

The University of Western Australia



Science Union

Constitution

2/11/20

Last edited: 2/11/20

1.0 Name

1.1 Name

The name of the Society shall be "The University of Western Australia Science Union", hereinafter referred to as Science Union.

1.2 The Council

The elected and appointed Members of the Science Union Committee shall hereafter be referred to as the 'Council'.

1.3 Logo

The Science Union shall have the yellow on black "Pascal's Triangle" as its logo.

1.4 Use of Science Union Logo and Name

The use of Science Union's Logo and Name will be used with express authority from the Executive

2.0 Composition

2.1 Faculty

Science Union shall be a coordinated body of students and subsidiary and affiliated clubs from the various schools and departments within the Faculty of Science.

2.2 Affiliated Clubs The following clubs may be affiliated with the Science Union:

- i. Woolnough Society
- ii. University Physics Society (UPS)
- iii. UWA Psychology Society (PsySoc)
- iv. Students of Natural and Agricultural Science (SNAGS)
- v. Zoology Club
- vi. Physical

Education Students Association (PESA) vii. Health Students Society viii. UWA Mathematics Union xi. CHeMnBiO Club

2.3 Subsidiary Clubs

The listed subsidiaries are affiliated branches of Science Union:

i. Science Union Physiology, Human Biology and Anatomy Club (P.H.A.C.)
Subsidiary clubs exist for the benefit of Science Union, Science at the University and their respective Schools. Subsidiaries clubs must assist the Science Union Executive in their obligations under the *Associations Incorporation Act 1987* with respect to their subsidiary.

Subsidiary clubs must meet certain obligations to Science Union during each University year. Subsidiary clubs must negotiate an obligation agreement with the Science Union each year, which must be finalised by the end of the first fortnight of semester one. In the case of ambiguity, interpretation of these obligations is by the Executive Council of Science Union. Subject to this constitution, subsidiary clubs have the power to make rules for their own governance.

2.2.1 Other Clubs

Other Clubs may be affiliated with the Science Union, subject to the approval of the Council.

2.2.2 Science Clubs

Hereinafter, "Science Clubs" shall refer to the departmental clubs and other clubs affiliated under Clause 2.2.

3.0 Objects

3.1 Ideals & Interests

To further the ideals of Science and the promotion of Science at the student level, to promote the interests of Science students to the University and to

cater for science students in social, education, welfare, equity and careers contexts.

3.2 Relationship with Faculty

To promote a strong working relationship with the University of Western Australia's Faculty of Science for the benefit of the students it represents.

3.3 Co-ordination

To co-ordinate the activities of the affiliated Science Clubs.

3.4 Social Activities

To conduct social activities for the benefit of its Members.

3.5 Education Activities

To conduct education activities for the benefit of its Members.

3.6 Careers Activities

To conduct prospective careers activities for the benefit of its Members.

3.7 Welfare Activities

To conduct welfare activities for the benefit of its Members and the community.

3.8 Property and Income

The income raised and property purchased for the Science Union shall be applied towards the objects of the Science Union and no part of that property or income may be distributed to Members except in good faith in the promotion of those objects.

3.9 Inter-Faculty

To participate in inter-Faculty sporting competitions, and any other similar functions.

3.10 Other Things To do all other things such as may be necessary for the

benefit of the Science Union.

4.0 Membership

4.1 Nature

Science Union Membership shall consist of Ordinary Members, Associate Financial Members, Financial Members, Honorary Members and Honorary Life Members, as hereinafter defined.

4.2 Ordinary Members

Ordinary Members shall be all students enrolled in a Faculty of Science unit at the University of Western Australia.

4.3 Financial Members

Financial Members shall be all students enrolled in the UWA Faculty of Science and having paid the subscription fee as per Clause 5.2.

4.4 Associate Financial Members

Associate Financial Members shall be all UWA students not enrolled in the Faculty of Science who have paid the subscription fee as per Clause 5.2.

