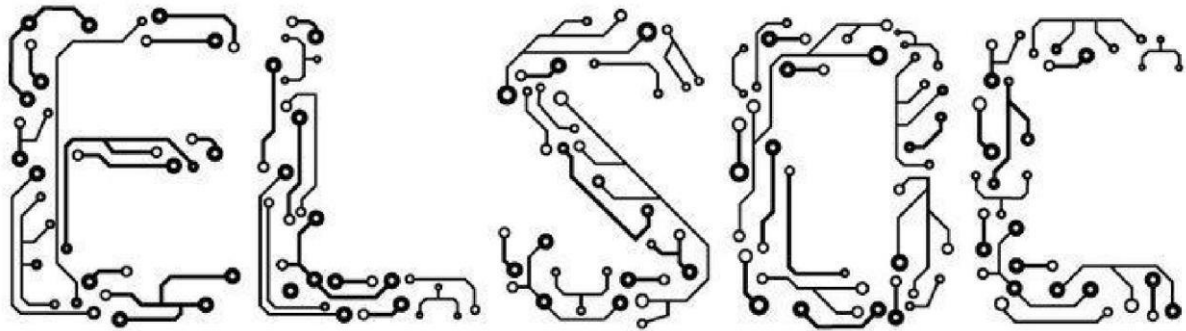


# **THE UNSW ELECTRICAL ENGINEERING AND TELECOMMUNICATIONS SOCIETY**



## **CONSTITUTION**

# **1 Introduction**

- 1.1 The official name of the society shall be “The UNSW Electrical Engineering and Telecommunications Society”.
- 1.2 The club shall be affiliated to Arc.
- 1.3 The aims of and objectives of this society are:
  - 1.3.1 To provide social events for Electrical Engineering and Telecommunications students.
  - 1.3.2 To provide opportunities for inter-year communication and networking.
  - 1.3.3 To offer assistance to students wishing to obtain Industrial Training.
  - 1.3.4 To provide links to various engineering groups and bodies that exist outside of the University environment.
- 1.4 In all matters not specifically dealt with herein the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.
- 1.5 Definitions For the purposes of this Constitution:
  - 1.5.1 ELSOC shall mean the UNSW Electrical Engineering and Telecommunications Society.
  - 1.5.2 EE&T shall mean Electrical Engineering and Telecommunications.
  - 1.5.3 The School shall mean the School of Electrical Engineering and Telecommunications.
  - 1.5.3 The University shall mean the University of New South Wales (UNSW).
  - 1.5.4 The Arc shall mean Arc @ UNSW Limited.
  - 1.5.5 Tharunka shall mean the official publication of the Arc entitled “Tharunka”.
  - 1.5.6 Blitz shall mean the official publication of the Arc entitled “Blitz”.
  - 1.5.7 Re-affiliation shall mean re-affiliation with Arc.
  - 1.5.8 Members shall mean full members of ELSOC.
  - 1.5.9 The Executive shall mean the Executive of ELSOC.
  - 1.5.10 The Annual General Meeting shall mean the Annual General Meeting of ELSOC.
  - 1.5.11 An academic day shall mean a day during the first or second session of the University’s academic year which is not a Saturday, Sunday, Public Holiday or University Holiday.
  - 1.5.12 Subjects shall mean units of study offered by the University in progression to the award of a degree.
  - 1.5.13 The Constitution shall mean this document, the Constitution of ELSOC.

