



Constitution of the **Monash Engineering Students' Society**

Part 1. The Constitution

Part 1.1. Interpretation

Part 1.1.1. The provisions of this constitution shall be construed subject to the constitution of the Clubs & Societies Council. Where this constitution is inconsistent with the constitution of the Clubs & Societies Council, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of the Clubs & Societies Council makes provisions for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution.

Part 1.1.2. For the exclusive purposes of the Clubs & Societies Council, the Vice President (Academic) shall be the Vice President of the club.

Part 1.1.3. In this constitution, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and

- (i) "AGM" means the Annual General Meeting;
- (ii) "club" means Monash Engineering Students Society
- (iii) "Clubs & Societies Council" means the Clubs & Societies Council division of MSA;
- (iv) "C&S Executive" means the Executive of the Clubs & Societies Council;
- (v) "committee" means the committee of the club, as defined in Part 4;
- (vi) "EGM" means an Extraordinary General Meeting;
- (vii) "General Meeting" means a general meeting of the club members;
- (viii) "MSA" means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);
- (ix) "OGM" means an Ordinary General Meeting; and
- (x) "public notice" means an electronic notice displayed on the C&S world wide web site.

Part 1.2.Amendments

Part 1.2.1.This constitution may be amended by the affirmative votes of at least 2/3 of the voting members at a General Meeting, if

- (xi) 10 days' written notice of the proposed amendment is served on all club members; and
- (xii) the C&S Executive has first approved the sought amendment(s).

Part 2.The Club

Part 2.1.Name

Part 2.1.1.The name of the club shall be "Monash Engineering Students' Society".

Part 2.2.Mission Statement

The official mission statement of the club shall be:

"MESS is a student run, not-for-profit organisation that seeks to enrich the education experience of students at Monash University through engaging and fun, social and academic opportunities.

We will focus our energy on engineering whilst aiming to serve the best interests of all students, the university and the wider community."

Part 2.3.Aims and Objectives

Part 2.3.1.The aims and objectives of the club shall be to

- (xiii) provide formal and informal activities for all Monash engineers in order to increase familiarisation and socialisation amongst year levels;
- (xiv) provide information to members about current issues;
- (xv) provide engineering related information to interested parties and to encourage a greater number of females in engineering;
- (xvi) aid members in developing skills befitting a career or interest in engineering; and
- (xvii) aid members in gaining relevant vacation and graduate employment.

Part 3.Members

Part 3.1.Duration and Cost of Membership

Part 3.1.1.The annual membership fee for the club, if any, shall be set by the committee.

Part 3.1.2.A person's membership of the club shall run from the payment of the membership fee, or if there is no fee, from approval of the membership, until the first academic day of the following year, or until the person ceases to be eligible, whichever occurs earlier.

Part 3.2.Ordinary Membership

Part 3.2.1.Ordinary membership of the club shall be open to all Students and University Staff Members who subscribe to the aims and objectives of the club.

Part 3.3.Associate Membership

Part 3.3.1.Associate membership of the club shall be open to all persons who are ineligible for ordinary membership, and who subscribe to the aims and objectives of the club.

Part 3.3.2.Associate members of the club shall have all the rights of ordinary members, except that they shall not be eligible to vote or hold committee positions.

Part 3.4.Honorary Membership

Part 3.4.1.Honorary life membership of the club may be conferred by the affirmative votes of at least 2/3 of the voting members at a General Meeting, on a person who has made a substantial contribution to the club.

Part 3.4.2.Honorary life members of the club who are eligible for ordinary membership shall have all the rights of ordinary members.

Part 3.5.Revocation and Rejection

Part 3.5.1.A person may only have her/his club membership revoked, or membership application rejected, by the affirmative votes of at least 2/3 of the voting members at a General Meeting if at least 7 days' written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion.

Part 3.5.2.A person whose club membership has been revoked, or whose membership application has been rejected, may appeal to the C&S Executive by serving on it, within 14 days of the revocation/rejection, a written notice of appeal. The C&S Executive's decision on the matter shall be binding on the club.

Part 3.5.3.All members (including committee) will be made clearly aware that a condition of membership will be that they agree to abide by the Monash Engineering Students Society Code of Conduct, which will be available in hard copy from the MESS office or available on the club's website. This Code of Conduct and any changes must be firstly approved by C&S Executive and the Faculty of Engineering. The committee will decide if a breach of the Code of Conduct has occurred and the proceedings from §3.5.1 will take place and the club members will decide if membership should be revoked.