4.5 Honorary Members

Honorary Members may be elected by Science Union Council for a period of not less than one year.

4.5.1 Dean as an Honorary Member

The Dean of the Faculty of Science shall automatically be an Honorary member of the Science Union, unless they indicate that they do not wish to accept such a position.

4.6 Honorary Life Members

Honorary Life Members may be elected by a 2/3 majority of the Members present at a General Meeting of the Science Union.

4.6.1 Honorary Life Membership to Presidents

Any President who has completed their term is automatically eligible for Honorary Life Membership, subject to approval at a *General Meeting*.

4.6.2 Honorary Member's Privileges

Honorary Members and Honorary Life Members shall enjoy all the privileges available to Financial Members.

4.7 Part-time Members

Any member of Science Union may join any departmental club if they so desire.

4.8 Removal of Honorary Life Members

The Council reserves the right to remove any person from the position of Life Member or Honorary Member through the same means by which they remove a regular committee member.

5.0 Subscription

5.1 Ordinary Members

The annual subscription for Ordinary Membership to the Science Union will be NIL.

5.2 Financial and Associate Financial Members

The annual subscription for Financial or Associate Financial Membership of the Science Union will be decided by the Council at the beginning of each year with the minimum being AU\$5.

6.0 Office-bearers and Council

6.1 Business

The business of Science Union shall be conducted by a Council, which shall

consist of:

i. President ii. The Immediate Past-President iii. Vice-President (Education) iv. Vice-President (External Affairs) v. Vice-President (Social) vi. Vice-President (Welfare) vii. Secretary
viii. Treasurer ix. Media Officer x. A minimum of six (6) First Year Representatives xi. Welfare Officer xii. Up to four (4) Ordinary Committee Member(s) xiii. One Female & One Male Sports Coordinators xiv. Graphical Promotions Officer xv. Sponsorship Officer xvi. Volunteering Coordinator xvii. International Student Representative xviii. Postgraduate Representative xix. Up to two (2) Education Officer(s) xx. Up to two (2) Social Officer(s) xxi. External Affairs Officer xxii. Orientation Coordinator xxiii. Chairs of Subsidiary clubs and invited Past Science Union Presidents as ex-officio Members xxiv. Co-opted Members as required

6.1.1 Executive

The Executive shall consist of the President, the Vice President (Education), the Vice President (External Affairs), the Vice President (Social), the Vice President (Welfare), the Secretary and the Treasurer.

6.1.2 Casting Vote

The President (or President nominated Chair) shall have casting vote at Council Meetings.

6.2 Eligibility for Holding Office

6.2.1 Ordinary Members

Only Ordinary Members of the Science Union shall be eligible for the positions (i), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii), (xiii), (xiv), (xv),

(xvi), (xvii), (xviii), (xix), (xx), (xxi), (xxii), (xxiii) and (xxiv), subject to Clause 6.2.4 and 7.1.4.

6.2.2 Ex-officio Members

Only Ordinary Members of the relevant subsidiary club and invited Past Presidents shall be eligible to hold positions as ex-officio Members.

6.2.3 Multiple Office

More than one Council position may be held by the same member of Science Union concurrently, subject to Clause 6.2.4.

6.2.4 Multiple Executive Office

Not more than one Executive position shall be held by a member of Science Union concurrently.

6.2.5 Office Membership

All Councillors must be Financial or Associate Financial Members by the end of the second week of the first semester in the year in which they will hold their position to remain eligible.

7.0 Election of Officers

7.1 Elections

7.1.1 Council

All positions on Council, excepting (ii), (ix), (x), (xii), (xv), (xiv), (xvi), (xvii), (xviii), (xix), (xx), (xxii), (xxiii) and (xxiv) shall be filled at the Annual General Meeting (Election) to be held during the second semester of the preceding year.