## **2 Membership**

- 2.1 Contact details for members of ELSOC remain with the School, with the Executive and Arc to have access when required. Contact details are not to be given or sold to any other entity.
- 2.2 ELSOC shall be recognised as a constituent society where full membership is automatically granted to UNSW students enrolled in subjects or a degree offered by the School. They shall not be required to pay a membership fee.
- 2.3 The duration of a person's membership shall be until they complete their degree through the School of Electrical Engineering and Telecommunications.
- 2.4 ELSOC shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of society membership.
- 2.5 Notwithstanding clause 2.4, a member of the Executive may have their position declared vacant according to the procedures set out in Section 3.5.
- 2.6 Notwithstanding clause 2.4, a member of ELSOC may have their membership terminated after the following procedure is followed:
  - 2.6.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings.
  - 2.6.2 ELSOC's members are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.3.
  - 2.6.3 The member concerned is notified in writing of the procedures and reasons for proceeding at least five (5) academic days prior to the meeting.
  - 2.6.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
  - 2.6.5 The motion is carried by the Extraordinary General Meeting.
- 2.7 Any member of the society or the Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.
- 2.8 ELSOC shall acknowledge and accept TWEET as the society for women in EE&T, with TWEET's members comprising a subgroup of the greater ELSOC membership base. ELSOC shall coordinate with TWEET to ensure that the benefit for EE&T students through the activities of both societies is maximised. The method of coordination shall be at the discretion of the President.

### **3 Executive**

3.1 The Executive shall be elected from the full members at the Annual General Meeting and shall consist of:

- 3.1.1 A President
- 3.1.2 A Vice-President
- 3.1.3 A Secretary
- 3.1.4 A Treasurer
- 3.1.5 An Arc Delegate
- 3.1.6 An Academic Coordinator
- 3.1.7 An Industry Coordinator
- 3.1.8 A Publicity Coordinator
- 3.1.9 Year Representatives

3.2 One member is permitted to hold two Executive positions, with the exception that President and Treasurer cannot be held by the same person.

3.3 The Executive shall be responsible for the following duties:

- 3.3.1 The activities of the society.
- 3.3.2 The finances of the society.

3.4 The Executive is bound by the decisions of an Annual or Extraordinary General Meeting.

3.5 Any member of the Executive shall have their position declared vacant if they:

- 3.5.1 Die.
- 3.5.2 Cease to be a member of the club.
- 3.5.3 Cease to be a UNSW student.
- 3.5.4 Are absent from three (3) consecutive meetings of the club without apology or leave.
- 3.5.5 Have their position declared vacant at an Extraordinary General Meeting.

3.6 Any vacancy on the Executive must be filled at an Extraordinary General Meeting via the procedures in Section 4.

3.7 Duties of the Executive positions shall include, but not be limited to:

All members of the Executive shall assist in the preparation, purchasing and transporting foodstuffs, cooking and cleaning at ELSOC's BBQ events, and to pass on their knowledge to their successors at the end of their term. They also act as a point of contact between the School and EE&T students.

### 3.7.1 President

- a) To chair all Executive, General and Annual General Meetings (held during the calendar year) of ELSOC.
- b) To oversee and co-ordinate ELSOC's activities and administration.
- c) To ensure that the elected officers perform their duties as laid down by this Constitution through regular email updates, meetings, reports, notices and/or other forms of communication
- d) To ensure that all other tasks necessary for running activities are performed properly, either by doing or delegating them.
- e) To have a thorough knowledge of the Constitution.
- f) To plan the year's activities.
- g) To act as the official spokesperson for ELSOC.
- h) To arrive at an associate membership fee with the Executive.
- i) To liaise with fellow office bearers.
- j) To acquaint each committee member with their function, responsibility and duties, and to maintain personal contact with them.
- k) To liaise with the Arc and other University departments where necessary.
- l) To ensure that ELSOC is re-affiliated with Arc, by completing and returning the Arc's re-affiliation material.
- m) To ensure the Treasurer submits a Financial Report to the AGM and the Arc and that ELSOC's finances are in good order in preparation for Spot Audits by Arc.
- n) To ensure that the Arc is informed of changes to the Executive.
- o) To pass on their knowledge to their successor.

### 3.7.2 Vice-President

- a) To assist the President in their tasks, and assume their responsibilities in the short term if the President is unable to carry them out.
- b) Responsible for coordinating the social events of the society
- c) Responsible for the day to day running of the office, ensuring open office hours are defined and maintained.