Part 3.6.Membership Records

Part 3.6.1.On request, the Secretary shall make available to any club member a list of all club members, containing only each member's name and membership type, and, where applicable, the last 3 digits of the each member's University student or staff number.

Part 3.6.2.The Secretary shall ensure that the C&S Executive has an up-to-date copy of all club membership records at all times.

Part 3.6.3.Except as prescribed in §3.6.1 - §3.6.2, the Secretary shall ensure that all membership records are kept strictly confidential, and that out-of-date membership records are destroyed.

Part 4.The Committee

Part 4.1.Office Bearers

Part 4.1.1.The club committee shall consist of 23 club office bearers.

Part 4.1.2.The club office bearers shall be the

- (xviii) President;
- (xix) Vice President (Academic);
- (xx) Vice President (Social);
- (xxi) Treasurer;
- (xxii) Secretary;
- (xxiii) Assistant Treasurer;
- (xxiv) Careers Guide Co-ordinator;
- (xxv) 2 Major Events Co-ordinators;
- (xxvi) 2 Activities Co-ordinators;
- (xxvii) 2 Sport and Orientation Co-ordinators;
- (xxviii) Publications Officer;
- (xxix) Technology Officer;
- (xxx) 2 Academic Representatives;
- (xxxi) 2 Social Representatives;
- (xxxii) 4 First-Year Representatives (2 Male, 2 Female);

Part 4.1.3. There shall be an Equal Opportunity, and Open Day Coordinator portfolio to be assigned to an office bearer by the committee.

Part 4.1.4. The duties of the President shall be to

- (xxxiii) preside as chair over committee meetings and General Meetings;
- (xxxiv) attend meetings of the Clubs & Societies Council, vote in the interests of the club, and report outcomes to the committee;
- (xxxv) co-ordinate the activities of the committee;
- (xxxvi) represent the club, and act as its spokesperson, to the Clubs & Societies Council, MSA, the University and other bodies, as appropriate;
- (xxxvii) submit reports to committee meetings, as appropriate;
- (xxxviii) submit an annual report to the AGM;
- (xxxix) perform other duties, as the committee may resolve; and
- (xl) write a detailed operational report at end of term for next position holder.

Part 4.1.5. The duties of the Vice President (Academic) shall be to

- (xli) attend committee meetings and General Meetings;
- (xlii) assist the President in her/his duties;
- (xliii) preside as chair over committee meetings and General Meetings, in the absence of the President;
- (xliv) perform the duties of the President if that office is vacant;
- (xlv) co-ordinate the careers guide co-ordinator and academic representative;
- (xlvi) organise other academic functions;
- (xlvii) contact companies and other organisations with reference to the careers guide and other functions;
- (xlviii) organise a main corporate sponsor for the club;
- (xlix) sit on committees to represent Monash Engineering Students in academic affairs;
- (l) liaise with the Engineering Faculty on all publications, academic or otherwise;
- (li) submit academic reports to committee meetings, as appropriate;
- (lii) perform other duties, as the committee may resolve; and
- (liii) write a detailed operational report at end of term for next position holder.

Part 4.1.6. The duties of the Vice President (Social) shall be to

- (liv) attend committee meetings and General Meetings;
- (lv) assist the President in her/his duties;
- (lvi) organise a main social sponsor for the club;

- (lvii) oversee the organisation of social events and functions and delegate other committee members to help as required;
- (lviii) co-ordinate activities with the engineering departmental clubs;
- (lix) submit social reports to committee meetings, as appropriate;
- (lx) perform other duties, as the committee may resolve; and
- (lxi) write a detailed operational report at end of term for next position holder.

Part 4.1.7.The duties of the Treasurer shall be to

- (lxii) attend committee meetings and General Meetings;
- (lxiii) keep the club's financial books in order, in accordance with the requirements of the Clubs & Societies Council;
- (lxiv) prepare a club budget, at least annually;
- (lxv) collect and bank all income in the club's bank account;
- (lxvi) prepare the club's financial books for audit, semi-annually;
- (lxvii) liaise with the Clubs & Societies Council on any financial requirements;
- (lxviii) submit financial reports to committee meetings, as appropriate;
- (lxix) submit a financial report to the AGM;
- (lxx) perform other duties, as the committee may resolve; and
- (lxxi) write a detailed operational report at end of term for next position holder.