7.1.1.1 Equal Appointment

Only one (1) of the available two (2) positions for both (xix) and (xx) shall be filled by election. The remaining two (2) positions

may be filled by appointment, as described by Clause 7.2.

7.1.2 First-Year Representatives

The minimum of six First Year Representatives shall be elected at a General Meeting at the start of the year.

7.1.3 By-Elections

By-Elections may be held at any time to fill positions vacant under Clause 7.1.1 and Clause 7.2.

7.1.4 President

In order to be eligible to run for President that person must have held a position on the Science Union Council previously.

7.2 Appointment to Office

7.2.1 Positions for Appointment

The positions that shall be appointed to office are (ix), (xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx) (xxii), (xxiii), (xxiv) and any vacancies.

7.2.2 Appointment

Members who wish to be appointed to office must nominate as outlined in Clause 7.3.2. The Executive shall decide who, out of the applicants, is to be appointed to the position. This decision is final, and the Secretary must notify all applicants of the outcome of this decision within one working week.

7.2.3 Time of Appointment

Appointments shall be made on or after the date of Council handover subject to Clause 7.5.

7.3 Nominations

7.3.1 For Election

7.3.1.1 Time

The Council shall specify a closing date for nominations not less than 7 days before the election and shall call for nominations not less than 7 days from the close of nominations.

7.3.1.2 Proposal

A candidate for the elections shall be nominated by a Proposer and a Secunder. The candidate shall signify their assent.

7.3.1.3 Proposer & Secunder

The Proposer and Secunder shall be at least Ordinary Members of Science Union.

7.3.1.4 Form Nominations

shall be submitted in writing in a form determined previously by the Council. Other such nominations will be deemed invalid.

7.3.2 For Appointment

7.3.2.1 Time

The Council shall call for applicants at least one week before the Annual General Meeting.

7.3.2.2 Application

Applications shall be submitted in writing in a form previously determined by the Council. Other such applications will be deemed invalid.

7.4 Voting

7.4.1 Council Duties

The Council shall determine the date of all elections, subject to Clauses 7.1.1, 7.1.2 and 7.1.3.

7.4.2 Voting

Voting shall be by equal representation as defined in the Guild of Undergraduates regulations.

7.4.3 Returning Officers

The Council shall appoint a minimum of three returning officers who are ineligible to vote in the election and who are not candidates for positions in the elections.

7.4.4. Eligibility

All students who are currently undertaking a minimum of one Faculty of Science unit are eligible to vote in the Science Union elections

7.5 Other Positions

7.5.1 Club Delegates

The Club delegates shall be appointed by the affiliated Clubs before the end of the previous academic year to act as observers at public Council Meetings.

7.5.2 Presidents Forum

The Club Presidents shall be appointed by the affiliated and subsidiary clubs immediately subsequent to any Council handover involving the Presidential position or Education Vice-president position. These representatives may sit on Science Union Council as Ex-Officio School Representatives. Their invitation to Science Union Council Meetings will be made at the discretion of the President and Education Vice-president of Science Union.

7.5.2.1 President Forum Obligations

All Members of the President Forum are obliged to attend one meeting per semester, as well as maintain up to date communication via circular at the end of every academic month. This should include a minimum of one email reporting on the issues (or lack-thereof) arising, or of relevance, in that month relating to, but not limited to,

education. (ATTACHMENT C)

7.5.2.2 Failure to meet President Forum Obligations.

In the event that a representative of the President Forum fails to meet outlines of 7.4.2.1 a decision may be made at the next Presidents Forum meeting to determine whether another School Representative must be elected or there is sufficient reasoning for an allowance to the failure.

7.6 Assumption

The Council shall take office on the first day of December in the year in which the Annual General Meeting is held.

7.7 Election Regulations

Subject to this Constitution, ballots shall be conducted in accordance with such Election Regulations as the Council may provide.

