



**ECONOMICS AND COMMERCE STUDENTS
SOCIETY INC.**

CONSTITUTION

October 2011



1. NAME OF SOCIETY

The name of the Society is the Economics and Commerce Students' Society Incorporated. (Hereafter 'ECOMS')

2. OBJECTS

2.1 The Objects of the Society are:

2.1.1 To encourage student interest in intellectual, social, philanthropic and sporting events, activities or issues relevant to the Society.

2.1.2 To represent and promote members interests to the Academic Staff of the Economics and Commerce Faculty and The University, the wider Business Community and the appropriate Councils and Committees of the Guild.

2.1.3 To encourage and promote co-operation between ECOMS and other Societies with similar or related interests.

2.1.4 To do all such things, as may appear necessary and proper for the benefit and advancement of members of the Society.

2.2 The property and income of the society shall be applied solely towards the promotion of the objects of the society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of those Objects.

3. INTERPRETATION

3.1 "Academic day" refers to a day in the academic calendar of The University of Western Australia.

"ACSS" means Australasian Commerce Students' Society.

"Committee" means the ECOMS Committee created under Article 8 of this Constitution.

"Financial year" means the year ending 30 June.

"General Meeting" means a general meeting of members convened in accordance with Article 6.

"Business Student" means a student undertaking a bachelor's degree in Economics or Commerce or any other post-graduate qualification within the Faculty of Economics and Commerce at The University of Western Australia.

"Member" means a member of ECOMS.

"Notice" means written notices of at least A4 size placed in the ECOMS Common Room, on the ECOMS Noticeboard and/or ECOMS Office door (whichever exist).



“Office” means the position held on the Committee by officers and ordinary members (voting and non-voting) alike.

“The Act” means the *Associations Incorporation Act 1987 (WA)*.

“The Regulations” means regulations under the Act.

“The Society” means the Economics and Commerce Students’ Society Incorporated as referred to in Article 1.

“Discipline” means a Major set offered for completion of a bachelor’s degree in Economics or Commerce including double degrees of which Economics or Commerce is a component.

“LGBTI” means Lesbian, Gay, Bisexual, Transgender and Intersex

3.2 In these Rules, a reference to the secretary of the Society is a reference:—

- (a) Where a person holds office under this constitution as secretary of the Society to that person; and
- (b) In any other case, to the public officer of the Society.

3.3 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

4. QUALIFICATIONS FOR MEMBERSHIP OF THE SOCIETY

4.1 The Members of the Society shall consist of Ordinary Members, Associate Members, Honorary Life Members and Extra-ordinary members as follows:

4.1.1 Ordinary Members

Ordinary Members shall consist of Financial Ordinary Members and Non-Financial Ordinary Members:

- (a) Non-Financial Ordinary Members shall consist of all those students enrolled in a degree of the University of Western Australia’s Business School, who have completed the annual registration requirements prescribed by the Committee.
- (b) Financial Ordinary Members shall consist of those students enrolled in undergraduate units in the Faculty of Economics and Commerce at the University of Western Australia who are not completing a bachelor’s course offered by the Faculty, who have completed the registration requirements and paid the annual financial ordinary membership fee prescribed by the Committee.

4.1.2 Associate Membership

Associate Members shall consist of other students of the University of Western Australia, who are not eligible for ordinary membership, who



have completed the registration requirements and paid the annual associate membership fee prescribed by the Committee.

4.1.3 Honorary Life Members

Honorary Life Members shall consist of those past or present Members or past or present members of the Faculty of Economics and Commerce at the University of Western Australia on whom the Society in General Meeting has conferred Honorary Life Membership by a three-quarters majority of those present and voting.

4.1.4 Extra-Ordinary Membership

All former members of the Society's Executive Committee of Management shall be deemed extra-ordinary members and may be called upon by the current committee of management to assist in the affair in the society.

4.2 The Committee shall prescribe the annual membership fees for Financial Ordinary Members and Associate Members.

4.3 Membership may be terminated when a Member:

4.3.1 Submits to the Secretary notice in writing terminating membership; or

4.3.2 Ceases to fulfil the qualifications for membership prescribed in Article 4.1.

4.4 Members other than Ordinary Members shall not;

4.4.1 Be voting members of the Society;

4.4.2 Nominate Candidates for the offices and Committee of the Society;

4.4.3 Become or remain office bearers of the Society;

But shall otherwise have all the rights and privileges of ordinary membership.

5. PATRON

5.1 The Society in General Meeting may elect a Patron, if they indicate their willingness so to act shall continue to hold office until the Society in General meeting or the Patron decides otherwise.

6. GENERAL MEETINGS

6.1 The Committee may at any time convene a Special General Meeting.

6.2 The Committee shall convene an Annual General Meeting in the Second Semester of the University calendar.

6.3 The Committee shall, within ten days of receiving a written request from at least twenty Ordinary Members, convene a Special General Meeting. The Ordinary Members making a request under this Article shall:



- (a) Specify in the request the purpose for which the Special General Meeting is required; and
 - (b) Sign the request.
- 6.4 If the Committee fails to convene a Special General Meeting within the ten days referred to in Article 6.3, the Ordinary Members who made the request may convene a Special General Meeting.
- 6.5 The Secretary shall post written notice of any General Meeting at least five days before the date of that Meeting, specifying:
- (a) When and where the General Meeting is to be held;
 - (b) Particulars of the business to be transacted at the General Meeting and of the order in which that business is to be transacted; and
 - (c) The intention to propose any resolution to amend this Constitution and the particulars of any such proposed resolution.

