

The Economics, Commerce and Finance Society Constitution

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Part 1 – Preliminary

1. Definitions

In these rules:

- (1) **Active Member** means a member of the Association who actively contributes to promoting, organising, and running of the Association.
 - (2) **AGM** means Annual General Meeting.
 - (3) **Association** means Economics Commerce & Finance Society.
 - (4) **Constitution** means this document.
 - (5) **Commissioner** means the Commissioner of the Office of Fair Trading.
 - (6) **Division** means the Division of Economics and Financial Studies of Macquarie University.
 - (7) **Executive** means the elected Executive Committee of the Association.
 - (8) **Member(s)** means a members(s) of the Association.
 - (9) **Notice** means communication via email to addresses on the member registry AND communication on the Association website AND appropriate University notice board. For General Meetings and Annual General Meetings, notice is to include details of the date, time and location of the meeting and exact details of special resolutions to be passed. Similarly for elections.
 - (10) **ordinary member** means a member of the committee who is not an office-bearer of the association, as referred to in Part 3.
 - (11) **secretary** means:
 - (a) the person holding office under these rules as secretary of the association, or
 - (b) if no such person holds that office – the public officer of the association.
 - (12) **special general meeting** means a general meeting of the association other than an annual general meeting.
 - (13) **Student(s)** means student(s) of the Division.
 - (14) **the Act** means the *Associations Incorporation Act 1984*.
 - (15) **the Regulation** means the Associations Incorporation Regulation 1999.
 - (16) **University** means Macquarie University.
- (1) In these rules:
- (a) a reference to a function includes a reference to a power, authority and duty, and
 - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (2) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the *Act*.

2. Name

- (1) The name of the Association shall be the "Economics Commerce & Finance Society" (the "Association").
- (2) The name of the Association may be abbreviated to "ECFS".

3. Objectives

- (1) The objectives of this Association shall be to pursue and fulfill the interests and needs of all students of the Macquarie University Division of Economics and Financial Studies (the

“Students”) in social, educational and vocational terms.

- (2) To promote afforded and recognized means of communication between Students, the Macquarie University Division of Economics and Financial Studies (the “Division”) and the relevant industries.
- (3) Pursuant to sec3.2, the Association is to support the Division by promoting the student representative council within the Division and to ensure that in any one year the minimum number of representatives required by the Division is fulfilled.

Part 2 – Membership

4. Membership qualifications

- (1) A person is qualified to be a member of the association if, but only if:
 - (a) the person is a person referred to in section 15(1) (a), (b) or (c) of the *Act* and has not ceased to be a member of the association at any time after incorporation of the association under the *Act*, or
 - (b) the person is a natural person:
 - (i) who has been nominated for membership of the association as provided by rule 5, and
 - (ii) who has been approved for membership of the association by the Executive committee of the association, and
 - (iii) who is enrolled student of Macquarie University, having a valid student ID number and valid email address, or
 - (c) The person is an Associate Member. Such Membership may be conferred on persons other than students of the Division by resolution of the Executive. Associate members are non-voting and cannot be elected to an office bearing position or assume positions on the Executive Committee.

5. Nomination for membership

- (1) For an eligible person to receive membership of the association, they:
 - (a) must be made by a member of the association in writing in the form set out in Appendix 1 to these rules, and
 - (b) must be lodged with the secretary of the association, and
 - (c) have paid their membership subscription.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the Executive committee which is to determine whether to approve or to reject the nomination.
- (3) The secretary must, on payment by the nominee of the amounts referred to in clause (1) (c) within the period referred to in that provision, enter the nominee’s name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

6. Cessation of membership

- (1) A person ceases to be a member of the association if the person:
 - (a) dies, or
 - (b) the membership option they have chosen expires, or
 - (c) resigns membership, or
 - (d) is expelled from the association.

7. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the association:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership.

8. Resignation of membership

- (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the Executive committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9. Register of members

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may not obtain a copy of any part of the register, due to the privacy policy, outlined in Appendix 2.

10. Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a fee of \$10 for lifetime membership or \$5 for a one calendar year membership (ending on the 31st of December of the year the membership was purchased and approved)
- (2) The fees for members and the method for determining membership shall be determined on occasion by a resolution of the Executive Committee at an executive meeting.
- (3) The executive may also determine fees for Associate Membership by resolution at an executive meeting.

11. Members' liabilities

- (1) The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 10.
- (2) Subject to the Act, a member or officer of an incorporated association shall not by reason only of being such a member or officer be liable to contribute towards the payment of the debts and liabilities of the incorporated association or the costs, charges and expenses of the winding up of the association.

- (3) Subject to the Act, membership of this incorporated association does not confer upon members of the association any right, title or interest, whether legal or equitable, in the property of the association.

12. Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

13. Disciplining of members

- (1) A complaint may be made to the Executive committee by any person that a member of the association:
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association.
- (2) On receiving such a complaint, the Executive committee:
- (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The Executive committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the Executive committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Executive committee for having taken that action and of the member's right of appeal under rule 14.
- (5) The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 14(5), whichever is the later.

14. Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the Executive committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the Executive committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.

- (4) At a general meeting of the association convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the Executive committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 – The Executive Committee

15. Office Bearers

The Association will have the following office bearers to make up the Executive Committee:

- (a) Secretary
- (b) Treasurer
- (c) I.T. Executive
- (d) Public Relations Executive(s)
- (e) Academic Relations Executive
- (f) Marketing Executive
- (g) Competitions Executive
- (h) Social Events Executive
- (i) Project Development Executive(s)

16. Secretary

- (1) The Secretary will attend to all correspondence of the Association and ensure that a true and accurate record is kept of all proceedings of all duly convened general and executive meetings of the Association within 14 days of the meeting. This includes listing the names of members of the committee present at a committee meeting or a general meeting.
- (2) The Secretary must ensure that minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (3) He or she will hold responsibilities for any matters relating to the Association's formal affiliation or disaffiliation with any other body eg. Macquarie University Union Limited.
- (4) The Secretary will see to the organisation of the Association's executive meetings and shall give appropriate Notice to all executive members and the maintenance of the register of members and office bearers.
- (5) The Secretary shall also be responsible for the publishing of the Annual Report.
- (6) He or she shall be a co-signatory of the bank account(s).
- (7) The Secretary will promote and advise upon good governance and transparent reporting standards within the Association.
- (8) He or she is responsible for the maintenance of the members register and has the discretion to release the register for justifiable means (eg. Election campaigns, use in member called general meetings).
- (9) He or she shall be responsible for constitutional and legal matters.
- (10) The Secretary is given charge to conduct General Meetings in a fair and appropriate manner.

17. Treasurer

- (1) The treasurer shall attend to all matters concerning the Association's finances.
- (2) He or she shall be responsible for maintaining a file containing copies of all documents of any financial transactions concerning the Association.
- (3) The treasurer shall be the “Public Officer” for taxation purposes and is to keep a copy of the document sent to the Australian Taxation Office and be responsible for any taxation returns and any other notifications.
- (4) The treasurer shall present to the Annual General Meeting of the Association a financial statement of the Associations accounts made in accordance with the relevant accounting standards.
- (5) He or she shall notify the bank of the change in account signatories.
- (6) Advise on the segregation of duties regarding financial transactions.
- (7) The treasurer should ensure that all money due to the Association are collected and received and that all payments authorised by the association are made.
- (8) The treasurer should ensure that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
- (9) The treasurer should bring the current account balance and moneys to be received/owing at each meeting of the executive committee and Annual General Meeting.

18. IT Executive

- (1) Design and maintain member databases.
- (2) Maintain server, website and all information systems.
- (3) Train executive members in how to use the website.
- (4) Keep users abreast of changes and additions.
- (5) Manage the I.T. budget.
- (6) Is responsible for liaising with the Marketing executive to have all photographs, interviews and event reviews available on the ECFS website within 2 calendar weeks of the event.