Part 4.1.8.The duties of the Secretary shall be to

- (lxxii) attend committee meetings and General Meetings;
- (lxxiii) prepare agendas and minutes, and serve notice as prescribed, for General Meetings and committee meetings;
- (lxxiv) act as Returning Officer for club elections, as appropriate;
- (lxxv) ensure that an up-to-date membership register is maintained;
- (lxxvi) regularly check the club's mail box and electronic mail account, supplied by the Clubs & Societies Council, for incoming correspondence;
- (lxxvii) ensure that inwards and outwards correspondence for the club is handled correctly and in a timely manner;
- (lxxviii) submit reports to committee meetings, as appropriate;
- (lxxix) submit an annual report to the AGM;
- (lxxx) perform other duties, as the committee may resolve; and
- (lxxx) write a detailed operational report at end of term for next position holder.

Part 4.1.9.The duties of the Assistant Treasurer shall be to

- (lxxxii) attend committee meetings and General Meetings;
- (lxxxiii) assist the Treasurer in all his/her duties;
- (lxxxiv) perform other duties, as the committee may resolve; and
- (lxxxv) write a detailed operational report at end of term for next position holder.

Part 4.1.10. The duties of the Careers Guide Co-ordinator shall be to

- (lxxxvi) attend committee meetings and General Meetings;
- (lxxxvii) co-ordinate the production of the careers guide;
- (lxxxviii) contact publishing companies in reference to the printing of the careers guide;
- (lxxxix) compile the careers guide in a format suitable for publication;
- (xc) perform other duties, as the committee may resolve; and
- (xci) write a detailed operational report at end of term for next position holder.

Part 4.1.11. The duties of each Major Events Co-ordinator shall be to

- (xcii) attend committee meetings and General Meetings;
- (xciii) organise the annual ball and other night time functions;
- (xciv) organise sponsorship for the annual Ball & other functions;
- (xcv) perform other duties, as the committee may resolve; and
- (xcvi) write a detailed operational report at end of term for next position holder.

Part 4.1.12. The duties of each Activities Co-ordinator shall be to

- (xcvii) attend committee meetings and General Meetings;
- (xcviii) organise social activities for members during Uni daytime;
- (xcix) set up and clean up of these events, or work with the Vice President (Social) to delegate such duties;
- (c) clean, or delegate the cleaning of, utensils used at such functions;
- (ci) manage and order all food & drink for all MESS functions;
- (cii) perform other duties, as the committee may resolve; and
- (ciii) write a detailed operational report at end of term for next position holder.

Part 4.1.13. The duties of each Sport and Orientation Co-ordinator shall be to

- (civ) attend committee meetings and General Meetings;
- (cv) organise and run first-year camp;
- (cvi) organise social sporting events for members;
- (cvii) liaise with MSA and/or Monash Sport about university run sporting events;
- (cviii) perform other duties, as the committee may resolve; and

- (cix) write a detailed operational report at end of term for next position holder.

Part 4.1.14.The duties of the Publications Officer shall be to

- (cx) attend committee meetings and General Meetings;
- (cxi) design, produce and print an Engineering O-Week guide;
- (cxii) design and print posters & transparencies for all MESS purposes;
- (cxiii) produce designs for all MESS merchandise;
- (cxiv) release a club newsletter on a bi-monthly basis;
- (cxv) create, or oversee the creation of, photo board collages for camp, ball and other events;
- (cxvi) decorate MESS whiteboard with important messages;
- (cxvii) perform other duties, as the committee may resolve; and
- (cxviii) write a detailed operational report at end of term for next position holder.

Part 4.1.15.The duties of the Technology Officer shall be to

- (cxix) attend committee meetings and General Meetings;
- (cxx) maintain and update the members database and sign-up procedures;
- (cxxi) maintain and update the website;
- (cxxii) create, or assist in the creation of, Facebook events for all MESS events;
- (cxxiii) organise cameras for all MESS events;
- (cxxiv) publish event photos on the web;
- (cxxv) perform other duties, as the committee may resolve; and
- (cxxvi) write a detailed operational report at end of term for next position holder.

Part 4.1.16.The duties of each Academic Representative shall be to

- (cxxvii) attend committee meetings and General Meetings;
- (cxxviii) assist the Vice President (Academic) and Careers Guide Co-ordinator in organising academic activities and in contacting companies for the careers guide;
- (cxxix) perform other duties, as the committee may resolve; and
- (cxxx) write a detailed operational report at end of term for next position holder.

Part 4.1.17.The duties of each Social Representative shall be to

- (cxxx) attend committee meetings and General Meetings;

- (cxxxii) assist the Social vice president, Major Events co-ordinator, the Activities Organiser and the Camp & Sports organiser in any tasks that they are organising, especially the first year camp, engineering ball and any other social activities;
- (cxxxiii) work with the Social Vice President in seeking sponsorship for the club;
- (cxxxiv) perform other duties, as the committee may resolve; and
- (cxxxv) write a detailed operational report at end of term for next position holder.