7. QUORUM AND PROCEDURE AT GENERAL MEETINGS

- 7.1 Fifty Ordinary Members present in person shall constitute a quorum at a General Meeting.
- 7.2 A resolution, other than a resolution to amend this Constitution, passed at a General Meeting shall not be invalid due to the lack of a quorum, provided that:
- (a) Notice has been given in accordance with Article 6.5; and
 - (b) No objection is made at the General Meeting.
- 7.3 Only Ordinary Members shall vote at a General Meeting.
- 7.4 A resolution, other than a resolution to amend this Constitution, shall be passed by the affirmative vote of a majority of the Ordinary Members present and voting.
- 7.5 Subject to Article 7.6, votes shall be determined by a show of hands.
- 7.6 If requested by at least three Ordinary Members, a poll shall be conducted by the officer presiding at a General Meeting.
- 7.7 The President shall preside at all General Meetings, or in his absence, the next most senior Office-Bearer in the order listed in Article 12.1.
- 7.8 Any business specified in a written request in accordance with Article 6.3(a) shall have priority over all other business at a Special General Meeting called pursuant to Article 6.3 or Article 6.4.
- 7.9 Subject to this Constitution, General Meetings shall be conducted in accordance with such procedure as the Committee may provide.

8. COMMITTEE

- 8.1 The Committee shall consist of the Elected and Appointed Office-Bearers.



- 8.2 The Committee shall be responsible for giving effect to the Objects of the Society and for the efficient administration, organisation and conduct of the activities and affairs of the Society, including:
- (a) Organising the Society's educational and academic activities and competitions;
 - (b) Organising the Society's social activities;
 - (c) Organising the Society's professional development, career and employment activities;
 - (d) Organising the Society's publications;
 - (e) Organising the Society's sporting activities, and in particular business students' participation in the Goyder and Strickland Cup competitions;
 - (f) Reviewing the units offered by the Faculty of Economics and Commerce at the University of Western Australia, and in particular:
 - (i) Considering and acting upon submissions and concerns of business students with respect to course content, teaching methods, teaching staff and assessment;
 - (ii) Considering the units which ought to be offered;
 - (iii) Surveying the views of Ordinary Members with respect to units in which they are enrolled; and
 - (iv) Acquiring and considering literature concerning the teaching of course and unit related material;
 - (g) Making such delegations and appointments as it considers necessary or convenient; and
 - (h) All matters incidental to, and all things necessary to organise, the matters set out in this Article.
 - (i) To increase ECOMS involvement, and encourage Business School students to become contributors to the wider community, being involved in equity and diversity initiative and helping people who are socially and financially disadvantaged.

FULL COMMITTEE MEETINGS

- 8.3 The President may at any time convene a Full Committee Meeting.
- 8.4 The Full Committee shall meet not less than once in every month during the academic year.
- 8.5 The Secretary shall, within seven days of receiving a valid written request signed by at least;
- (a) One Member of the Executive, or



- (b) Three ordinary members of the Committee, or
- (c) Ten financial or ordinary members of the Society

Convene a Special Committee Meeting.

8.6 A requisition under Article 8.5 is not valid unless the members:

- (a) Specify in the request the purpose for which the Special Committee Meeting is required; and
- (b) Sign the request.

8.7 If the Secretary fails to convene a Special Committee Meeting within the seven days referred to in Article 8.5, the members of the Committee who made the request may convene a Special Committee Meeting.

8.8 The Secretary shall communicate to all Committee Members the time, date, and place of the meeting no less than 48 hours before the commencement of that Meeting.

9. QUORUM AND PROCEDURE AT FULL COMMITTEE MEETINGS

9.1 Ten members of the Committee present in person, of whom at least three are members of the Executive, shall constitute a quorum at a Committee Meeting.

9.2 Only members of the Committee shall vote at a Committee Meeting.

9.3 Unless the Committee decides otherwise, Committee Meetings shall be open to all Ordinary Members.

9.4 A resolution shall be passed by the affirmative vote of a majority of the members of the Committee present and voting, decided on a show of hands, provided that if there is no majority, the chairperson presiding at the Committee Meeting shall have a casting vote.

9.5 The President shall chair at all Committee Meetings, or if unwilling or unable, the next most senior Elected Office-Bearer in the order listed in Article 12.1.

9.6 Any business specified in a written request in accordance with Article 8.6 shall have priority over all other business at a Special General Meeting called pursuant to Article 8.5 or 8.7.

9.7 Subject to this Constitution, Committee Meetings shall be conducted in accordance with such procedure as the Committee may provide.

10. THE EXECUTIVE MAY NOT TO DO ANY ACT OR THING AS A TRUSTEE THAT, IF DONE OTHERWISE THAN AS A TRUSTEE, WOULD CONTRAVENE THIS CONSTITUTION. EXECUTIVE

10.1 The Executive shall consist of the President, the Vice-President (Education), the Vice-President (Business), the Vice President (Communications) the Vice-President (Activities), the Secretary and the Treasurer.