8.0 Powers and Duties of the Council

8.1 Power

Subject to this Constitution, the Council shall have absolute power to administer and delegate its authority to administer the affairs of Science Union, and to control the affairs of the affiliated and subsidiary Science Clubs.

8.2 Responsibility for Clubs

8.2.1 Censure

The Council shall have the power to censure any affiliated or subsidiary club, subject to Clause 11, provided that such a censure is supported by a 2/3 majority at a Council Meeting.

8.2.2 Club Constitution Alteration

No subsidiary Science Club Constitution or alteration to Constitution shall become effective until it has been approved by Science Union

Council.

8.3 Sub-Committee

The Council has the power to appoint Sub-Committees, if deemed necessary, and to delegate powers that will enable Sub-Committees to enhance the Science Union's operation.

8.3.1 Secretary

The Secretary shall be an ex-officio member of all Sub-Committees.

8.3.2 The following subcommittees can be implemented by the council:

8.3.2.1 Education Sub-committee

The Education Sub-committee will operate under the guidance of the Education portfolio.

8.3.2.2 Industries Sub-committee

The Industries Sub-committee shall operate under the guidance of the External Affairs portfolio.

8.3.2.3 Equity and Diversity Sub-committee

The Equity and Diversity Sub-committee shall operate under the guidance of the Welfare portfolio

8.3.2.4 Social Sub-Committee

The Social Sub-committee shall operate under the guidance of the Social portfolio.

8.3.3 Implementation

The following sub-committee roles can be implemented:

8.3.3.1 Vice-Presidents

Vice-Presidents will fulfil the role of the Sub-committee Chair, with the responsibility of directing the Sub-Committee

8.3.3.2 Officers

Portfolio officers will fulfil the role of the Sub-committee Vice-Chairs. Responsibilities can include assisting the Chair in directing the Sub-committee, alongside secretarial and/or treasurer roles.

8.3.3.3 General

General Sub-Committee members can consist of defined or general positions

8.4 By-Laws

8.4.1 Creation

The Council shall have the power to make such By-Laws as may be necessary for the management of Science Union, provided that they are consistent with this constitution.

8.4.2 Alteration

Any alteration to the By-Laws may be made at a Meeting of the Council provided that notice of motion has been given at least one week prior to the meeting.

8.4.3 Availability

Any and all By-Laws shall be made publicly available via social media, email or website within 1 week of being confirmed by the council

8.5 Duties of Councillors

8.5.1 President

The President shall preside at all Meetings of Science Union, and shall be the senior Executive Officer. The President's principle duty shall be to direct the activities of Science Union in order to fulfil the stated aims of the Science Union.

8.5.2 Vice-Presidents

The Vice-Presidents shall assist the President, particularly in regard to social, careers, student welfare and education activities of the Science Union.

8.5.3 Secretary

The duties of the Secretary shall be:

8.5.3.1 Call Meetings

To call meetings as required under Clause 9.

8.5.3.2 Minute Book

To attend all meetings of the Science Union, and to keep a record of these in the Minute Book or in an equivalent electronic format.

8.5.3.3 Correlate

To correlate the activities of the affiliated Science Clubs.

8.5.3.4 Membership Roll

To keep a correct roll of Financial Membership of Science Union.

8.5.3.5 Correspondence

To conduct Correspondence, and to take charge of all documents and papers belonging to the Science Union.

8.5.3.6 Notification of Delegates

To notify the secretary of Societies Council and Education Council of the names of the delegate and deputy delegate to Societies Council and Education Council at least two weeks before the first meeting of Societies Council and Education Council in each year.

8.5.3.7 Other

To perform all other secretarial work necessary for carrying out the objects of the Science Union.

8.5.4 Treasurer

The duties of the Treasurer shall be:

8.5.4.1 Receipt

To receive all accounts due to Science Union and to pay the same into the accounts of the bank with which Science Union holds its general account.

8.5.4.2 Distribution

To distribute funds to the affiliated Clubs, as under Clause 10.3.2.

