transactions that have occurred that exceed \$250. A proxy may be assigned to present this report should the Treasurer be unable to attend. All reports should be appropriately minuted and distributed to committee members via email.

d) The Secretary shall:

- i) Take the minutes of each meeting held, or delegate this task to another committee member present;
- ii) Collect mail and other correspondence;
- iii) Manage room bookings;
- iv) Maintain and pass on as necessary all documentation regarding the society (i.e. constitution, meeting minutes, other online files.)
- v) Apply for grants through the UMSU Clubs and Societies Department on behalf of the club;
- vi) Maintain the membership lists of the club;
- vii) Maintain an accurate and up-to-date member email list;
- viii) Collect green sheets and oversee their signing at events.

e) The Welfare Officer shall:

- i) Attend welfare training and provide welfare care as required to any club member within the scope of subclause 1(d) of this Constitution;

ii) Liaise with the UMSU Clubs and Societies Department in order to resolve any grievances involving members of the club as required within the scope of subclause 1(d) of this Constitution;

iii) Delegate welfare advisors responsible for the wellbeing of attendees at club events as necessary.

f) The three On-Campus Event Coordinators shall:

i) Organise all events that take place on-campus, or delegate other committee members to do so;

ii) Senior On-Campus Events Coordinator shall endeavour to lead and teach the Junior On-Campus Events Coordinators.

g) The two Off-Campus Event Coordinators shall:

i) Organise all events that take place off-campus, or delegate other committee members to do so;

ii) Senior Off-Campus Event Coordinator shall endeavour to lead and teach the Junior Off-Campus Event Coordinator.

h) The Merchandise & Design Officer shall:

i) Create & Design promotional material for the club's events. (e.g. Posters, Facebook Covers, Flyers, Snapchat Filters)

ii) Have experience in using design software (e.g. In Design/Photoshop/Illustrator)

iii) Collaborate with the executive committee in designing and ordering merchandise including but not limited to committee shirts, Apprentice shirts, O-Camp shirts, club hoodies, etc.

i) The Assistant Education Officer shall:

i) Liaise with and sit on the Undergraduate Programs Committee as the SSS representative when the President and Education Officer is unable;

ii) Assist the President and Education Officer in the running of education-focused programs and events.

j) The Media Officer shall:

i) Maintain the club's social media presence (eg. Instagram, Facebook, Website).

ii) Collaborate with the Merchandise & Design Officer to create engaging content to post via the Facebook Page or the Instagram page.

iii) Attend all events to the best of their ability.

k) The Sponsorship Officer shall:

i) Collaborate with the Vice President in sponsorship deals.

ii) Actively search for new sponsors and partnership opportunities.

l) The First Year Representative shall:

- i) Actively encourage participation from first year university students.
  - ii) Attend all events to the best of their ability
  - iii) Serve as a liaison between the first-year students and the executive committee.
  - iv) Assist the Education Officers in the running of programs and events that focus on the first-year transition experience.
- m) The General Committee Members shall:
- i) Assist the committee in various roles, as required.
- n) Apprentices shall:
- i) Observe and aid the executive committee where directed.

7. The committee shall have the following powers:

- a) Control over the finances of the SSS;
- b) Control over the activities of the SSS, and the use of the name 'Science Students' Society' for related events.

8. The committee is at all times bound by the decisions of a club general meeting. Any committee decision may be overturned by a general meeting.

9. There shall be one Annual General Meeting every calendar year, which shall be held during the first academic semester. At this meeting:

- a) Written reports shall be presented by the President, the Treasurer and the Education Officer, and any other persons as requested by the President;
- b) Ratification of the SSS constitution;
- c) A full financial report will be presented and adopted for the financial period from AGM to AGM;
- d) Elections will be held for a new committee to take charge of the club twenty-four (24) hours after the close of the meeting;
- e) Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting.
- f) The club shall submit all the AGM documents to the C&S Administrator within two (2) weeks of the AGM.

10. There shall be such general meetings (GM) as the committee sees fit or as petitioned. The format will be as for the Annual General Meeting except committee elections will not be held unless specifically notified.

11. If thirty (30) members should petition the committee for a GM then such a meeting must be held within fifteen (15) academic days, at a date set by the committee.

12. The quorum shall be:

- a) At a General Meeting or Annual General Meeting, a minimum of twenty (20) members who are not committee members and must be University of Melbourne students.

b) At a committee meeting, five (5) committee members, at least three (3) of whom must be members of the executive.

13.

a) The committee shall be required to give at least five (5) academic days' notice of a General Meeting (GM), Annual General Meeting (AGM) or Special General Meeting (SGM). Such notice must be email notification and given to both the Clubs and Societies Administrator and club members.

b) A committee meeting may be called by any executive member of the committee, subject to such limitation on notice and spending as the committee may from time to time set.

14.

a) Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.

b) Constitutional changes require a simple majority of members voting at a Special General Meeting or an Annual General Meeting and take effect immediately. These constitutional motions must be presented in writing to the committee at least five (5) academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the UMSU Clubs and Societies Office Bearer(s) before they are presented to a general meeting.

15.

a) Any committee member absent from two consecutive committee meetings without due cause or previous apology may, at the executive committee's discretion, be deemed to resign from her/his position by a motion of the committee, and a general meeting must be called to elect a successor.

b) It shall be deemed that a committee member should be stood down if a petition is presented bearing the names of at least thirty (30) members.

16. If it is deemed that a committee member should be stood down under 15 (b), impeachment proceedings will take place against the nominated committee member. At the next General Meeting or Annual General Meeting, a motion shall be put to impeach the committee member. At least five (5) academic days' notice must be given in writing to the membership and to the member concerned. If this motion is passed by a two-thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five (5) minutes to speak before the vote is taken.

17. If deemed by a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the grounds of race, sex, gender, religion, political, moral or sexual views.

18. A motion to wind up the club must be written, and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.

19. In the event that the club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants

and which are less than three (3) years old will be revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

20. In the event that the club has not been able to organise a quorate meeting within the 12-month period, the UMSU Clubs & Societies Committee may wind up the club by passing a motion to do so under the rules of UMSU. Any member of the club who wished to oppose the winding up of the club should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU rules.

21. For all purposes herein, an academic day will be considered as a day in the academic calendar of the University of Melbourne.

22. The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the club.

23. If the club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to the C&S Committee of UMSU.