

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 with Arc.
- 1.3 The aims 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 TWEET shall mean The Women in Electrical Engineering and Telecommunications.
 - 1.5.3 QSOC shall mean UNSW Quantum Engineering Society.
 - 1.5.4 STEEP shall mean School of Telecommunications and Electrical Engineering Postgraduates.
 - 1.5.5 EE&T shall mean Electrical Engineering and Telecommunications.
 - 1.5.6 The School shall mean the School of Electrical Engineering and Telecommunications.
 - 1.5.7 The University shall mean the University of New South Wales (UNSW).
 - 1.5.8 Arc shall mean Arc @ UNSW Limited.
 - 1.5.9 Re-affiliation shall mean re-affiliation with Arc.
 - 1.5.10 Full Members shall mean full members of ELSOC.
 - 1.5.11 Associate Members shall mean associate members of ELSOC.
 - 1.5.12 The Executive shall mean the elected internal team of ELSOC.
 - 1.5.13 The committee shall mean any member appointed by the Executive to fill a specific roll (Directors and Subcommittee).
 - 1.5.14 The AGM shall mean the Annual General Meeting of ELSOC.

1.5.15 An academic day shall mean a day during the first, second, or third session of the University's academic year which is not a Saturday, Sunday, Public Holiday, or University Holiday.

1.5.16 Subjects shall mean units of study offered by the University in progression to the award of a degree.

1.5.17 The Constitution shall mean this document, the Constitution of ELSOC.

1.6 Unless a contrary statement appears in Section 7 of this Constitution, the club shall be bound by all the clauses in Section 2 to Section 6 of this Constitution.

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 available to UNSW undergraduate students where their program is enrolled within the school of EE&T when they are joined on Sparc. They shall not be required to pay a membership fee. They must consent to membership by actively signing up. This may include digital sign ups, such as joining ELSOC on Sparc, even though no signature is involved.
 - 2.2.1 Only full members can count towards minimum attendance requirements at a General Meeting of ELSOC (AGM, EGM or IGM) and vote at these meetings, as well participate in Executive elections (nominating, running for a position and voting).
 - 2.2.2 All full members registered through SPARC prior ELSOC's EGM in Term 1 2023 shall retain full membership and be eligible to renew their full membership regardless of their current eligibility as outlined in 2.2 as long as they remain undergraduate UNSW students.
 - 2.2.3 Associate membership is available to all UNSW undergraduate students when they join Sparc.
 - 2.2.4 Full membership is available to associate members if they become current or past members of ELSOC's committee and/or executive as defined in clause 3 and 4 for the remainder of their undergraduate program.
 - 2.2.5 ELSOC shall exclude all postgraduate students.
- 2.3 The duration of a person's membership shall be until the club's next Annual General Meeting after they have become a member, or until the end of Week One in Term One of the University year after they have become a member, whichever is the later.
- 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 2.7, a member of the Executive may have their position declared vacant according to the procedures set out in Section 3.6.
- 2.6 Notwithstanding clause 2.7, 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 5.3.
- 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.
- 2.9 ELSOC shall acknowledge and accept QSOC as a separate society for Quantum students in EE&T, with members comprising a subgroup of the greater ELSOC membership base. ELSOC shall coordinate with QSOC 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.
- 2.10 ELSOC shall acknowledge and accept STEEP as a separate society for postgraduate research students who are not undertaking coursework offered by the School.

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 Treasurer
 - 3.1.4 A Human Resources Executive
 - 3.1.5 An Academic Executive
 - 3.1.6 A Socials Executive
 - 3.1.7 A Workshops Executive
 - 3.1.8 An Industry Executive
 - 3.1.9 A Marketing Executive
 - 3.1.10 A Media Executive
- 3.2 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person.
- 3.3 Job sharing or an executive position is only permitted if one executive member becomes unable to fulfil their duties, and must be on a temporary basis (no greater than a UNSW Term in duration).
- 3.4 The Executive shall be responsible for the following duties:
- 3.4.1 The activities of the society.
 - 3.4.2 The finances of the society.
 - 3.4.3 Relations between the student body and ELSOC.
 - 3.4.4 Appointing members to the Committee;
 - a) Appointments will be made by majority vote of the executive.
 - 3.4.5 The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- 3.5 The Executive is bound by the decisions of an Annual or Extraordinary General Meeting.
- 3.6 Any member of the Executive shall have their position declared vacant if they:
- 3.6.1 Die.

