



MURDOCH IT SOCIETY

[HTTP://WWW.MURDOCHITSOCIETY.COM](http://www.murdochitsociety.com)

Constitution

of the

Murdoch Information Technology Society

1. NAME OF THE SOCIETY

- 1.1 The name of The SOCIETY shall be 'Murdoch Information Technology Society (MITS)'

2. OBJECTIVES OF THE SOCIETY

- 2.1 General Aim: The purpose of the SOCIETY is to promote and encourage the interest of computing and information technologies among the Murdoch community. We seek to achieve this goal through various social, academic and networking activities

2.2 Academic Aims:

2.2.1 The SOCIETY aims to help students with all aspects of their university life. Our SOCIETY aims to encourage more experienced students to communicate and interact with lesser experienced students in the mutual exchange of ideas, guidance and academic suggestions.

2.2.2 The SOCIETY aims to help students develop relationships with affiliated organisations, key members of the IT industry, and other student members / organisations and Murdoch University departments. Through such contacts we hope to expand our members' resource base and help them achieve their goals for employment during their course of study at Murdoch and also after graduation.

- 2.3 Social Aims: The SOCIETY aims to provide an environment within which our student members can socialise with other student members, Alumni members and Murdoch IT staff, including lecturers and tutors. The SOCIETY will also promote inter-varsity social activities with the interests of fostering long term relations.

3. POWERS OF THE SOCIETY

- 3.1 The SOCIETY shall be endowed with the following powers:

3.1.1 To raise money by holding fund raising events and any other such methods as seen fit from time to time by The Executive.

3.1.2 To purchase, take on lease, exchange, hire or otherwise acquire any real or personal property deemed necessary or convenient for the objectives of The SOCIETY.

3.1.3 To conduct appeals for funds and accept donations.

3.1.4 To become affiliated with or subscribe to other SOCIETIES or bodies whose objectives are similar to the objectives of the SOCIETY.

3.1.5 If thought fit, to obtain raffle permits and such other licenses as may be considered of benefit to The SOCIETY.

- 3.2 The SOCIETY prohibits the giving of gifts and / or monies to SOCIETY members (money and assets must stay within the SOCIETY for the running of the SOCIETY).

- 3.3 The SOCIETY will not perform any initiation rituals at any stage of its existence

- 3.4 Notwithstanding, it is intended that each and all of the powers specified in the preceding sub-clauses shall, in no way, be limited or restricted by reference to or

inference from the terms of any other sub-clauses, or of the main objectives as first mentioned.

4. FORMAL RECOGNITION OF THE SOCIETY

- 4.1** The SOCIETY shall have its name affixed to all correspondence, literature, property or associated articles used to further the objectives of The SOCIETY. The name shall be laid out as agreed to by the membership and consistent with the objectives in its representation.

5. MEMBERSHIP TO THE SOCIETY

- 5.1** Membership shall be open to all persons subscribing to the objectives of The SOCIETY and enrolled in any IT unit at Murdoch University. Murdoch University alumni and staff may also join the SOCIETY.
- 5.2** Persons will not be restricted from membership on the basis of sex, marital status, pregnancy, race, nationality or political beliefs.
- 5.3** The Executive shall not have the right to refuse membership without assigning a reason for refusal. Any person refused membership can appeal against that ruling. This shall be done in writing to the President who shall have the matter heard at a next scheduled meeting. The outcome of the appeal hearing shall be a vote by the members present at the meeting, with this result being the final answer to the matter. The applicant shall be informed in writing of the decision within 14 days.
- 5.4** The SOCIETY may set any reasonable fee, whether monies or otherwise, for membership in the SOCIETY.