8.5.4.2.1 Subsidiary Clubs

Refer to Clause 10.3.2.1.

8.5.4.2.2 Affiliated Clubs

Refer to Clause 10.3.2.

8.5.4.3 Pay

To pay all accounts payable by Science Union.

8.5.4.4 Report

To present a Financial report at Council Meetings, and to produce there at the books of Science Union written up to date.

8.5.4.5 Statement

To produce at the Annual General Meeting a statement of Receipts, Income and Expenditure, a Revenue account for the Financial year corresponding to that of the Guild, and a balance sheet showing assets and liabilities of Science Union at the same date.

8.5.4.6 Audit

To produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance

Committee for the purpose of conducting an audit, in so far as such persons may require.

8.5.5 Vice President (Education)

The Vice President (Education) shall be responsible for the organisation of such activities that enhance the science education experience as the Council directs

8.5.6 Vice President (External Affairs)

The Vice President (External Affairs) shall be responsible for the organisation of interactions of the Science Union with groups external to the University and activities that concern careers and networking.

8.5.7 Vice-President (Social)

The Vice President (Social) shall be responsible for the organisation of social activities that promote student interaction as the Council directs.

8.5.8 Vice-President (Welfare)

The Vice President (Welfare) shall be responsible for the organisation of such student welfare, equity and mental health activities and initiatives as the Council directs.

8.5.9 Graphical Promotions Officer

Prepare the posters, banners or other advertising material to be displayed around campus as well as any images to be included with online advertising.

8.5.10 Media Officer

Manage all media of Science Union under the direction of the Council and manage all online publications of Science Union under the direction of the Council including the website, Facebook page, Facebook events and Instagram account.

8.5.11 Female and Male Sports Coordinators

To manage teams for inter-faculty sports as well as communicate mental

health activities with the Welfare Officer and the Guild under the direction of the Council.

8.5.12 First Year Representatives

Represent the first-year science cohort and perform all unallocated duties to be performed under the direction of the Council

8.5.13 Sponsorship Officer

Communicate and maintain good faith with all of Science Union's corporate and Financial sponsors.

8.5.14 Volunteering Coordinator

Manage and coordinate all volunteering and charitable initiatives and activities run by Science Union under the direction of the Council.

8.5.15 Education Officer(s)

Assist the Vice-President (Education) and perform any unallocated duties pertaining to education under the direction of the Council.

8.5.16 Social Officer(s)

Assist the Vice-President (Social) and perform any unallocated duties pertaining to social activities under the direction of the Council.

8.5.17 External Affairs Officer

Assist the Vice-President (Careers) and perform any unallocated duties pertaining to careers under the direction of the Council.

8.5.18 Orientation Coordinator

Manage and Coordinate all orientation events and activities under the direction of Council.

8.5.19 Postgraduate Student Representative

Assist the Vice-President (Education) with any unallocated duties pertaining to postgraduate studies under the direction of the Council.

8.5.20 International Student Representative

Assist the Vice-President (External Affairs) and be responsible for organising international student events.

8.5.21 Councillors

Councillors whose duties are not defined may be required to perform duties as directed by the Council.

8.6 Executive

When a full Meeting of the Council is impracticable, the affairs of Science Union shall be administered by the Executive.

8.6.1 Business Report

Such business shall be reported to the next Meeting of the Council or as deemed as necessary by the Executive.

8.7 Resignation of Council Members

8.7.1 Notice

Any Councillor wishing to resign shall submit notice of their intention in writing to the Council.

8.7.2 Absence

Any Councillor being absent from two successive meetings of the Council without giving the Council a satisfactory reason for their absence or prior apology shall be deemed to have vacated their position, and the Secretary shall notify them to that effect.

8.7.3 President Resigns

In the event of the President resigning, their place shall be taken by one of the other Members of the Executive, until such time as the vacancy is filled as under Clause 8.7.4.