- 3.6.2 Cease to be a member of the club.
- 3.6.3 Cease to be a UNSW student.
- 3.6.4 Have their position declared vacant at an Extraordinary General Meeting.
- 3.7 Any member of the Committee shall have their position declared vacant if they:
 - 3.7.1 Meet the criteria outlined in section 3.6; or
 - 3.7.2 Are removed from their role by majority vote of the Executive.
- 3.8 Any vacancy on the Executive must be filled at an Extraordinary General Meeting via the procedures in Section 5.
- 3.9 The President must be enrolled in a degree under the school of Electrical Engineering and Telecommunications
- 3.10 Duties of the Executive positions shall include, but not be limited to:
 - 3.10.1 President
 - a) To chair all Executive, General and Annual General Meetings (held during the calendar year) of ELSOC.
 - b) To oversee and coordinate ELSOC's activities and administration.
 - c) To ensure that all other tasks necessary for running activities are performed properly, either by doing or delegating them.
 - d) To have a thorough knowledge of the Constitution.
 - e) To plan the year's activities.
 - f) To act as the official spokesperson for ELSOC.
 - g) To liaise with the Arc and other University departments where necessary.
 - h) To ensure that ELSOC is re-affiliated with Arc, by completing and returning the Arc's re-affiliation material.
 - i) 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.
 - j) To ensure that the Arc is informed of changes to the Executive.
 - k) The President must be a Full Member of ELSOC as well as being enrolled in a degree with the School of Electrical Engineering and Telecommunications.
 - 3.10.2 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) To have a thorough knowledge of the Constitution.
- c) To ensure that the executive performs their duties as laid down by this Constitution.
- d) To acquaint each committee member with their function, responsibility and duties, and to maintain personal contact with them.
- e) Responsible for the day-to-day running of the office, ensuring open office hours are defined and maintained, ensuring office access is granted to the Executive.
- f) To maintain and review policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- g) To liaise with the Arc and the Executive.
- h) To communicate with the Executive before and after each Arc General Meeting to pass on pertinent information.
- i) To have a working knowledge of Arc forms and claiming requirements.
- j) 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.

3.10.3 Treasurer / Arc Delegate

- a) To organise meetings, agendas (in consultation with the President), and minutes.
- b) To keep and maintain all financial records, relevant club papers, and Google Drive in order.
- c) To keep ELSOC informed of its financial position (via meetings, emails, or similar).
- d) To carry out financial transactions as directed by the Executive.
- e) To ensure that ELSOC's funds are not misused at any time and 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 Direct Debit, and to always enter the payee's name and an explanation of the payment in the description field.
- j) To always provide invoices/receipts for the people, institutions, or companies that donate to ELSOC.
- k) To ensure that there are at least two (2) and no more than three (3) signatories from the Executive to the cheque account; typically President, Vice President, and Secretary/Treasurer.
- l) To submit a Financial Report to the AGM and Arc and
- m) To ensure that ELSOC's finances are in good order in preparation for Spot Audits by Arc.
- n) The Treasurer may veto any financial transactions purchased on behalf of ELSOC which will automatically trigger a vote in the next Executive meeting as outlined in clause 5.12 in which the outcome will override the Treasurer's veto
- o) To have a working knowledge of Arc forms and claiming requirements.

3.10.4 Human Resources Executive / Grievance Officer / Welfare Officer

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate elections; and
- d) To maintain the membership list, updating when changes are made.
- e) To hold executive and committee members accountable for delegated tasks.
- f) To receive complaints and grievances relating to ELSOC.
- g) To investigate grievances (where necessary) and resolve grievances in line with the Grievance Resolution Policy .
- h) Fostering an inclusive culture within the Club;
- i) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive;
- j) To coordinate the activities and administration of ELSOC relating to the Human Resources Portfolio.
- k) To understand and communicate information regarding ELSOC Human Resources activities between the Executive and Committee.

- l) To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club;
- m) Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives;
- n) To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club.
- o) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
- p) To notify those involved of the outcome of the grievance.
- q) To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help.
- r) To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible.
- s) Provide guidance to members and representatives of the Club on appropriate ways to behave and to communicate inclusively.
- t) Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable;
- u) Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club

Other relevant duties as required.

3.10.5 Academic Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate the activities and administration of ELSOC relating to the Academic Portfolio.
- d) To facilitate student's learning through the development of academic events

- e) To maintain ELSOC free tutoring.
- f) To liaise with the school's course convenors concerning academic events they may wish to hold.
- g) To be in charge of textbook borrowing and maintaining the ELSOC notes and folder.
- h) To gather and report feedback at the midtrimester-feedback sessions hosted by the school
- i) To understand and communicate information regarding ELSOC Academic activities between the Executive and Committee.

