

Melbourne University Chemical Engineering Students Society
C/- Faculty of Chemical and Biomolecular Engineering
University of Melbourne, Parkville, 3010



MELBOURNE UNIVERSITY
CHEMICAL ENGINEERING
STUDENTS' SOCIETY

CONSTITUTION

PREAMBLE:

Never underestimate the power of back of the envelope calculations.

1. NAME:

- a) The full name of the club will be the Melbourne University Chemical Engineering Students Society (MUCESS)
- b) This club is affiliated to the University of Melbourne Student Union (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of the Student Union and the Clubs & Societies Regulations shall apply.
- c) During the course of affiliation with UMSU this club shall comply with any requirements of the Clubs & 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 & Societies Committee in accordance with any conditions imposed by such body.

2. AIMS OF THE SOCIETY

- a) To actively promote, develop, and foster a strong relationship between chemical engineering students at the University of Melbourne and leading figures/companies within the Australian engineering industry.
- b) To Hold activities, both academic and social, of such a nature as to interest and benefit the members.
- c) To represent the members in matters affecting their academic interests.
- d) To promote the welfare of members
- e) To be a forum for the expression of members' opinions on the matters affecting their welfare.
- f) To make rules and by-laws, enacted by the society in general meeting and the society committee respectively, for the peace, order and good government of the society.

3. MEMBERSHIP:

- a) Membership shall be open to 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 Department of Chemical and Biomolecular Engineering are entitled to access all educational and representational aspects of the Chemical Engineering Students Society.
- d) A person shall be considered a "full member" having:
 - i. Paid a membership fee exacted at the committee's direction; and
 - ii. Completed a membership form as prepared by the committee

4. COMMITTEE:

The Committee may only consist of elected “full members” as described in clause 3.d

- a) An executive consisting of:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. Education Officer
- b) Non-executive members consisting of:
 - i. One or two representative/s from each year level, that is/are to act as the year level representative/s. Year level representation shall be based off the office holder undertaking a majority of subjects for the corresponding year level.
 - ii. One International Student Representative, that is to act as a representative for all international students
 - iii. One or two Publication Officer/s, that are to organise any media connected to the club
 - iv. One Welfare Officer, that is to promote the health and wellbeing of all students
- c) Faculty Representative
 - i. A member of the staff of the Department of Chemical and Biomolecular Engineering, invited each year by the President to hold office for that year.
- d) Sub Committees
 - i. The society shall appoint any sub-committee as necessary
 - ii. No sub-committee may directly access funds without the express permission of the sitting committee, and the sub-committee shall report the results of its activities to the committee as required.
- e) The committee shall have the following powers:
 - i. Control over the finances of the club
 - ii. Control over the activities of the club.

5. GENERAL MEETINGS

- a) There shall be such General Meetings as the committee sees fit, or as are petitioned.
- b) The committee is required to give at least five full academic days notice of any General Meeting. This includes Annual General Meetings (AGM) or Special General Meeting (SGM).
- c) Notice for all General Meetings must be emailed to all club members and the Clubs & Societies Department.
- d) The quorum for all General Meetings is at least twenty full members who are not committee members
- e) If fifteen members, or one fifth of the membership, whichever is smaller, should petition the committee for a General Meeting, such a meeting must be held within fifteen academic days, at a date set by the committee. If the secretary fails to convene within the prescribed time, the petitioning members may convene it.
- f) There shall be one Annual General Meeting (AGM) every calendar year, held during the second academic semester but no later than the end of September. At this meeting:
 - i. Written reports shall be tabled by the President, Treasurer, Education Officer and other pertinent office bearers
 - ii. Ratification of the society's constitution shall occur and/or adoption of any constitutional changes
 - iii. Full financial report will be presented and adopted from the financial period from AGM to AGM
 - iv. Other proposed motions will be discussed and voted upon, with preference going to motions of which notice was given prior to the AGM
 - v. The society secretary is required to submit all required AGM documents to the Clubs & Societies Department of the University of Melbourne Student Union within two weeks of the AGM.

6. COMMITTEE MEETINGS:

- a) A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to set
- b) At committee meetings, quorum shall be two thirds of the sitting committee, at least one of whom shall be a member of the executive.
- c) Any committee member absent from two consecutive meetings without due cause or previous apology, may at the committee's discretion by motion of the committee be deemed to have resigned from his/her position. A new election should be held to fill the position.

7. VOTING:

- a) Voting at all meetings shall be democratic, with a simple majority sufficing for the passage of motion. All tied motions are lost. No proxy voting shall be permitted.
- b) Constitutional changes require a simple majority of members at a General Meetings and take effect from the end of the meeting. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the UMSU Clubs & Societies Office Bearer(s) before they are presented to a General Meeting.

8. ELECTIONS

- a) The committee shall appoint a returning officer at least three weeks prior to the General Meeting.
- b) The returning officer shall call for, and receive nominations for all Committee positions, for a minimum of five academic days, and nominations must close one full week prior to the General Meeting.
- c) Voting shall occur via polling after the close of nominations, for a minimum of five academic days prior to the General Meeting.
- d) Candidates are elected in constitutional order by simple majority.

9. IMPEACHMENT

- a) Impeachment proceeding shall be initiated against any committee or club member/s by a motion of the committee, or a petition bearing the signatures of at least fifteen full members.
- b) At the next General Meeting a motion shall be put to impeach the member, provided that at least 5 academic days' notice has been given to the membership in writing.
- c) The person/s to be impeached will be given at least twenty minutes to speak before the vote is taken.
- d) The motion to impeach is passed by a majority of at least two thirds.
- e) If impeached the persons membership is considered void.
- f) If the impeached persons holds a position on committee, the position is deemed to be vacant and another General Meeting should be called to fill the position in accordance with Item 5.
- g) No person/s can be impeached on the grounds of race, gender, religion, political, moral or sexual views.

10. WINDING UP:

- a) A motion to wind up the club must be written and notice of the motion is to be given in the agenda for a General Meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.
- b) If the club is wound up, any assets and 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 Melbourne University Department of Chemical and Biomolecular Engineering. Any assets must be held in trust for a period of at least 18 months or until a club with the same aims is created, at which stage control of which will be handed back to the members.
- c) 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 wishes to oppose the winding up of the club should make submissions to the committee.

11.

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

12.

The decision of The Committee is final subject only to appeal under UMSU rules.

13.

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.