### 3.7.3 Secretary

- a) To be responsible for receiving and replying to all correspondence on behalf of the club.
- b) To organise meetings, agendas (in consultation with the President) and minutes.
- c) To keep relevant club papers in order.
- d) To coordinate elections.

### 3.7.4 Treasurer

- a) To keep and maintain all financial records.
- b) To monitor the ELSOC cheque book and the petty cash.
- c) To keep the ELSOC informed of its financial position (via meetings, emails or similar).
- d) To carry out financial transactions as directed by the Executive.
- e) To not lend money under any circumstances to themselves, other members or other societies/clubs.
- f) To always ensure that financial records are up to date and in good order so that if they are otherwise unable to continue in this capacity someone else can easily take over.
- g) To not put the society into unrecoverable debt; they should endeavour to match costs and income as closely as possible.
- h) To always insist on a receipt/tax invoice to validate any expenditure by ELSOC.
- i) To pay all accounts by cheque or Direct Debit, and to always enter the payee's name and an explanation of the payment on the cheque butt (or in the description field in the case of Direct Debit).
- j) To always provide invoices/receipts for those people, institutions or companies that donate to ELSOC.
- k) To ensure that there are at least two (2) and no more than four (4) signatories from the Executive to the cheque account; typically President, Vice- President, Arc Delegate and Treasurer.
- l) To ensure that ELSOC's funds are not misused at any time.
- m) To complete and lodge claim forms for events with the Arc and with the School.

### 3.7.5 Arc Delegate

- a) To be aware of the Arc funding system, its requirements and its possibilities for ELSOC.
- b) To communicate with the Executive before and after each Arc General Meeting to pass on pertinent information.
- c) To liaise with the Arc and the Executive.
- d) To have a working knowledge of Arc forms and claiming requirements.
- e) To clear out ELSOC's pigeon hole at the Arc Resource Centre at least every two weeks.
- f) To attend Arc Clubs General Meetings or nominate another Executive member to attend on their behalf; or else send apologies in advance in the form of a written note with their name, ELSOC and meeting date.

### 3.7.6 Academic Coordinator

- a) Responsible for maintaining and creating new academic activities of ELSOC.
- b) To maintain ELSOC free tutoring.
- c) To liaise with the school's Alumni Committee concerning academic events they may wish to hold.
- d) To be in charge of textbook borrowing.
- e) To appoint an Hobby Electronics Club Coordinator and facilitate the activities of the club.

### 3.7.7 Industry Coordinator

- a) To liaise with industry contacts and non-university engineering societies, e.g. IEAust, IET, IEEE.
- b) To organise sponsorship and facilitate donations from industry organisations.
- c) To maintain the industry database.

### 3.7.8 Publicity Coordinator

- a) To organise posters and update notice boards in advance of ELSOC events.
- b) To ensure that emails are sent via the School Office to all members.
- d) Responsible for keeping the ELSOC website and facebook updated.
- e) To take photographs at ELSOC events and distribute them among members or appoint someone to do so.

### 3.7.9 Merchandise Officer

- a) To organise for the design, purchase, storage, and sale of ELSOC merchandise.
- b) To at all times keep a thorough and accurate record of stock levels.
- c) To keep records of income gained from the sale of merchandise.
- d) To set prices of merchandise in consultation with the Executive.

### 3.7.10 Year Representatives

- a) Year representatives will be elected for the position of first year, second year, third year, fourth year and fifth year.
- b) The year representative must be in the year which they represent.
- c) There can be up to two first year representatives. There can be up to two second year representatives. The other positions must have one person per position.
- d) To raise awareness of ELSOC events by announcing them in lectures and by word of mouth.
- e) To act as a point of contact between students in each year and the Executive.