Part 4.1.18. The duties of each First-Year Representative shall be to

- (cxxxvi) attend committee meetings and General Meetings;
- (cxxxvii) liaise with other first years and encourage them to become involved with the club;
- (cxxxviii) assist other committee members with their roles, in particular major events and activities;
- (cxxxix) perform other duties, as the committee may resolve; and
- (cxl) write a detailed operational report at end of term for next position holder.

Part 4.1.19. A person shall be eligible to be a club office bearer, or be elected a club office bearer, if s/he is

- (cxli) an ordinary member of at least 15 days' standing; and
- (cxlii) a student anticipating to complete the next two semesters at Clayton campus.

Part 4.1.20. The person to whom the Equal Opportunity portfolio is shall have the power to

- (cxliii) act as a voice of Equal Opportunity on all decisions and at all MESS events;
- (cxliv) sit as a student representative on the Engineering Faculty Equity & Access council;
- (cxlv) liaise with Engineering Faculty representatives and report on EO; and
- (cxlvi) organise Equal Opportunity training for committee members.

Part 4.2. Executive

Part 4.2.1. For the purposes of the club, the executive is defined as:

- (cxlvii) President
- (cxlviii) Vice President (Academic)
- (cxlix) Vice President (Social)
- (cl) Secretary

(cli) Treasurer

Part 4.2.2.The executive positions must be filled by students having served at least one year as an office bearer on the committee.

Part 4.3. Election and Terms in Office

Part 4.3.1.An election shall only be held during a General Meeting.

Part 4.3.2.The Returning Officer shall be appointed by the committee at least 21 days prior the date of the General Meeting at which the election is to be held.

Part 4.3.3.The Secretary shall be appointed Returning Officer unless the committee resolves otherwise, or the Secretary self-disqualifies.

Part 4.3.4.The Returning Officer must be a student at the time of appointment.

Part 4.3.5.The Returning Officer shall not

- (clii) be a candidate;
- (cliii) endorse a candidate; or
- (cliv) vote,

in an election over which s/he presides.

Part 4.3.6.The Returning Officer shall serve a written notice of an election on all members, at least 14 days prior to the date of the General Meeting at which the election is to be held.

Part 4.3.7.The committee shall be elected by plurality ("First Past the Post") vote at a secret ballot, except where there are only 2 candidates for a position, in which case the club may resolve to vote by a show of hands.

Part 4.3.8.The annual election for all committee positions shall be held at the AGM except for First Year Representatives, who shall be elected at an EGM in March.

Part 4.3.9.A by-election for a position shall be held at an OGM or EGM if the person most recently elected to that position

- (clv) has ceased to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.3.16, prior to that meeting; or
- (clvi) will cease to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.3.16, within 28 days of the date of that meeting.

Part 4.3.10.In the event that the office of the President, Vice President, Treasurer and/ or Secretary is vacated prior to the conclusion of an ordinary term, an EGM shall be called and held within 20 academic days of vacation to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.

Part 4.3.11.In the event that the office of the President, Vice President, Treasurer and/or Secretary remains vacant after an election, an EGM shall be called and held within 20 academic days of that election to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.

Part 4.3.12.At any OGM and EGM, a by-election must be held for any vacant position (s).

Part 4.3.13.The committee positions shall be filled in the order they are listed in §4.1.1.

Part 4.3.14.A person elected a club office bearer at an AGM shall ordinarily hold office from the day after the AGM until the day of the following AGM.

Part 4.3.15.A person elected a club office bearer at an OGM or EGM shall ordinarily hold office for a term commencing the day after that General Meeting, unless the position to which s/he was elected was not yet vacant on that day, in which case the term shall commence the day after the position is vacated. The ordinary term shall conclude on the day of the following AGM.

Part 4.3.16.A club office bearer shall cease to hold office prior to the completion of her/his ordinary term if

- (clvii) s/he serves a written notice of resignation, specifying the date of cessation, on the committee;
- (clviii) s/he ceases to be a student;
- (clix) s/he is absent, without apology, or a reasonable excuse for not providing an apology, from any 3 consecutive committee meetings; or
- (clx) s/he is removed from office in accordance with §4.3.17 or §3.5.3

Part 4.3.17.A club office bearer may be removed from office by the affirmative votes of at least 2/3 of the voting members at a General Meeting, if 2 days' written notice of the intention to move a motion to remove the member has been served on the Secretary and/or the committee, and the office bearer has been given a reasonable opportunity to speak to the motion.