19. Public Relations Executive(s)

- (1) Coordinate at least three careers-related events and/or functions including which may include:
 - (a) Graduate recruitment seminar(s) and/or workshop(s).
 - (b) Summer vacation recruitment seminar(s) and/or workshop(s).
- (2) Liaise with the IT executive to design, update and maintain careers information on the ECFS website.
- (3) Liaise with the Career Development Office.
- (4) Perform scanning function of career-related opportunities for students.
- (5) Design, uphold and control sponsorship relations and agreements.
- (6) Obtain sponsorship from industry to fund Association activities.
- (7) Liaise and manage industry contacts.
- (8) Notify all sponsors of the elected positions for the ensuing year.

20. Academic Relations Executive

- (1) Liaise with academic staff from the Division for ECFS needs such as (but not limited to) assist with arranging academic judges for competitions, liaising with OFM for room bookings, U@MQ for venue hire requirements and ERIC staff.
- (2) Represent or arrange ECFS representation for the Association on the Division’s Student

Representative Council.

- (3) Notify the Division of the elected positions for the ensuing year. Including sending a letter of introduction to academic staff at the beginning of each semester and assisting with the ECFS Annual Report to EFS.
- (4) Must coordinate and organise tutoring and mentoring programs. Involves collaborating with student tutor/tutee information and IT exec places the list on the ECFS website.
- (5) Coordinate the Association's representation at Division and other University related events.
- (6) Organise a DEFS academic interview to be included in the ECFS publication. Section is to be called "Academic Staff Room".

21. Marketing Executive

- (1) Publications editor and designer (published at least once a semester).
- (2) Attend all ECFS events to perform the role of photographer, interviewer and event reviewer.
- (3) Provide creative element for advertisements/publications.
- (4) Responsibility for the design of all online and hard copy ECFS promotional materials for all ECFS events.

22. Competitions Executive

- (1) Organise the Macquarie University Business Strategy Challenge; case material, judges for each round, venues, trophy engraving and any other activities necessary for the smooth operation of the competition.
- (2) Organise entry and participating in two additional competitions which may include (but is not limited to):
 - (a) the Boston Consulting Group Strategy Competition
 - (b) the Business Strategy Game
- (3) Perform scanning functions for other competition opportunities for student members.

23. Social Events Executive

- (1) Responsible for the organisation, promotion and ticket sales of two social events: one in first semester and one in second semester.
- (2) The details of the social event(s) will be decided upon by the Social Events Executive in collaboration with the ECFS Council.
- (3) Liaise with other student societies including intervarsity societies on social matters.

24. Project Development Executive(s)

- (1) Develop and execute new and current ECFS activities and projects with the consultation of the Advisory Council. E.g. Careers Publication, new Macquarie University Competition, Alumni Mentor Program.
- (2) Implement the ECFS Internship Program as required.
- (3) Build, recruit and coordinate an Active Membership base. Contact the active members when their help is required.
- (4) Maintaining Active Members program and database, including records of contributions by active members for each event.
- (5) Write and print certificates and letters of reference for Active Members who satisfy the minimum requirements of events.
- (6) Assist and plan the marketing of the Annual Cruise, external competitions and the promotion of the Annual Ball.

- (7) Assisting the competitions executive in running the Macquarie University Business Strategy Challenge and Macquarie University Business Court Competition.
- (8) Send monthly updates about activities of the Association to members via email.
- (9) Coordinate both O Week and MacFest and assist in the marketing executive in the organisation of the activity stalls.
- (10) Organise an annual social sporting event in the second semester.

26. The Chairperson

- (1) A chairman or chairwoman is to be elected at the first board meeting after the Annual General Meeting.
- (2) Preference for this position must first be given to those who are members of the prior executive, followed by members of the current executive
- (3) In the case that the chairman or chairwoman is also serving as a member of the Executive Committee, or otherwise, he or she has NO extra voting powers. The role of chairperson is NOT an extra position on the Executive Committee.
- (4) Roles and responsibilities of the chairperson include:
 - (a) To facilitate bonding and team-building exercises at the start of the first semester for ECFS Executives
 - (b) To chair board meetings.
 - (c) To facilitate the delegation of roles and responsibilities amongst the board members and ensure that members of the Executive Council are performing their roles throughout the year.
 - (d) To help mediate issues between board members and bridge the work of the Executive Council making sure the society has no discrepancies.
 - (e) To liaise with Students at Macquarie for re-affiliation purposes and is in charge of processing pre and post activity forms.
 - (f) Is to be the Public Officer of the Association and to deal with all matters of incorporation.
 - (g) In the case of a vacancy in the Executive committee, the chairperson is to occupy that position in the interim.