6. OFFICERS OF THE SOCIETY

- 6.1** The officers of The SOCIETY, in order of seniority shall be:
- 6.1.1** President
 - 6.1.2** Vice President
 - 6.1.3** Secretary
 - 6.1.4** Treasurer
 - 6.1.5** Website Administrator

7. MANAGEMENT OF THE SOCIETY

- 7.1** The management of The SOCIETY shall be vested in The Executive, elected at the Annual General Meeting and consisting of:
- 7.1.1** President
 - 7.1.2** Vice President
 - 7.1.3** Secretary
 - 7.1.4** Treasurer

7.1.5 Website Administrator

- 7.2** Additional Executive officers may be elected at the Annual General Meeting, as deemed required by the Executive for the efficient running of the SOCIETY. Additional Executive officers may hold alternative titles of Events Manager, Membership Coordinator, Assistant Secretary or any other such title as voted at the Annual General Meeting.
- 7.3** No person shall hold more than one position on the Executive. An officer may only hold one additional position on a temporary basis, until such time as that position can be filled.
- 7.4** In the case of a casual vacancy, or a position not being filled and the Annual General Meeting, the President may put forward a motion to a meeting regarding the appointment of a person from the membership of the SOCIETY, and requiring 50% majority of the members present at the meeting for the motion to be passed
- 7.5** The Executive shall not hold more than 15 members.

8. POWERS AND RESPONSIBILITIES OF THE EXECUTIVE

- 8.1** The Executive may exercise all such powers of The SOCIETY and carry into effect all such objectives of The SOCIETY. Without limiting the generality of the preceding powers and, in addition to the powers specifically conferred upon it, The Executive shall have the power to:
- 8.1.1** Administer the finances of The SOCIETY and appoint the Bankers of The SOCIETY.
 - 8.1.2** Direct the opening of banking accounts for specific purposes and to transfer funds from one account of The SOCIETY to another of The SOCIETY and to close any such account.
 - 8.1.3** Fix the manner in which such banking accounts shall be operated upon and nominate the members whose signature shall be the authority for withdrawal of funds from each account.
 - 8.1.5** Fix fees payable by SOCIETY members and non-members at fund raising events and decide such charges as it deems necessary and advisable, and enforce payments thereof.
 - 8.1.6** Adjudicate on all matters brought before it which in any way affect The SOCIETY.
 - 8.1.7** Make, amend and rescind rulings consistent with this Constitution.
- 8.2** The Executive must in the course of exercising the powers of the SOCIETY, adhere to a number of responsibilities. Without limiting the generality of the preceding responsibilities and, in addition to the powers specifically conferred upon it, The Executive shall have the responsibility to:
- 8.2.1** Hold meetings, on a regular and consistent basis which are open to all members to attend.
 - 8.2.2** Notification for such a meeting shall be done by the Secretary, or appointed Executive officer, by means appropriate to ensure such notification reaches all SOCIETY members, at least 5 days prior to the meeting.

- 8.2.3** Cause minutes to be made up of all proceedings at all meetings of The Executive.
- 8.2.4** All decisions shall be binding on all members, provided that, at the written request of (10) ten members, The Executive shall reconsider such decisions. Any members then still aggrieved by the final decision of The Executive shall submit the reasons for being aggrieved in writing to the President, who shall have the matter heard at a next scheduled meeting. The outcome of the appeal hearing shall be a vote by the members present at the meeting, with this result being the final answer to the matter. The applicant shall be informed in writing of the decision within 14 days.
- 8.2.5** Any Executive officer absent from (3) three consecutive meetings without reasonable cause shall be replaced in accordance with Section 9.4

9. RESPONSIBILITIES OF THE PRESIDENT

- 9.1** Without limiting the generality of the preceding responsibilities, the President shall have the responsibility to:
 - 9.1.1** To act as chairperson for all meetings of the SOCIETY.
 - 9.1.2** To be an ex-officio member on all SOCIETY committees, sub-committees, et al.
 - 9.1.3** To coordinate and supervise the activities of executive and associated executive members.
 - 9.1.4** To represent the SOCIETY in all matters relating to the SOCIETY, subject to personal availability.
 - 9.1.5** To familiarise SOCIETY members with the objectives, activities, rules and regulations of the SOCIETY.
 - 9.1.6** To coordinate and supervise the organisation of events, both social and academic.
 - 9.1.7** To ensure academic and social events are hosted by the SOCIETY.