- 10.2 In addition to the specific duties imposed in this Constitution, the Executive shall be responsible for giving effect to the Objects of the Society and for the efficient organisation, administration and conduct of the activities and affairs of the Society.
- 10.3 Subject to this Constitution and to the resolutions of the Society in General Meeting, the Executive may do all things necessary or convenient for carrying out the Objects of the Society, and in particular, may:
- (a) Acquire, hold, deal with, and dispose of any real or personal property;
 - (b) Open and operate bank accounts;
 - (c) Invest the Society's money;
 - (d) Borrow money on behalf of, or in the name of, the Society, to no greater amount than two dollars for each Financial Ordinary Member existing at that time;
 - (e) Co-ordinate and seek out sponsorship for the Society; and
 - (f) Enter into any contract the Executive considers necessary or desirable.
- 10.4 Subject to Article 10, the Executive may act as trustee and accept and hold real and personal property upon trust:
- (a) In giving effect to the Objects of the Society and for the efficient administration, organisation and conduct of the activities and affairs of the Society; or
 - (b) For a charitable organisation, but only:
 - (i) In connection with the activities and affairs of the Society; and
- 10.5 Where a prior resolution of the Society in General Meeting authorises the Executive to act as trustee and to accept and hold real or personal property specified in the resolution upon trust for a charitable organisation also specified in the resolution.
- 11. EXECUTIVE MEETINGS, QUORUM AND PROCEDURE**
- 11.1 The President may at any time convene an Executive Meeting.
- 11.2 The President shall convene an Executive Meeting at least twice in each Semester of the University calendar.
- 11.3 Four members of the Executive must be present in person to constitute a quorum at an Executive Meeting.
- 11.4 A resolution shall be passed by the affirmative vote of a majority of the members of the Executive present and voting, decided on a show of hands, provided that if there is a tied vote the President will have the casting vote.
- 11.5 Subject to this Constitution, Executive Meetings shall be conducted in accordance with such procedure as the President may provide.



12. ELECTED OFFICE-BEARERS

12.1 The Elected Office-Bearers shall consist of:

- (a) The President;
- (b) The Vice-President (Education);
- (c) The Vice-President (Business);
- (d) The Vice-President (Communications);
- (e) The Vice-President (Activities);
- (f) The Secretary;
- (g) The Education Officer
- (h) The Business Officer
- (i) The Communications Officer
- (j) The Activities Officer
- (k) One Male Fresher Representative;
- (l) One Female Fresher Representative;
- (m) One Sport Representative.

The Elected Office-Bearers shall hold office from 1 November of the year of their election until 31 October of the subsequent year, with the exclusion of the President, who shall hold office from 1 December of the year of their election until November 30 of the subsequent year.

12.2 The Committee in meeting may dismiss an Elected Office-Bearer where, in the opinion of three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:

- (a) Consistently failed adequately to discharge the duties of that position; or
- (b) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
- (c) Been given at least seven days' notice of that Committee Meeting; and
- (d) Been accorded the opportunity to be present and to speak at that Committee Meeting.

12.3 Those persons elected to take office as members of the Executive from 1 November shall attend all Committee Meetings from the time of their election until the commencement of their term of office.

13. ELECTIONS



- 13.1 Only Ordinary Members shall vote in elections.
- 13.2 Only Ordinary Members shall be eligible for election as Elected Office-Bearers.
- 13.3 Elected Office-Bearers other than the Fresher Representatives shall be elected as follows:
- 13.3.1 The Committee shall, at least seven days before the opening of polls, appoint two Returning Officers, who:
- (a) Shall supervise and count the ballot;
 - (b) May or may not be Ordinary Members; and
 - (c) Shall be ineligible to nominate for any elected position in that year.
- 13.3.2 The Secretary shall post written notice calling for nominations for the positions at least seven days before the opening of polls.
- 13.3.3 Nominations for the positions shall be submitted to the Returning Officers and shall be:
- (a) In writing;
 - (b) Signed by the nominee;
 - (c) Signed by two Ordinary Members supporting the nomination; and
 - (d) Accompanied by an A4 runsheet outlining their reasons for nominating and skills that make them suited to the role, for display during election week.
- 13.3.4 Ballot cards may be lodged for a period not less than forty-eight hours before 9.00 am on the date appointed for the counting of the ballot.
- 13.3.5 The winner of the ballot shall be determined by optional preferential ballot.
- 13.4 The Fresher Representatives shall be elected as follows:
- 13.4.1 The Committee shall, at least seven days before the date appointed for the counting of the ballot, appoint two Returning Officers, who:
- (a) Shall supervise and count the ballot;
 - (b) May or may not be Ordinary Members; and
 - (c) Shall be ineligible for election as Fresher Representatives.
- 13.4.2 The Secretary shall, as soon as practicable in the First Semester of the University calendar and at least seven days before the ballot, post written notice calling for nominations for the positions.
- 13.4.3 Nominations for the positions shall be submitted to the Returning Officers and shall be:
- (a) In writing;
 - (b) Signed by the nominee; and



- (c) Signed by two Ordinary Members eligible for election as Fresher Representatives supporting the nomination.
- 13.4.4 At least three days before the date appointed for the counting of the ballot, the Secretary shall post written notice of the commencement date for the ballot.
- 13.4.5 Ballot cards may be lodged for a period not less than forty-eight hours before 9.00 am on the date appointed for the counting of the ballot.
- 13.4.6 The winner of the ballot shall be determined by optional preferential ballot.
- 13.5 Where a candidate is nominated for more than one position:
 - (a) Each such nomination shall be valid provided the candidate:
 - (i) Indicates which is their first preferred position by labelling it with a number “1”; and
 - (ii) Indicates their next preferred positions by labelling the remaining positions, in order of their preference, from “2” onwards.
 - (b) If a candidate wins a ballot for more than one position:
 - (i) They shall be elected to the more preferred position as indicated under Article 13.5(a); and
 - (ii) That candidate’s preferences in other ballots shall be distributed accordingly.
- 13.6 Subject to this Constitution, ballots shall be conducted in accordance with such Election Regulations the Committee may provide.