3.10 The Executive will elect two (2) representatives to represent ELSOC as a part of ENGSO.

3.11 At least one (1) must come from the Executive.



## **4 Meetings**

### **Annual General Meetings**

- 4.1 There shall be one Annual General Meeting every calendar year.
- 4.2 The Annual General Meeting shall be held during University session.
- 4.3 Notice in the form of an agenda for the Annual General Meeting shall be no less than five (5) academic days and is to be:
  - 4.3.1 Advertised in Tharunka and/or Blitz.
  - 4.3.2 Given in writing to the Arc.
  - 4.3.3 Given in writing to all club members, or upon approval by the Arc, given in a way that will guarantee an acceptable level of exposure among ELSOC members.
- 4.4 Quorum for the Annual General Meeting shall be 15 members or one half of ELSOC membership, whichever is lesser.
- 4.5 At an Annual General Meeting:
  - 4.5.1 Reports shall be presented by at least the President and Treasurer.
  - 4.5.2 Full financial reports shall be presented and adopted.
  - 4.5.3 Elections for a new Executive shall be conducted.
  - 4.5.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 4.6 Full minutes of this meeting, including a list of the new Executive, written financial reports and constitutional amendments shall be forwarded to the Arc within ten (10) academic days of the meeting.

### **Extraordinary General Meetings**

- 4.7 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.10.
- 4.8 Extraordinary General Meetings shall be held during University session.
- 4.9 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
- 4.10 To petition Extraordinary General Meetings fifteen (15) members or half of ELSOC's membership, whichever is the lesser, must petition the Executive in writing.

- 4.11 Such a petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.
- 4.12 There shall be other general meetings as the Executive sees fit.

## **Meetings**

- 4.13 General requirements for all meetings are as follows:
  - 4.13.1 All voting at meetings shall be with a simple majority required for a resolution to be passed.
  - 4.13.2 Each member is entitled to one vote.
  - 4.13.3 No proxies shall be allowed in any meetings.
  - 4.13.4 In the case of equality of voting, the President shall have a casting vote.
  - 4.13.5 Elections for the Executive shall use the “first past the post” system.
  - 4.13.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting.
  - 4.13.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by the Arc for ELSOC to remain affiliated with the Arc.

## **5 Finance**

- 5.1 ELSOC shall hold an account with a financial institution on the University campus.
- 5.2 The Executive must approve all accounts and expenditures for payment.
- 5.3 All financial transactions shall require two signatures of members of the Executive.
- 5.4 The Club shall nominate four (4) members of the Executive as possible signatories for the account, one of which must be the ELSOC Treasurer.

## **6 Dissolution**

- 6.1 Dissolution of ELSOC will occur after the following conditions have been met:
  - 6.1.1 Written approval from the Head of School is obtained.
  - 6.1.2 An Extraordinary General Meeting is petitioned in writing as set out in 4.10.
  - 6.1.3 Procedures for notification as set out in 4.3 are followed, and the reasons for the proposed dissolution are included in a notification to the Arc.
  - 6.1.4 Quorum for a meeting to dissolve ELSOC shall be twenty (20) members or three quarters of the membership, whichever is lesser.
  - 6.1.5 The Head of School and other School representatives must be present at the meeting.
  - 6.1.6 No other business may be conducted at the meeting to dissolve ELSOC.
  - 6.1.7 After the petitioning body has stated its case, any opposition must be given the opportunity to reply, with at least ten (10) minutes set aside for this purpose.
  - 6.1.8 A vote is taken, and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club.
  - 6.1.9 If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.
- 6.2 Dissolution of ELSOC will also occur if ELSOC has been financially and administratively inactive for a period of eighteen (18) months.
  - 6.2.1 The Arc must give twenty (20) academic days notice in an official Arc publication and in writing to the last known President before dissolving the club in this way.
- 6.3 On the dissolution of ELSOC, assets are not to be distributed to members or the Executive. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. The organisation may be nominated at the ELSOC dissolution meeting. If no legitimate club or organisation is nominated, the Arc will begin procedures to recover any property, monies or records belonging to ELSOC which it perceives will be useful to other Arc-affiliated clubs. ELSOC will be given twenty (20) academic days to forward all relevant items to the Arc before any action is instigated.