10. RESPONSIBILITIES OF THE VICE PRESIDENT

- 10.1** Without limiting the generality of the preceding responsibilities, the Vice President shall have the responsibility to:
 - 10.1.1** To act as vice chairperson for all meetings of the SOCIETY.
 - 10.1.2** To be an ex-officio member on all SOCIETY committees, sub-committees, et al.
 - 10.1.3** To coordinate and supervise the activities of executive and associated executive members.
 - 10.1.4** To represent the SOCIETY in all matters relating to the SOCIETY, subject to personal availability.
 - 10.1.5** To work together with the president, and take the responsibility of the role of the president when the president is not available.

10.1.6 To familiarise SOCIETY members with the objectives, activities, rules and regulations of the SOCIETY.

10.1.7 To liaise with other committee members about any decision.

11. RESPONSIBILITIES OF THE SECRETARY

11.1 Without limiting the generality of the preceding responsibilities, the Secretary shall have the responsibility to:

11.1.1 To record the minutes of all the meetings of the SOCIETY, to maintain a minutes file and to ensure that the minutes are signed by the chairperson of the meeting.

11.1.2 To maintain a list of the SOCIETY's members. This will record members' names, contact details and student number. This list will remain private and confidential except where deemed necessary to allow access by the Executive, with valid reason to do so. In such instances it shall only be released in confidence.

11.1.3 To report to SOCIETY members with correspondence, minutes of meetings and membership status of the SOCIETY.

11.1.4 If given five (5) days written notice, provide any SOCIETY member or affiliate with the minutes of any of the SOCIETY meetings or current Statement of Income and Expenditure.

11.1.5 To maintain and check the SOCIETY's email account and mail box, and respond to these emails and letters.

12. RESPONSIBILITIES OF THE TREASURER

12.1 Without limiting the generality of the preceding responsibilities, the Treasurer shall have the responsibility to:

12.1.1 To keep a proper book of accounts when dealing with assets and finances of the SOCIETY.

12.1.2 To serve as a co-signatory to the president/vice-president on the SOCIETY bank account.

12.1.3 To work closely with the SOCIETY's events organisers relating to the allocation and authorisation of funds.

12.1.4 To prepare a financial statement showing all receipts and payments of the SOCIETY for the preceding year at the SOCIETY's Annual General Meeting.

12.1.5 To report to SOCIETY members with the accounts and financial status of the SOCIETY.

12.1.6 To submit applications for sponsorship or funding on behalf of the SOCIETY.

12.1.7 To ensure that signatories to any of the SOCIETY's bank accounts are current.

11. MEETINGS OF THE SOCIETY

11.1 Annual General Meeting and Special Meeting.

11.1.1 The Annual General Meeting of The SOCIETY shall be held on or before the Census date in first Semester each year.

11.1.2 Special Meetings may be called:

11.1.2.1 At the request of an individual Executive officer and with the approval of 60% the Executive or;

11.1.2.2 At the written request of (10) ten members.

11.1.3 The Secretary shall give at least (14) fourteen days notice of the date of the Annual General Meeting or Special Meeting to each Executive member and each SOCIETY member.

11.1.4 Copies of the minutes from the previous Annual General Meeting, Annual Reports, nomination forms for Executive officers and any proposed alterations and additions to the Constitution are to be made available on the date of the Annual General Meeting or upon request of any SOCIETY member, within two days of the Annual General Meeting.

11.1.5 Notice of a Special Meeting shall set out clearly, the business for which the meeting has been called. No other business shall be dealt with at the Special Meeting.

11.1.6 The following events shall happen at the Annual General Meeting:

11.1.6.1 A report from each of the Executive officers, giving a summary of their activities and carrying out of their responsibilities of the past year.

11.1.6.2 The election of the Executive officers for the forth coming year.

11.1.6.3 The tabling of a financial statement for the SOCIETY showing a Statement of Income and Expenditure and a balance sheet of Assets and Liabilities.

11.1.7 All members may attend the Annual General Meeting.

11.1.8 All members may attend the Special Meetings, unless 60% of the Executive agree for it to be open only to Executive officers.

11.1.9 The Quorum at Annual General Meetings shall be (15) fifteen SOCIETY members or one-sixth of the SOCIETY membership, whichever is the lesser.

11.1.10 The Quorum at Special Meetings shall be three quarters of The Executive.

11.2 Meetings

11.2.1 All meetings shall use the standard orders of the Senate as meeting procedure, as published in the University Handbook. For "Senate" read "SOCIETY", for "Chancellor" read "President", and for "Pro-Chancellor" read "Vice President".