14. VACANCIES

- 14.1 A vacancy shall occur in the position of an Elected Office-Bearer where:
 - (a) There are no nominations received for that position;
 - (b) That Elected Office-Bearer dies or is permanently incapacitated by mental or physical ill-health;
 - (c) That Elected Office-Bearer resigns by notice in writing submitted to the Secretary;
 - (d) That Elected Office-Bearer ceases to be an Ordinary Member; or
 - (e) That Elected Office-Bearer is dismissed in accordance with Article 12.2.
- 14.2 To fill a vacancy in the position of an Elected Office-Bearer, a new Elected Office-Bearer shall be determined as follows:
 - 14.2.1 If the vacancy occurs in the First Semester of the University Calendar, the person next placed in the election previously held for that position shall be deemed elected to that position, provided that if there is no such



person, the Committee shall appoint a new Elected Office-Bearer, in accordance with Article 14.3.

14.2.2 If the vacancy occurs in the Second Semester of the University Calendar, the Committee shall appoint a new Elected Office-Bearer, in accordance with Article 14.3.

14.3 Persons shall be appointed to fill Elected Office-Bearer positions as follows:

14.3.1 The Secretary, or in the case that a Secretary is to be appointed, the Treasurer, shall post written notice calling for nominations for the position.

14.3.2 Nominations for the position shall be held open for at least seven days.

14.3.3 Nominations for the position shall be submitted to the Secretary, or in the case that a Secretary is to be appointed, the Treasurer, and shall be:

- (a) In writing; and
- (b) Signed by the nominee.

14.3.4 The Committee shall appoint a nominee to fill the Elected Office-Bearer position.

15. APPOINTED OFFICE-BEARERS

15.1 The Executive shall appoint one additional Office Bearer in each of the following positions;

- (a) A Treasurer;
- (b) A Treasury Officer;
- (c) An Equity Officer;
- (d) A Competitions Officer.
- (e) Immediate Past President

15.2 Only Ordinary Members shall be eligible for appointment as Appointed Office-Bearers.

15.3 Only the person who held the Elected Office Bearer position of President immediately preceding the commencement of the current President's term shall be appointed Immediate Past President.

15.4 The Treasurer shall enjoy equal rights to, and be subject to the same conditions, as the Executive Elected Office-Bearers.

15.5 Appointed Office Bearers, other than the Treasurer, shall enjoy equal rights to, and be subject to the same conditions, as the Non-Executive Elected Office-Bearers.



- 15.6 Appointed Office Bearers shall be responsible for duties as appropriate for their position or as the Committee feels necessary, in performing their position as outlined in Article 17.
- 15.7 With the exception of Immediate Past President, Appointed Office-Bearers shall be appointed as follows:
- 15.7.1 The person to take office as Secretary from 1 November shall post written notice calling for nominations.
- 15.7.2 Nominations for the positions shall be held open for at least seven days.
- 15.7.3 Nominations for the positions shall be submitted to the person to take office as Secretary from 1 November and shall be:
- (a) In writing; and
 - (b) Signed by the nominee.
- 15.7.4 The persons to take office as the Executive from 1 November shall appoint nominees as the Appointed Office-Bearers.
- 15.8 Appointed Office-Bearers shall hold office from 1 November of the year of their appointment until 31 October of the subsequent year.
- 15.9 With the exception of Immediate Past President, The Committee may dismiss an Appointed Office-Bearer where, in the opinion of three quarters of the members of the Committee present and voting, that Appointed Office-Bearer has:
- (a) Consistently failed adequately to discharge the duties of that position; or
 - (b) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
 - (c) Been given at least seven days' notice of that Committee Meeting; and
 - (d) Been accorded the opportunity to be present and to speak at that Committee Meeting.
- 15.10A vacancy shall occur in the position of an Appointed Office-Bearer where
- (a) There are no nominations received for that position;
 - (b) That Appointed Office-Bearer dies or is permanently incapacitated by mental or physical ill-health;
 - (c) That Appointed Office-Bearer resigns by notice in writing submitted to the Secretary;
 - (d) That Appointed Office-Bearer ceases to be an Ordinary Member; or
 - (e) That Appointed Office-Bearer is dismissed in accordance with Article 12.25.



15.11 In the event of a vacancy in the position of an Appointed Office-Bearer, a new Appointed Office-Bearer shall be appointed in the same manner as outlined in Article 12.3.

16. DUTIES OF OFFICE-BEARERS

16.1 In addition to the specific duties imposed in this Constitution, the Office-Bearers shall be responsible for giving effect to the Objects of the Society.