8.7.4 First Semester Executive Vacancy

Any Executive vacancy which occurs in the elected positions on the

Council shall be filled by a By-Election, to be held within three weeks of the vacancy occurring.

8.7.5 Second Semester Executive Vacancies

Where Executive vacancies occur on or after the last day of the first semester, such By-Elections shall not be held and the vacancy may be filled by appointment. A 2/3 majority must be achieved in a Council Meeting for appointment to office.

8.7.6 Vacancy in Other Positions

Any vacancy which occurs in positions other than the Executive on the Council shall be filled by a Council member or by appointment of a new member to Council. A 2/3 majority must be achieved in a Council Meeting to allow for either of these options.

8.7.7 Total Resignation

In the event of all the elected Members of the Council resigning, the President of the Guild shall be empowered to call an election to fill the vacancies.

8.7.8 Dereliction

A Councillor, who, in the opinion of the Council, has not discharged their duty, shall be asked to resign within seven days. A 2/3 Executive and Council majority is required to force the resignation.

8.7.8.1 Forced Resignation

If the Councillor in question has not resigned within seven (7) days they shall be deemed to have vacated their position and shall be notified to that effect.

9.0 Meetings

9.1 General Meeting

9.1.1 Time

The *General Meeting* shall be held in the first semester of the academic year.

9.1.2 Agenda

The agenda for the *General Meeting* shall be:

- i. Minutes of the previous *General Meeting*.
- ii. Business arising from the minutes.
- iii. President's report on Science Union activities since the last *General Meeting* and business arising from this report.
- iv. Election of First Year Representatives
- v. Any items for Discussion

9.2 Annual General Meeting

9.2.1 Time

The *Annual General Meeting* shall be held in the second semester in which the *General Elections* will take place.

9.2.2 Agenda

The agenda for the *Annual General Meeting* shall be:

- i. Treasurer's report and business arising.
- ii. Presidential Report
- iii. Special Business, and other business of which notice has been given.
- iv. Any *General Business*.

9.2.2.1 President's Report

At the second semester *Annual General Meeting*, the President shall present a report on the activities of Science Union for that year.

9.2.2.2 Election Speeches

At the second semester Annual General Meeting, candidates who are nominated for elections taking place in that year will be allowed to give a short speech. For Presidential candidate positions this may extend for a maximum of 4 minutes. For Executive position other than the president, this may extend for a maximum of 2 minutes. For all other positions, this may extend for a maximum of 1 minute (refer to Electoral Regulations)

9.2.3 Notice

The Secretary shall give notice at least one week before any General Meeting specifying the time, place and agenda thereof.

9.2.4 Quorum

A minimum of eight Council Members including at least two Members of the Executive and 10% of the Financial Members (or thirty people - whichever is smaller) shall constitute a quorum at a General Meeting.

9.2.4.1 Waiting for Quorum

Unless a quorum is present within fifteen minutes of the time set for the commencement of the Meeting, the Members present shall move into Committee of the Whole.

9.2.4.2 Ratification of Committee of the Whole

The Resolutions passed by the Committee of the Whole shall be deemed to have been passed by a General Meeting if the minutes of the Committee's Meeting are accepted at the following General Meeting whether a quorum be present or not.

9.3 Special General Meeting

9.3.1 Council Call

The Council may at any time call a Special General Meeting.

9.3.2 Member's Requisition

A Special General Meeting shall be called by the Secretary on the request in writing of thirty Ordinary Members of Science Union.

9.3.2.1 Venue

Such a meeting shall be held within two weeks of the request at a time and place to be determined by the Secretary.

9.3.2.1.1 Forced Venue

In the event of the Secretary failing to call the meeting within this time, then any of the requisitioners may do so.

9.3.2.2 Business

All requests for a Special General Meeting shall specify the business for which such a meeting is called, and no other business shall be discussed.