3.10.6 Industry Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To facilitate the liaison with industry contacts and non-university engineering societies, e.g. IEAust, IET, IEEE.
- d) To facilitate the organisation of sponsorships and donations from industry organisations.
- e) To facilitate the maintenance of the industry database.
- f) To coordinate the activities and administration relating to the Industry portfolio.
- j) To understand and communicate information regarding ELSOC Industry activities between the Executive and Committee.

3.10.7 Marketing Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate the activities and administration of the Club relating to the Marketing portfolio
- d) To understand and communicate information regarding ELSOC social media and website management between the Executive and Committee.
- e) To understand and communicate information regarding ELSOC Marketing and Publications activities between the Executive and Committee.

3.10.8 Socials Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate the activities and administration of the Club relating to the Socials Portfolio.
- d) To be aware of the Arc funding system, its requirements and its possibilities for ELSOC.
- e) To understand and communicate information regarding ELSOC Events activities between the Executive and Committee.

3.10.9 Media Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate the activities and administration of the Club relating to the Creatives Portfolio.
- d) To understand and communicate information regarding ELSOC social media between the Executive and Committee.
- e) To understand and communicate information regarding ELSOC Media activities between the Executive and Committee.
- f) To organise the design, purchase, storage, and sale of ELSOC merchandise.
- g) To at all times keep a thorough and accurate record of stock levels.
- h) To keep records of income gained from the sale of merchandise.
- i) To set prices of merchandise in consultation with the Executive.

3.10.10 Workshops Executive

- a) To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- b) To have a thorough knowledge of the ELSOC constitution.
- c) To coordinate the activities and administration of the Club relating to the Workshops Portfolio.
- d) To organise, prepare and delegate tasks that are required for any workshop.
- e) To communicate with the Treasurer about workshop related expenses.
- f) To organise workshops that supplement the learning experience of students.

- g) To appropriately manage resources provisioned for the operating of workshops.
- h) To liaise with other societies or partners external to the university and collaborate on the preparation or delivery of events, or the management of resources when appropriate.
- i) To ensure that where relevant, Workshops Directors liaise with the School of Electrical Engineering & Telecommunications Workshop prior to ELSOC events.
- j) To ensure that no significant risks to participants or presenters are undertaken during the delivery of workshops and that participants are sufficiently inducted in the use of any equipment when required.

4 Committee

4.1 The Committee shall consist of at least:

- 4.1.1 A Socials Director;
- 4.1.2 A Workshops Director;
- 4.1.3 An Academics Director;
- 4.1.4 An Industry Director;
- 4.1.5 A Marketing Director;
- 4.1.6 A Merchandise Director;
- 4.1.7 A Media Director;
- 4.1.8 A Human Resources Director;

4.2 Duties of the following Director positions shall include but not be limited to:

4.2.1 Socials Director

- a) To be responsible for the overseeing of the club's social events from conception and planning through to execution and completion;
- b) To provide reports to the Marketing, Media and Publications team to assist in creating content about ELSOC events on corresponding media outlets;
- c) To, when necessary, manage the volunteer roster for each event and take notes of volunteer attendance and performance; and
- d) To lead the Socials Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.2 Workshops Director

- a) To assist in the creation of academic and industrial events, particularly pertaining to workshops and career development opportunities.
- b) To work with industry directors to secure sponsors for workshops and personal development events.
- c) To find tutors and teachers for workshop events.
- d) To work with both Events and Academic Coordinators to ensure the success of events within their jurisdiction as above.
- e) To create reports on how ELSOC has run each workshop, including areas for

improvement and areas of success.

- f) To lead the Events and Academics Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.3 Academics Director

- a) To be responsible for the overseeing of the club's academic events from conception and planning through to execution and completion;
- b) To find tutors, teachers and volunteers for academic events;
- c) To liaise with lecturers in marketing crash course events;
- d) To assist with the management of ELSOC notes and resources; and
- e) To lead the Academics Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.4 Industry Director

- a) To be responsible for sponsorship and fundraising opportunities for ELSOC activities and events;
- b) To formulate sponsorship proposals and ensure sponsorship requirements are met;
- c) To be responsible for the overseeing of the club's industry events and programs from conception and planning through to execution and completion;
- d) To produce follow up literature to industry sponsors in the form of thank you letters, press coverage and club updates in order to encourage ongoing relationships; and
- e) To manage the club's LinkedIn account;
- f) To lead the Industry Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.5 Marketing Director