16.2 No Office Bearer can hold more than one position simultaneously.

16.3 Subject to this Constitution, the duties of the Office-Bearers shall be as follows:

16.3.1 President

The President shall:

- (a) Direct, co-ordinate and supervise the work of the other Office-Bearers; and
- (b) See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities.
- (c) Direct the activities and manage the affairs of the Society in carrying out its objects.
- (d) Act as the Representative of the interests of the Society and its Members where no other practical mechanism of representation is specified by the Constitution.
- (e) Promote the interests of minority groups and groups that need particular representation within the business student body.
- (f) Ensuring there is adequate student representation of the interests and concerns of the Society and its Ordinary Members to:
 - (i) The Faculty of Economics and Commerce of the University of Western Australia;
 - (ii) The Guild of Undergraduates and its Councils and Committees; and
 - (iii) The Australasian Commerce and Economics Students' Society and its affiliated Business Student Societies.

the composition of such representation shall be determined in consultation with the Executive;

- (g) Working with The Faculty and other relevant parties in the interests of students to enhance the Quality of their education by actively pursuing improvements in, but not limited to:
 - (i) Quality of teaching;
 - (ii) Quality of learning resources;



- (iii) Accessibility of learning resources;
 - (iv) Equity of opportunity;
 - (v) Equity of assessment; and
 - (vi) Relevance of course content;
- (h) Receiving and acting upon submissions and concerns of students with respect to but not limited to the following matters pertaining to courses taught by The Faculty:
- (i) Course content;
 - (ii) Teaching methods;
 - (iii) Teaching staff; and
 - (iv) Assessment;
- (i) Acting as an advocate and representative for individual students, where the need arises, in relation to matters arising with the Faculty in conjunction with The Guild;
- (j) Promoting equal opportunity policies within the Faculty, and greater diversity in the activities of the Society.
- (k) Coordinating, improving and expanding the competitions of the Society, ensuring that they operate in a professional and coordinated manner and to ensure those competitions are of the highest quality possible;
- (l) Ensuring The University sends the highest quality competitors to national championships by facilitating training and preparation.
- (m) Representation in addition to that of the President under Sections (f) – (l) shall be determined by majority vote of the Executive.
- (n) Convene, under Articles 8.3 and 11.1, executive and full committee meetings of the Society.

16.3.2 Vice-President (Education)

The Vice-President (Education) shall assist the President in activities which, without limiting the generality or discretion of the role, may include:

- (a) Working with The President and other relevant parties, including the Faculty, in the interests of students to enhance the Quality of their education by actively pursuing improvements in, but not limited to:
 - (i) Quality of teaching;
 - (ii) Quality of learning resources;



- (iii) Accessibility of learning resources;
 - (iv) Equity of opportunity;
 - (v) Equity of assessment; and
 - (vi) Relevance of course content;
- (b) Receiving and acting upon submissions and concerns of students with respect to but not limited to the following matters pertaining to courses taught by The Faculty:
- (i) Course content;
 - (ii) Teaching methods;
 - (iii) Teaching staff; and
 - (iv) Assessment;
- (c) Conducting educational and academic activities, events and services to accommodate the diversity of the student body such as, but not limited to:
- (i) An Alternative Faculty Handbook;
 - (ii) An Academic Journal;
 - (iii) A Majors Handbook;
 - (iv) A Quiz Night; and/or
 - (v) Debates on Topical Business Issues;
- (d) Providing direction in regarding Educational matters to:
- (i) The Education Officer;
 - (ii) The Equity Officer
 - (iii) The Competitions Officer
 - (iv) Their respective Sub-Committees
 - (v) The Communications Sub-Committee and
 - (vi) The Fresher Representatives;

All matters incidental to and all things necessary to organise the matters set out in this Article

16.3.3 Vice-President (Business)

The Vice-President (Business) shall assist the President in activities which, without limiting the generality or discretion of the role, may include:

- (a) Coordinating a range of careers services and events aimed at enhancing the career prospects of students such as, but not limited to:



- (i) A Careers Fair;
 - (ii) A Business Breakfast;
 - (iii) Resume, Interview, Networking and Cover Letter Seminars;
 - (iv) Production of a Careers Handbook; and/or
 - (v) Production of a Vacation Work Handbook;
- (b) Representing the interests and concerns of the Society and its Ordinary Members to:
- (i) The business community in Western Australia; and
 - (ii) Other potential employees of business graduates.
- (c) ensuring that, with the assistance of the Publications and Publicity Officer, all careers services are widely promoted, attended and utilised;
- (d) coordinating the executive in seeking out sponsorship for the Society and oversee the drafting on any documents deemed necessary for this;
- (e) Supporting and promoting the activities of corporate social policy groups on campus whose activities affect business students;
- (f) Promoting equal opportunity policies within industry and employment;
- (g) Providing direction in regards to Business and Careers matters to
- (i) The Business Officer;
 - (ii) The Fresher Representatives;
 - (iii) The Careers Sub-Committee and
 - (iv) The Communications Sub-Committee
- ;

All matters incidental to and all things necessary to organise the matters set out in this Article.