9.3.2.3 Quorum

Should a quorum as under Clause 9.2.4 not be present within fifteen minutes of the time set for the commencement of the meeting, the meeting shall proceed according to Clause 9.2.4.1.

9.4 Council Meetings

9.4.1 Time

The Council shall meet at least twice in every semester and at other times as necessary.

9.4.2 Agenda

The agenda for Council Meetings shall be:

- i. Minutes of the previous Council Meeting
- ii. Business arising from the minutes
- iii. Treasurer's report and business arising
- iv. Special Business

v. General Business

9.4.3 Notice

At least three days' notice of all Council Meetings shall be given.

9.4.4 Quorum

Eight Members of the Council with at least two being Members of the Executive shall constitute a quorum.

9.4.5 Observers

Any Members of Science Union may attend as non-voting observers unless the meeting is deemed to be private by the Council.

9.5 Meeting Procedure

9.5.1 General Meeting Standing Orders

The General Meeting Standing Orders will be the same as those used in Guild Council.

9.5.2 Council Standing Orders

Subject to this Constitution and any By-Laws, all Council Meetings shall be conducted according to the Standing Rules and Orders of the Senate.

9.5.3 Chair

At all Meetings of Science Union or Council, the Chair shall be taken by the President, or in their absence or unwillingness to act, by the Vice-Presidents, Treasurer or Secretary in that order.

9.5.3.1 Election

In the event of all the above being absent or unwilling to act, the Meeting shall elect a chairman.

9.5.4 Casting Vote

The Chairman shall have the prerogative of a casting vote.

9.5.5 Voting

Any Financial member of Science Union may vote at a *General Meeting*.

9.5.6 Passage

All motions shall require only a simple majority to be passed, subject to Clauses 4.6 and 14.1.

9.5.7 Proxy

Proxy votes may be received in writing by Council Meeting, subject to the approval of the Council.

9.5.8 Committee of the Whole

Subject to this Constitution, meetings of the Committee of the Whole shall be conducted according to the relevant section of the Standing Orders of the Guild.

9.6 Council Not Bound

The decisions of a *General Meeting* or a *Special General Meeting* shall not be binding on the Council, but such decisions shall be discussed at the next Meeting of the Council.

10.0 Finance

10.1. Banking

10.1.1. Bank Account

There shall be at least one (1) account held with a Financial institution approved by the Executive.

10.1.2. Funds

The funds of Science Union shall be deposited with this Financial institution, or invested in a form approved by the Council.

10.1.3. Account

Title All accounts shall be styled "The University of Western Australia Science Union" or similar, as approved by the Executive.

10.1.4. General Account

The *General Account* shall be the working account used for the normal Financial activities of Science Union.

10.1.5. Additional Account

Additional accounts may be opened with the approval of the Council.

10.1.6. Account Responsibility

The Treasurer shall hold responsibility for actively maintaining all Financial accounts held by Science Union, subject to Clause 10.1.6.1.

10.1.6.1. Equal Authority

Both the President and Treasurer shall hold equal authority on all bank account(s) for the duration of their term.

10.2. Distribution of Science Union Funds

10.2.1. Budget

10.2.1.1. Annual Budget

The annual budget for a given calendar year shall be drawn up by the Executive and approved at the first Council Meeting in that year. The approved budget shall be submitted to the appropriate Guild agencies as required.

10.2.1.2. Annual Budget Copy

A copy of the approved budget shall be made freely available to Members no less than three (3) days prior to the *General Meeting*.

10.2.2. Distribution of Funds to Affiliated Clubs

10.2.2.1. Distribution of Funds

Science Union may distribute funds to affiliated and subsidiary clubs with the approval of the Council.

10.2.2.1.1. **Grant Application**

Each grant application shall be considered individually on its merits. No approved grant shall create a binding precedent.