27. Eligibility

- (1) Only University student members of the Association may be eligible to stand for positions on the Executive.
- (2) An office-bearer who ceases to be eligible for membership under rule 4 shall be disqualified from continuing as a member of the Executive.
- (3) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a casual vacancy (defined in rule 28) occurring in the membership of the Executive committee, the committee, by a resolution, may appoint a member of the association, to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

28. Casual vacancies

- (1) For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 29, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of 3 months.

29. Removal of member

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) A member of the committee of the association shall be automatically removed of their office if he or she fails to attend 3 consecutive and properly convened meetings.
- (3) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

30. Meetings and quorum

- (1) The committee must meet at least once each month in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 8 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the Chairperson or, in the Chairperson's absence, the Secretary is to preside, or

- (b) if the Chairperson and the Secretary are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

31. Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the *Act* or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

32. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 30(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
- (5) The Executive Committee must record resolutions being passed on the following:
 - (a) changes to account signatories
 - (b) changes to ATO “Public Officer”
 - (c) appointment of officers or executives (where permitted)
 - (d) approved financial outlays over \$200 or equivalent asset transfer
 - (e) determination of membership fees
 - (f) determination of dates of AGM and Election

33. Election of members of the Executive Committee

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee must be delivered to the secretary of the association at least 2 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

35. Powers of the Executive committee

- (1) Subject to the *Act*, the Regulation and these rules and to any resolution passed by the association in general meeting the management and control of the affairs of the Association shall be vested in the elected Executive Committee. The Executive committee:
 - (a) is to control and manage the affairs of the association, and
 - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.
- (2) Any three members of the Executive and Advisory Council may call a general meeting of which seven (7) days *Notice* must, be given to Association members.
- (3) The Executive or appointed office-bearers shall be the only authorised body to issue money bills or dispense or acquire Association assets.
- (4) The Executive shall deal with membership disputes and act as a grievance body for general Association disputes. The Executive may refer disputes to general meetings of the Association.

Part 4 – General meeting

36. Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months
 - (a) after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) The association must hold its first annual general meeting:
 - (c) within the period of 18 months after its incorporation under the *Act*, and

- (d) within the period of 6 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the *Act*.

37. Annual general meetings – calling of and business at

- (1) The annual general meeting of the association is, subject to the *Act* and to rule 36, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the *Act*.
- (3) An annual general meeting must be specified as such in the notice convening it.

38. Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

39. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in

addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting.
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

40. Procedure

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 25) is to constitute a quorum.

41. Presiding member

- (1) The Chairperson or, in the Chairpersons' absence, the Secretary, is to preside as chairperson at each general meeting of the association.
- (2) If the Chairperson and the Secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

42. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

43. Making of decisions

- (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands,

- (a) been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken;
 - (d) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (e) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

44. Special resolution

- (1) A resolution of the association is a special resolution:
 - (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
 - (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

45. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally. That is, no proxy votes are allowed.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

46. Appointment of proxies

- (1) Proxies are disallowed and not accepted.

Part 5 – Miscellaneous

47. Insurance

The association may effect and maintain insurance.

48. Funds – source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, sponsorship contracts, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.

- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

49. Funds – management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

50. Alteration of objects and rules

- (1) The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

51. Common seal

- (1) The common seal of the association must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

52. Custody of books

- (1) Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

53. Inspection of books

- (1) The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.

54. Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

- (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

Appendix 1



MEMBERSHIP APPLICATION FORM

Title	Mr.	Ms.	Mrs.	Dr.	Other
Last Name					
First Name					
Student Id					
Degree					
Year of Study					
Address					
Mailing Address (if different)					
Email Address					
Landline phone number					
Mobile phone number					
Type of Membership	Annual \$5		Lifetime \$10		
Membership Number					
Are you interested in becoming an Active Member?	Yes		No		

Appendix 2



Privacy Policy

This privacy statement is made on behalf of ECFS (ABN#####).

Our information handling policies

At ECFS we are committed to ensuring the privacy of your information. ECFS recognises that you, as a member, are concerned about your privacy and about the confidentiality and security of information that ECFS may hold about you.

This privacy statement details how we handle and protect that information.

If you have any questions relating to this privacy statement please contact our Secretary (contact details provided above).

Collection

The information we collect

The information we collect from you allows us to communicate and distribute information about our events we organise and may include the following:

- your name, address and contact details;
- your e-mail address;
- details about your studies; and
- details about your career ambitions.

Where we collect information

In most instances information about you will be collected from you either in an application form or from telephone or face-to-face contact.

We may also collect information about you from our web site but this information will only identify who you are if you provide us with your details (eg. if you e-mail your contact details to us or if you use a logon and password to access a particular service).

When you visit our web site our web server collects the following types of information for statistical purposes:

- your Internet service provider's address;
- the number of users who visit the web site;
- the date and time of each visit;
- the pages accessed and the documents downloaded;
- the type of browser used.

No attempt is made to identify individual users from this information.

The ECFS web site contains links to the web sites of third parties. If you access those third party web sites they may collect information about you. ECFS does not collect information about you from the third parties. You will need to contact them to ascertain their privacy standards.

Cookies

A cookie is a small text file placed on your computer hard drive by a web page server. Cookies may be accessed later by our web server. Cookies store information about your use of our web site. Cookies also allow us to provide you with more personalised service when using our web site.

ECFS uses cookies to:

- determine whether you have previously used the ECFS web site;
- identify the pages you have accessed;
- facilitate administration of the site and for security purposes.

Most web browsers are set to accept cookies but you may configure your browser not to accept cookies. If you set your browser to reject cookies you may not be able to make full use of the ECFS web site.

Uses and disclosure of information

We will only use or disclose the information collected about you for the purpose for which it was collected, for related purposes which you would reasonably expect us to use or disclose the information for, or where you have consented to us using or disclosing the information.

We may use your personal information to:

- notify you of any events or information that may be of interest to you;
- monitor the services we provide to you;

We may disclose your personal information to:

- our agents, contractors or third party service providers to enable them to provide administrative and other support services to us; and
- where the disclosure is required by law.

Members have a right not to disclose all and any information requested by ECFS. However, should Member's decide not to disclose requested personal information to ECFS, this may prevent ECFS from providing and communicating important information about events and requirement news to them.

E-mail address

If you provide us with your e-mail address it will only be used for the purpose for which you provided it to us. In most cases the purpose will be to notify you of upcoming events distribute information about events and recruitment.

If you are a member and provide your e-mail address to us so that we may communicate with you through e-mail.

Direct marketing

We do not disclose information about you to third parties for marketing purposes.

Security and retention policies

ECFS is committed to ensuring the security of information that we hold about you. We take all reasonable steps to ensure that the information we hold about you is stored securely, whether in a physical or electronic form.

If you use the Internet to communicate with us, you should be aware that there are inherent risks in transmitting information over the Internet. ECFS does not have control over information while in transit over the Internet and we cannot guarantee its security.

Any personal information that we no longer require is destroyed.

Access and correction

We try to ensure that all information about you that we collect, use or disclose is accurate, complete and up-to-date.

You may at any time request access to personal information that we hold about you. If there is an error with our information or our information is incomplete, you can advise us and we will, if needed, correct or add information.

We will not charge you a fee for your access request but may charge you the reasonable cost of processing your request.

If you would like to request access to the information we hold about you, please contact our Secretary (contact details provided above).

Disputes

If you have a complaint about our treatment of your privacy, please contact our Privacy Officer (contact details provided above). Our Secretary will investigate your complaint and endeavour to resolve any issue to your satisfaction.