16.3.4 Vice President (Communications)

The Vice-President (Communications) shall assist the President in activities which, without limiting the generality or discretion of the role, may include:

- (a) Under the direction of the relevant Vice-President, Coordinating and taking responsibility for the editors and sub-editors of the Society's publications, which may include, but are not limited to



- (i) A Careers Handbook;
 - (ii) A Vacation Work Handbook;
 - (iii) An Alternative Faculty Handbook;
 - (iv) An Academic Journal;
 - (v) A Majors Handbook;
 - (vi) A regular summary publication reviewing past events;
 - (vii) A Fresher Handbook;
 - (viii) An End of Year Yearbook; and
 - (ix) Any other publications which appear convenient or desirable.
- (b) Under the direction of the relevant Vice-President, designing and producing any posters, tickets or other promotional material required for events that may include, but are not limited to:
- (i) A Fresher Camp;
 - (ii) A Fresher Reunion;
 - (iii) A Pub Crawl;
 - (iv) An End of Financial Year Party;
 - (v) An ECOMS Ball;
 - (vi) An End of Academic Year Party;
 - (vii) A First Year Sundowners;
 - (viii) A Careers Fair;
 - (ix) A Business Breakfast;
 - (x) A Quiz Night;
 - (xi) A Debate on Topical Business Issues;
 - (xii) Any Competitions
 - (xiii) Resume, Interview, Networking and Cover Letter Seminars; and

Any other events as for which promotional material appears necessary or convenient

- (c) Sourcing and providing promotional and branding merchandise, such as T-shirts, ties, etc., on behalf of the Society.
- (d) Activities pertaining to the maintenance, support and administration of the ECOMS Website and any other electronic



resources owned or maintained by ECOMS including the online Member Database and the Email system.

16.3.5 Vice-President (Activities)

The Vice-President (Activities) shall assist the President in activities which, without limiting the generality or discretion of the role, may include:

- (a) Organising a variety of high quality social services and events to accommodate the diversity of the student body such as, but not limited to:
 - (i) A Fresher Camp;
 - (ii) A Fresher Reunion;
 - (iii) A Pub Crawl;
 - (iv) An End of Financial Year Party;
 - (v) A First Year Sundowners;
 - (vi) An ECOMS Ball;
 - (vii) An End of Academic Year Party;
 - (viii) A regular summary publication reviewing past events; and/or
 - (ix) An End of Year Yearbook.
- (b) Ensuring that all social events are of the highest quality possible, and with the assistance of the Communications Sub-Committee, that all social events are widely promoted and attended;
- (c) Organising sporting activities that should include, without limiting the generality of this power, participation in the Goyder and Strickland (Interfaculty) Cups;
- (d) Providing direction regarding Events and Social matters to;
 - (i) The Activities Officer;
 - (ii) The Sports Representative;
 - (iii) The Fresher Representatives;
 - (iv) The Activities Sub-Committee and
 - (v) The Communications Sub-Committee
- (e) All matters incidental to and all things necessary to organise the matters set out in this Article.

16.3.6 Secretary



The Secretary shall:

- (a) Co-ordinate the correspondence of the Society such as under Articles 8.8, 4.3.1, 14.3.3, 15.7.3, 1.1, and 21;
- (b) Keep full and accurate records of all proceedings of the General Meetings, Committee Meetings and Executive Meetings;
- (c) comply on behalf of the Society with sections 27, 28 and 29 of the Act by keeping, maintaining and making available the Register, Records, Constitution and Rules of the Society as set out in Article 19;
- (d) have custody of all books, documents, Rules, records and registers of the Society as under Article 19.5, but other than those of the Treasurer under Articles 16.3.7 and 19.6; and
- (e) maintain the Society's notice boards including posting written notices such as under Articles 6.1, 13.3.213.4.2, 13.4.4, 14.3.1, 14.1(c) 15.7.1 and 1.1.1;
- (f) Convene Special Committee Meetings under Article 8.5;
- (g) Perform such other duties as are imposed by these Rules on the Secretary; and
- (h) Undertake other administrative tasks as they arise.

16.3.7 Treasurer

The Treasurer shall:

- (a) Keep such accounting records as to correctly record and explain the financial transactions and financial position of the Society;
- (b) keep the Society's accounting records in such manner as shall enable true and fair accounts of the Society to be prepared from time to time;
- (c) Keep the Society's accounting records in such manner as shall enable true and fair accounts of the Society to be conveniently and properly audited;
- (d) submit to Members at each Annual General Meeting accounts showing the financial position of the Society at the end of the immediately preceding financial year; and
- (e) Arrange and be responsible for the handling of petty cash.
- (f) Unless the Executive decides otherwise under Article 20.2, have custody of the Common Seal.
- (g) Perform such other duties as are imposed by these Rules on the Treasurer.



16.3.8 Immediate Past President

The Immediate Past President shall advise the committee and assist with strategic planning.

16.3.9 Education Officer

In addition to other responsibilities delegated by the Committee, the Education Officer shall be responsible for assisting the Vice-President (Education) in all Activities listed under Article 1.1.1. In particular they are responsible for coordinating Education Sub-committee.

16.3.10 Equity Officer

In addition to other responsibilities delegated by the Committee, the Equity Officer shall;

- (a) Ensure all students feel respected and safe within the Business School, regardless of their sexuality, ethnicity, religion, disability, gender or any other aspect of their background or personal attributes;
- (b) Ensure all students have equal access to services and equal opportunities to be involved in activities of the Business School and the Society;
- (c) Encourage and facilitate a greater degree of involvement in the Society and Business School initiatives from students from a variety of backgrounds;
- (d) Promote and facilitate an understanding of corporate social policy issues;
- (e) Equip students with necessary knowledge and skills relating to equity and diversity which are relevant to their professional and personal lives;
- (f) Encourage students to recognise their obligation, as privileged individuals, to contribute to the wider community by;
 - (i) Being involved in equity and diversity initiatives; and
 - (ii) Helping people who are socially and financially disadvantaged;
- (g) Build and maintain a culture of respect and appreciation of equity and diversity within the Business School;
- (h) Promote student welfare and equal opportunity in the activities of the Society, the Faculty, the wider Business Community;
- (i) Coordinating a range of Welfare, Equity and Diversity services and events aimed at enhancing the career prospects of students such as, but not limited to:



- (i) The Women in Leadership Mentor Scheme;
 - (ii) The Women in Leadership Breakfast;
 - (iii) Welfare, Equity and Diversity Handbook;
 - (iv) Ally and Equity and Diversity Training; and/or
 - (v) Series of Welfare, Equity and Diversity Lectures;
- (j) If they are appointed to represent a particular minority views, represent those views and interests with respect to the educational, careers, sporting and social activities of the Society and promote the Society and its activities amongst their peers.