- a) To develop and oversee the ELSOC's marketing plan;
- b) To manage ELSOC's Facebook page;
- c) To assist the Industry Director(s) in writing proposals for sponsors, specifically focusing on how the society will market their business;
- d) To assist the Events team in marketing upcoming club events;

- e) To create reports on how the club has marketed activities and how members have responded on Facebook
- f) To lead the Public Relations Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.6 Media Director

- a) To manage the club's Instagram and other social media platforms with the exception of Facebook and LinkedIn;
- b) To assist the Marketing Director(s) in using the club's Instagram platform to market events, sponsors, and the club;
- c) To film and produce digital media content for the club;
- d) To create reports on how the club has marketed activities and how members have responded on Instagram; and
- e) To lead the Public Relations Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.7 Merchandise Director

- a) To assist the Media's Executive at the Media Executive's discretion in their responsibility in managing the Club's merchandise; and
- b) To assist fellow Media Directors in their responsibilities as outlined in clause 4.2.6.

4.2.8 Publications Director

- a) To manage and lead the publication of the ELSOC newsletter;
- b) To manage the ELSOC website;
- c) To ensure deadlines are met for the website and newsletter;
- d) To produce regular blog posts during the term pertaining to topics that are in the interest of the ELSOC community
- e) To utilise reports from the Events team to assist in creating content about ELSOC events in the newsletter and website; and
- f) To lead the Public Relations Subcommittee team by delegating tasks and ensuring they are in line with other teams in the club.

4.2.9 Human Resources Director

- a) Assist the Board of Directors and Executives in recruiting members for ELSOC committee;

- b) Coordinate training and induction for new members;
- c) Coordinate internal workshops to encourage personal and professional development for ELSOC Committee members;
- d) Organise internal bonding events for ELSOC Committee members;
- e) Ensure that organisational culture and values of ELSOC are upheld and reinforced; and
- f) Assist the Vice-President Internal in ensuring committee member wellbeing.

4.3 Directors are required to reapply every year.

4.4 In regards to the interview process for Director positions, Members of The Executive, and Directors are able to interview and assess any applicants, regardless of Facebook friend status, provided that a non-bias measure is applied.

4.5 Interviews for Director positions must be conducted by at least two interviewers.

4.6 Approval by the Executive of each portfolio is needed for the recognition of Directors. The President or Vice-President can intervene if they believe there is bias. Intervention should be under the Executive of the portfolio, President and Vice-President's agreement.

In regards to meeting attendance requirements for Directors:

4.6.1 Any Director who is absent from two (2) consecutive meetings without an acceptable reason will receive a warning;

4.6.2 Any Director who is absent from three (3) consecutive meetings without an acceptable reason will have the future of their position determined by the direct Executive, President and Vice President.

4.7 Any Director shall be removed from their position if they:

4.7.1 Die;

4.7.2 Cease to be a member of the club;

4.7.3 Cease to be a UNSW student; or

4.7.4 Are removed from their position by a majority vote of the Executive.

4.8 The following Subcommittees must be maintained by the relevant Directors:

4.8.1 Socials Subcommittee

4.8.2 Academics Subcommittee

- 4.8.3 Industry Subcommittee
- 4.8.4 Marketing Subcommittee
- 4.8.5 Human Resources Subcommittee
- 4.8.6 Media Subcommittee
- 4.8.7 Workshops Subcommittee
- 4.9 Subcommittee members are required to reapply every year.
- 4.10 In regards to the interview process for Subcommittee positions, Members of The Executive, and Directors are able to interview and assess any applicants, regardless of Facebook friends status, provided that a non-bias measure is applied.
- 4.11 Interviews for Subcommittee positions must be conducted by at least two interviewers.
- 4.12 Approval and agreement between the Executive and Directors of each portfolio is needed for the recognition of subcommittee members. The President or Vice-President can intervene if bias is identified. Intervention should be under the discretion and agreement between President, Vice-President, Executive and Directors.
- 4.13 Any Subcommittee member shall be removed from their position if they:
 - 4.13.1 Die;
 - 4.13.2 Cease to be a member of the club;
 - 4.13.3 Cease to be a UNSW student; or
 - 4.13.4 Are removed from their position by majority vote of the Executive and Directors.
- 4.14 The Executive will have the ability to merge portfolios based on their discretion. The Executive must provide an explanation of why this is reasonably practical.