Part 4.4.Co-option

Part 4.4.1.In the event that a club office bearer ceases to hold office prior to the conclusion of her/his ordinary term, or a position remains vacant after an election, the committee may co-opt a person to hold the vacant position, if that person would be eligible to be elected on the day of co-option.

Part 4.4.2.A person co-opted as a club office bearer shall ordinarily hold office for a term commencing on the day of co-option and concluding on the day of the next General Meeting.

Part 4.5.Meetings

Part 4.5.1.There shall be at least 4 committee meetings per semester.

Part 4.5.2.The Secretary shall serve at least 4 days' written notice and/or at least 2 days' verbal notice of a committee meeting on all committee members.

Part 4.5.3.Subject to, and in accordance with, §4.5.2, the Secretary

- (clxi) may convene a committee meeting whenever s/he deems it appropriate;
- (clxii) must convene a committee meeting whenever s/he receives a written request from the President to do so; and
- (clxiii) must convene a committee meeting whenever s/he receives a written request from 2 committee members to do so.

Part 4.5.4.At a committee meeting

- (clxiv) the President;
- (clxv) in the absence of the President, the Vice President; and
- (clxvi) in the absence of both the President and the Vice President, a person elected by and from the committee members present, shall preside as chair.

Part 4.5.5.At a committee meeting, each committee member shall have a deliberative vote, except the chair, who shall have a casting vote.

Part 4.5.6.A quorum for a committee meeting shall be 12 committee members, at least 1 of which must be the President, Vice President, Treasurer or Secretary.

Part 4.5.7.If, within 20 minutes after the scheduled start of a committee meeting, a quorum is not achieved, the meeting shall

- (clxvii) proceed as a committee of the whole, which must report its resolutions to the next quorate committee meeting for ratification before they take effect; or
- (clxviii)if the chair so rules, stand adjourned to a place, time and day (at most 14 days later) specified by the chair at the time of adjournment.

Part 5.General Meetings

Part 5.1.Notice and Agendas

Part 5.1.1.The Secretary shall serve at least 10 academic days' public notice and written notice of a General Meeting on all club members.

Part 5.1.2.A club member may request to have an item added to the agenda for a General Meeting by serving a written notice on the Secretary at least 2 days prior to the day of the meeting.

Part 5.2. Annual General Meetings

Part 5.2.1. An AGM shall be held in September of each year.

Part 5.2.2. The business of an AGM shall include

- (clxix) Reception of the annual reports of the club office bearers; and
- (clxx) election of the committee.

Part 5.3. Ordinary General Meetings

Part 5.3.1. There shall be at least 1 OGM each year, which must be held during the first semester.

Part 5.4. Extraordinary General Meetings

Part 5.4.1. An EGM shall be called

- (clxxi) within 5 academic days, of a signed petition of at least 5 per cent of ordinary members requesting one, being served on the committee, and must be held within 10 academic days;
- (clxxii) if the committee resolves to call one;
- (clxxiii) if the club resolves to call one; or
- (clxxiv) if one must be called to hold a by-election.

Part 5.4.2. Where an EGM is not called as prescribed in §5.4.1, the C&S Executive may call one.

Part 5.5. Conduct of General Meetings

Part 5.5.1. A General Meeting shall only be held on an academic day.

Part 5.5.2. At a General Meeting

- (clxxv) the President;
- (clxxvi) in the absence of the President, the Vice President; and
- (clxxvii) in the absence of both the President and the Vice President, a committee member nominated by the President by signed notice to the Secretary

shall preside as chair.

Part 5.5.3. At a General Meeting, each ordinary member of at least 10 days' standing shall have a deliberative vote, except the chair, who shall have a casting vote.

Part 5.5.4. A quorum for a General Meeting shall be 15 ordinary members, or 10 per cent of ordinary members, whichever is greater.

Part 5.5.5. If, within 20 minutes after the scheduled start of a General Meeting, a quorum is not achieved, the meeting shall

(clxxviii) proceed as a committee of the whole, which must report its resolutions to the next quorate General Meeting for ratification before they take effect; or

(clxxix) if the chair so rules, stand adjourned to a place, time and day (at least 7 and at most 14 days later) specified by the chair at the time of adjournment.

Part 6.Assets

Part 6.1.Clubs & Societies Council

Part 6.1.1.All club assets are the property of the Clubs & Societies Council.

Part 6.1.2.Tangible assets may not be disposed of through resale, donation, transfer or by any other means, without prior approval of the C&S Executive.

Part 6.1.3.Unless otherwise approved by the C&S Executive, all physical assets must be stored on the Clayton campus.