16.3.11 Competitions Officer

In addition to other responsibilities delegated by the Committee, the Competitions Officer shall be responsible for assisting the Vice-President (Education) in all Activities listed under Article 1.1.12. In particular they are responsible for coordinating the Competitions Sub-committee.

16.3.12 Business Officer

In addition to other responsibilities delegated by the Committee, the Business Officer shall be responsible for assisting the Vice-President (Business) in all Activities listed under Article 16.3.23.

16.3.13 Communications Officer

In addition to other responsibilities delegated by the Committee, the Communications Officer shall be responsible for assisting the Vice-President (Communications) in all Activities listed under Article 1.1.14. In particular they are responsible for coordinating the promotion of events and the other activities of the society.

16.3.14 Activities Officer

In addition to other responsibilities delegated by the Committee, the Activities Officer shall be responsible for assisting the Vice-President (Activities) in all Activities listed under Article 16.3.5.

16.3.15 Fresher Representatives

The Fresher Representatives shall represent the views and interests of their year group with respect to the educational, careers, sporting and social activities of the Society and promote the Society and its activities amongst their peers.

16.3.16 Sport Representative

The Sport Representative shall organise Economics and Commerce students' participation in such sporting functions as the Committee may decide.



16.3.17

17. SUB-COMMITTEES

17.1 Sub-Committees shall consist of 6 representatives plus one Fresher Representative.

17.2 Only Ordinary Members shall be eligible to be Sub-Committee Members.

17.3 Sub-Committee Members, with the exception of the Fresher Representatives, may be appointed as follows:

17.3.1 The person to take office as Secretary from 1 November shall post written notice calling for nominations for the positions.

17.3.2 Nominations for the positions shall be held open for at least seven days.

17.3.3 Nominations for the positions shall be submitted to the person to take office as Secretary from 1 November and shall be:

- (a) In writing; and
- (b) Signed by the nominee.

17.3.4 The persons to take office as President, Vice-President (Education) and Education Officer shall appoint nominees as the Education Sub-Committee. The committee will include:

- (a) An Accounting Students' Representative. Only an Ordinary Member who is to be enrolled in an Accounting Major set in the year following the Annual General Meeting shall be eligible for appointment as the Accounting Students' Representative;
- (b) A Finance Students' Representative. Only an Ordinary Member who is to be enrolled in a Finance Major set and/or the Money and Banking Major set in the year following the Annual General Meeting shall be eligible for appointment as the Finance Students' Representative;
- (c) A Marketing Students' Representative. Only an Ordinary Member who is to be enrolled in a Marketing Major set in the year following the Annual General Meeting shall be eligible for appointment as the Marketing Students' Representative;
- (d) A Management Students' Representative. Only an Ordinary Member who is to be enrolled in one or more of the Management, Human Resource Management or Industrial Relations Major sets in the year following the Annual General Meeting shall be eligible for appointment as the Management Students' Representative;
- (e) An Economics Students' Representative. Only an Ordinary Member who is to be enrolled in one or more of the Economics, Economic History, Applied Economics or Quantitative Economics



Major sets in the year following the Annual General Meeting shall be eligible for appointment as the Economics Students' Representative.

- 17.3.5 The persons to take office as President, Vice-President (Education) and Equity Officer shall appoint nominees as the Equity Sub-Committee.
- 17.3.6 The persons to take office as President, Vice-President (Education) and Competitions Officer shall appoint nominees as the Competitions Sub-Committee.
- 17.3.7 The persons to take office as President, Vice-President (Business) and Business Officer shall appoint nominees as the Careers Sub-Committee. The committee will include:
- (a) An Accounting Students' Representative. Only an Ordinary Member who is to be enrolled in an Accounting Major set in the year following the Annual General Meeting shall be eligible for appointment as the Accounting Students' Representative;
 - (b) A Finance Students' Representative. Only an Ordinary Member who is to be enrolled in a Finance Major set and/or the Money and Banking Major set in the year following the Annual General Meeting shall be eligible for appointment as the Finance Students' Representative;
 - (c) A Marketing Students' Representative. Only an Ordinary Member who is to be enrolled in a Marketing Major set in the year following the Annual General Meeting shall be eligible for appointment as the Marketing Students' Representative;
 - (d) A Management Students' Representative. Only an Ordinary Member who is to be enrolled in one or more of the Management, Human Resource Management or Industrial Relations Major sets in the year following the Annual General Meeting shall be eligible for appointment as the Management Students' Representative;
 - (e) An Economics Students' Representative. Only an Ordinary Member who is to be enrolled in one or more of the Economics, Economic History, Applied Economics or Quantitative Economics Major sets in the year following the Annual General Meeting shall be eligible for appointment as the Economics Students' Representative.
- 17.3.8 The persons to take office as President, Vice-President (Communications) and Communications Officer shall appoint nominees as the Communications Sub-Committee.
- 17.3.9 The persons to take office as President, Vice-President (Activities) and Activities Officer shall appoint nominees as the Activities Sub-Committee.