10.2.2.1.2. **Grant Eligibility**

No affiliated club shall be eligible to receive a grant unless:

- a. A current copy of the constitution of the club is held by the Secretary;
- b. A list of the names and contact details of the current Executive of the club and a list of all Financial Members (as per Clause 5.2) is held by the Secretary;
- c. A representative of the club has attended the Council Meeting at which the grant is being considered; and
- d. A representative of the club has attended at least two-thirds (2/3) of required Council Meetings in that calendar year.

10.2.2.1.3 **Grant Reasoning**

Grant applications may be made for the following items:

- a. Education events.
- b. Networking and careers events.
- c. Educational or academic publications.
- d. Other special projects that significantly benefit the students that the club supports.
- e. Other activities necessary for the club to meet its obligations to Science Union.

10.2.2.1.4. Grant Application Process

Grant applications shall comprise submission of a Grant Application to the Science Union Treasurer, including supporting documentation (such as receipts and an event budget forecast) pertaining to that grant.

10.2.2.1.5. Grant Approval

Approval of all grants shall be at the discretion of the Council following recommendation for approval by the Treasurer.

10.2.3. Distribution of Funds to Council Members

10.2.3.1. Reimbursement Funds

may be distributed to Council Members as reimbursement for expenses incurred in carrying out the business of Science Union as directed by the Executive.

10.2.3.2. Reimbursement Proof

No reimbursement shall be made without adequate supporting documentation, including original receipts and invoices, being submitted to the Treasurer.

11.0 Disciplinary Powers of the Council

11.1 Action

The Council shall have the power to take disciplinary action against any member of the Science Union or any affiliated or subsidiary club for contravention of any regulations set down in this Constitution, the By-Laws or for interfering or obstruction of Science Union business.

11.2 Form

Such action may include the suspension or cancellation of Membership or

positions held within the Council, blacklisting from Science Union functions, events and affiliated clubs, legal action or as otherwise upheld by Societies Council, The Guild of Undergraduates, University Security, The Police or the University of Western Australia Disciplinary Board.

11.3 Appeal

Members or affiliated Clubs against whom disciplinary action is taken shall have the right of appeal to a *General Meeting* of the Science Union.

11.4 Liability

Any member committing an offence causing Science Union to be liable to disciplinary action shall be liable to disciplinary action.

11.4.1. Agreement

At the commencement of your time in office, you agree with the policies outlined in the *Guild Code of Conduct*. Failure to do so will warrant removal of your position with Science Union.

11.4.2 Sexual Misconduct

The Council shall implement a sexual misconduct policy/action plan that protects members against such instances, both internal and external to Science Union.

11.4.2.1 Referral

Science shall refer any individual who is subjected to such incidents to the police and/or the Sexual Assault Referral Centre (SARC)

12.0 Obligations to the Guild

12.1 Major

Subject to the approval by the Science Union Council, Science Union shall be subject to all major obligations to the Guild, Education Council and Societies Council, as required under Guild, Education and Societies Council Regulations and By-Laws, and officers and Members shall be liable in the event of non-compliance therewith.

13.0 Interpretation

13.1 Executive's Power

Subject to any provisions set down in the Guild Statute Book and to any resolution passed by Guild Council, Education Council or Societies Council, the Executive shall have the sole power to interpret this constitution and any By-Laws.

14.0 Alterations to Constitutions

14.1 Approval

Any alterations or additions to the Constitution shall be approved by a 2/3 majority at any General Meeting.

14.2 Notice

Notice of such alterations or additions shall be given in writing to the Secretary, who shall display the text of such notice for a period of at least one week prior to the meeting.

14.3 Amendment

No amendment to such notice of motion shall be made at the meeting, unless such amendment has been given in writing to the Secretary at least one clear day prior to the meeting.

15.0 Availability of Constitution

15.1 To Members

The Council shall make available to all Members copies of this Constitution.

16.0 Appendices and By-Laws

The Science Union Office Handbook shall form the appendix and thus be considered part of this constitution.

--- End of constitution ---