5 Meetings

Annual General Meetings

- 5.1 There shall be one Annual General Meeting every calendar year.
- 5.2 The Annual General Meeting shall be held during the University session.
- 5.3 Notice in the form of an agenda for the Annual General Meeting shall be no less than fourteen (14) days, and is to be:
 - 5.3.1 Given in writing to Arc;
 - 5.3.2 Given in writing to all Club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among Club members.
- 5.4 Quorum for the Annual General Meeting shall be 15 members or one half of ELSOC membership, whichever is lesser. This is based on the membership list at the time that notice of the meeting is given.
- 5.5 At an Annual General Meeting:
 - 5.5.1 Reports shall be presented by at least the President and Treasurer.
 - 5.5.2 Full financial reports shall be presented and adopted.
 - 5.5.3 Elections for a new Executive shall be conducted or finalised in the case of an online election.
 - 5.5.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
 - 5.5.5 The Chair will hand over the meeting to the Returning Officer who will:
 - 5.5.5.1 Hold elections for a new Executive; and/or if this has already happened online,
 - 5.5.5.2 Announce the winners and any other relevant information to attendees as required, before handing the meeting to the new, Incoming President, or in their absence, a duly elected Chair.
- 5.6 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

- 5.7 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 5.9.

- 5.8 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.
- 5.9 To petition Extraordinary General Meetings fifteen (15) members or half of ELSOC's membership, whichever is the lesser, must petition the Executive in writing.
- 5.10 Such a petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.
- 5.11 There shall be other general meetings as the Executive sees fit.

Executive Meetings

- 5.12 General requirements for all meetings are as follows:
 - 5.12.1 All voting at meetings shall be with a simple majority required for a resolution to be passed.
 - 5.12.2 Each member is entitled to one vote.
 - 5.12.3 No proxies shall be allowed in any meetings.
 - 5.12.4 In the case of equality of voting, the President shall have a casting vote.
 - 5.12.5 Elections for the Executive shall use the "first past the post" system.
 - 5.12.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting.
 - 5.12.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by the Arc for ELSOC to remain affiliated with the Arc.
- 5.13 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place.
- 5.14 The Returning Officers duties are as follows:
 - 5.14.1 **Returning Officer**
 - 5.14.2 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc Clubs Management.
 - 5.14.3 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Clubs Policy and Procedure.

- 5.14.4 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place.
- 5.14.5 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties.
- 5.14.6 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Clubs Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy.
- 5.14.7 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc Clubs Management, with access to the voting forms and spreadsheets.
- 5.14.8 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place.
- 5.14.9 Runs the portion of the General Meeting pertaining to the election of candidates
- 5.14.10 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online.
- 5.14.11 To present a report announcing all successful candidates following the conclusion of the voting process.
- 5.14.12 Where there is a clash between this Club's Constitution and Arc Clubs Policy, Arc Clubs Policy takes precedence.

6 Finance

- 6.1 ELSOC shall hold an account with a financial institution approved by Arc.
- 6.2 The Executive must approve all accounts and expenditures for payment.
- 6.3 All financial transactions shall require two signatures of members of the Executive.
- 6.4 The Club shall nominate three members of the Executive as possible signatories for the account, one of which must be the ELSOC Treasurer.
- 6.5 The financial records of the club shall be open for inspection by Arc at all times.

7 Not-for-profit clause

- 7.1 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organization

8 Handover

- 8.1 Unless otherwise agreed, a handover in order to ensure the duties and responsibilities of the Executive role is properly relayed to the elected Executive shall be conducted on Friday of Term 3 Week 10.
- 8.2 Both the previous and newly appointed Executives must be present for the Handover.
- 8.3 Unless otherwise agreed, the current Executives must continue to carry out their duties until this Term 3, Week 10 Friday.

8 Dissolution

- 8.1 Dissolution of ELSOC will occur after the following conditions have been met:
 - 8.1.1 Written approval from the Head of School is obtained.
 - 8.1.2 An Extraordinary General Meeting is petitioned in writing as set out in 4.10.
 - 8.1.3 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.
 - 8.1.4 Quorum for a meeting to dissolve ELSOC shall be twenty (20) members or three quarters of the membership, whichever is lesser.
 - 8.1.5 The Head of School and other School representatives must be present at the meeting.
 - 8.1.6 No other business may be conducted at the meeting to dissolve ELSOC.
 - 8.1.7 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.
 - 8.1.8 A vote is taken, and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club.
 - 8.1.9 If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.
- 8.2 Dissolution of ELSOC will also occur if ELSOC has been financially and administratively inactive for a period of eighteen (18) months.
- 8.3 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.