- 17.4 Fresher Representatives to Sub-Committees shall hold office from the date of their appointment until 31st October of that year.
- 17.4.1 The Secretary shall post written notice calling for nominations for the positions.
- 17.4.2 Nominations for the positions shall be held open for at least seven days.
- 17.4.3 Nominations for the positions shall be submitted to the Secretary and shall be:
- (a) In writing; and
 - (b) Signed by the nominee.
- 17.4.4 The President, Appropriate Vice President and Appropriate Officer shall appoint a Fresher Representative for each Sub-Committee.
- 17.5 The President, Appropriate Vice-President and Appropriate Officer may dismiss a Sub-Committee Member where, in their opinion, that Sub-Committee Member has consistently failed adequately to discharge the duties of that position.
- 17.5.1 The person to take office as Secretary from 1 November shall post written notice calling for nominations for the positions.
- 17.5.2 Nominations for the positions shall be held open for at least seven days.
- 17.5.3 Nominations for the positions shall be submitted to the person to take office as Secretary from 1 November and shall be:
- (a) In writing; and
 - (b) Signed by the nominee.
- 17.6 Sub-Committees will have only the powers necessary for administration of their task
- 17.7 A Sub-Committee shall:
- 17.7.1 Where not inconsistent with another stipulation of this Article, have equivalent procedural operations to a full committee as outlined in Articles 8 and 9;
 - 17.7.2 Have their meetings chaired by and called by the Appropriate Vice-President(s); and
 - 17.7.3 Be subject to all the restrictions placed on them by this constitution, by the Executive and by their Chairperson(s).

18. FINANCE

- 18.1 The financial year of the Society shall be the period commencing on 1 July and ending on 30 June of the following year.



- 18.2 The Treasurer shall be responsible for the receipt of all moneys paid to the Society and shall issue receipts for those moneys in the name of the Society.
- 18.3 Any two members of the Executive may sign cheques and forms of authority for the payment of funds of the Society.
- 18.4 *The committee shall operate a contingency fund, for use only in emergencies. This fund requires a two-thirds majority of the full committee to withdraw funds. The committee shall strive to increase the balance of this account throughout the year.*

19. REGISTER AND RECORDS

- 19.1 The Secretary shall keep and maintain in an up-to-date condition a copy of the Constitution and Rules of the Society in the Closed Reserve of the Business Library and on the Society's website.
- 19.2 The Secretary shall keep and maintain in an up-to-date condition a Register of the residential or postal addresses of:
- (a) Members;
 - (b) Office-Bearers;
 - (c) Portfolio Holders; and
 - (d) All persons who are entitled to use the Common Seal.
- 19.3 The Secretary shall, at any reasonable time and without charge, make the Constitution and the Register available for inspection by Members.
- 19.4 A Member inspecting the Constitution or the Register may make a copy of, or take an extract from, the Constitution or the Register, but shall have no right to remove the documents for that purpose.
- 19.5 Subject to Article 19.6, the Secretary shall be responsible for the custody of all books, documents, records and registers of the Society.
- 19.6 The Treasurer shall be responsible for the custody of all securities, books and documents of a financial nature and accounting records of the Society.
- 19.7 The Secretary and the Treasurer shall, at any reasonable time and without charge, make available for inspection by Members the documents, records and securities of the Society.

20. COMMON SEAL

- 20.1 The Society shall have a Common Seal on which its corporate name appears in legible characters.
- 20.2 Unless the Executive decides otherwise, the Treasurer shall have custody of the Common Seal.



20.3 The Common Seal shall not be used without the express authority of the Executive.

20.4 The affixing of the Common Seal shall be witnessed by any two members of the Executive.

21. AMENDMENT OF THIS CONSTITUTION

21.1 Any five Ordinary Members may, at least five days before a General Meeting, submit to the Secretary a written request, signed by them, specifying their intention to propose a resolution to amend this Constitution and the particulars of that proposed resolution.

21.2 This Constitution may be amended as follows:

21.2.1 A resolution to amend this Constitution shall be passed by the affirmative vote of at least three quarters of the Ordinary Members present and voting at a General Meeting, decided on a show of hands.

21.2.2 Within one month of the passing of a resolution in accordance with Article 21.2.1, the Secretary shall lodge with the relevant statutory authority:

- (a) Notice of the resolution setting out particulars of the amendment to this Constitution; and
- (b) a certificate, signed by the officer presiding at the General Meeting, certifying that the resolution was duly passed and that the Constitution so amended conforms to the requirements of the *Associations Incorporation Act 1987 (WA)*.

22. DISSOLUTION CLAUSE

Any property remaining upon the winding up or dissolution of the Society, after satisfaction of all its debts and liabilities, shall not be paid or distributed among the Members but shall be given or transferred to another association incorporated under the *Associations Incorporation Act 1987 (WA)* which:

- (a) Has similar objects;
- (b) Is not carried out for the purposes of profit or gain to its individual members; and
- (c) Shall be determined by resolution of the Society in General Meeting.