11.2.2 The Quorum at Meetings shall be three quarters of The Executive.

12. VOTING

- 12.1** Voting powers at Annual General Meetings, Special Meetings and Meetings
- 12.1.1** The President shall have a casting vote and a deliberative vote.
- 12.1.2** Excepting 12.1.1 each SOCIETY member and Executive officer shall have (1) vote.
- 12.1.3** Voting shall be by voice or show of hands unless a secret ballot is requested by any SOCIETY member present.
- 12.1.4** When more nominations for Executive officers than are required are received, a secret ballot shall be taken. Nominees are not entitled to vote in an election for which they are nominated in.

13. FINANCE OF THE SOCIETY

- 13.1** All funds of The SOCIETY shall be deposited in the account(s) of The SOCIETY.
- 13.2** All accounts due by The SOCIETY shall be paid by the Treasurer having been passed for payment at a Meeting. When immediate payment is required, accounts shall be paid and the action endorsed at the next Meeting.
- 13.3** The Executive shall cause true accounts to be kept of all monies received and expended, and of matters in respect of which such receipts and expenditure take place, and of all properties, assets and liabilities.
- 13.4** A statement showing the financial position of The SOCIETY shall be tabled at any Meeting, upon the request of a SOCIETY member, having given 5 business days notice to the Treasurer.

14. AUDITING OF THE SOCIETY

- 14.1** The accounts, books and all financial records of the SOCIETY shall be audited if requested by the members by way of a simple majority vote at a Meeting.

15. ENFORCEMENT OF THE CONSTITUTION OF THE SOCIETY

- 15.1** The authority of The SOCIETY shall extend to and be recognised by all SOCIETY members.
- 15.2** The Executive shall have the power to inquire into, deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution and any ruling hereunder, upon any complaint made to it of misconduct detrimental to the policy, interests or welfare of the SOCIETY. The Executive may caution, suspend, or otherwise deal with the member concerned. The member can appeal against that ruling. This shall be done in writing to the President who shall have the matter heard at a next scheduled Meeting. The outcome of the appeal hearing shall be a vote by the members present at the Meeting, with this result being the final answer to the matter. The applicant shall be informed in writing of the decision within 14 days
- 15.3** All inquiries into any SOCIETY matter shall be conducted in a fair and impartial manner having regard for the principles of natural justice. All concerned parties are entitled to be heard.

16. ALTERATION TO CONSTITUTION AND BY-LAWS OF THE SOCIETY

- 16.1** No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting or Special Meeting, and notice in writing of all motions to alter, repeal or add to the Constitution shall be finalised by the Executive at least (2) two weeks before the Annual General Meeting or Special Meeting.
- 16.2** The Secretary shall forward all such notices of motion to each Executive officer and SOCIETY member at least (14) fourteen days prior to the Annual General Meeting or Special Meeting.
- 16.3** A majority vote of 75% of votes in favour of motions is needed to pass any alteration, repeal or addition of the Constitution.

17. NON-PROFIT ORGANISATION

- 17.1** The property and income of the SOCIETY shall be applied solely towards the promotion of the objectives of the SOCIETY. No portion or income shall be paid, transferred or distributed directly or indirectly to the SOCIETY members, provided that nothing shall prevent the payment in good faith to any officer or employee of the SOCIETY or to any person other than a member for services rendered to the SOCIETY.

18. DISBANDMENT OF THE SOCIETY

- 18.1** The SOCIETY shall not disband unless with the consent of three-fourths of it's members. Motion to disband the SOCIETY, signed by the proposer and seconder, shall be submitted in writing to the Secretary, who shall give at least (14) fourteen days notice of such motion to all members. Such motion shall be dealt with at a Special Meeting of the SOCIETY.
- 18.2** If upon the dissolution of the SOCIETY there remains after satisfaction of all debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred:
- 18.2.1** To another SOCIETY which has similar objects; or
- 18.2.2** For charitable purposes;
- which SOCIETY or purposes, as the case requires, shall be determined by the resolution of the SOCIETY members.

END OF CONSTITUTION.