

CONSTITUTION OF THE

**Mechanical Engineering Graduate Association**

**(MEGA)**

I. NAME:

A. The name of the association shall be the **Mechanical Engineering Graduate Association** hereinafter referred to as "the association".

B. The Department of Mechanical Engineering shall be hereinafter referred to as "the Department"

II. AIMS & OBJECTIVES:

- A. To represent Graduate students to the Department;
- B. To promote interaction between Graduates in the Department;
- C. To assist new Graduates in their transition into Graduate life.

III. AFFILIATION:

A. **Clubs and Societies clause:**

The provisions of this constitution shall be construed subject to the provisions of the constitution of the Clubs and Societies Council and anything in this constitution which conflicts with the constitution of the clubs and Societies Council or with a standing resolution made under that constitution shall, to the extent of the conflict, be without force or effect. Where a constitution or a standing resolution of the Clubs and Societies Council makes provision for a matter or thing not otherwise provided for in this constitution, that provision shall take effect as if it were contained in this constitution.

IV. MEMBERSHIP:

A. *Annual fee and duration of membership*

The annual fee for membership (if any) shall be set by the committee. Membership shall run from the payment of the fee or, if there is no fee, from approval of the membership application until 20 March of the following year or until the member ceases to be eligible for membership whichever is the earliest.

B. *Ordinary Membership*

Membership shall be open to all Postgraduate Students and Staff of the Department of Mechanical Engineering, and other interested students, either undergraduate or postgraduate of Monash University (Clayton campus) who subscribe to the aims of the association, and who pay the annual membership subscription (if any) as determined by the Committee.

C. *Associate Club Members*

Associate club membership, which shall not total more than ten percent of all membership or fifteen people, whichever is lesser, shall be open to any persons who subscribe to the aims of the association, such membership to be determined by the committee.

Associate association members shall have all the rights of ordinary association members, except they shall not be allowed to vote, hold elected office, receive direct Clubs and Societies subsidies, or borrow equipment.

D. *Honorary Membership*

Honorary membership may be conferred on those who have made substantial contribution to the association as determined by a two-thirds majority vote at an association general meeting. An honorary member who is not a student or a member of staff shall not be allowed to vote, hold elected office, receive direct Clubs and Societies Council subsidies or borrow equipment.

E. *Disapproval of Membership*

1. A member may only be expelled or an applicant may only be refused membership by a decision of a general meeting of the association. That person must receive seven days written notice of the date, time and place of the meeting, of the fact that his or her membership or continued membership of the club/society/ association would be considered at the meeting and that he or she could attend that general meeting and be heard prior to a decision being made.
2. Any person whose membership application is revoked/refused may appeal to the Clubs and Societies Executive within twenty calendar days. The Executive's decision shall be binding.

V. **THE COMMITTEE:**

- A. The Committee shall consist of **six** elected members. The office bearers shall be:  
President, Vice-President, Secretary, Treasurer, Induction Secretary and Social Secretary.

1. The duties of the President shall be:
  - a) to chair committee and general meetings;
  - b) to co-ordinate activities within the club committee;
  - c) to submit an annual report to the club AGM;
  - d) to act as spokesperson for the club and represent the aims and objectives of the association to the department.
  - e) to attend Clubs & Societies Council meetings (unless Secretary, Treasurer or another nominated delegate attends the Council meeting).
2. The duties of the Vice-President shall be:
  - a) to assist the President in his or her duties;
  - c) to fulfil such other duties as the committee may resolve.
3. The duties of the Secretary shall be:
  - a) to arrange committee meetings and general meetings and ensure that proper notice is given;
  - b) to prepare agendas and minutes for committee meetings and general meetings, and liaise with the Clubs and Societies office to ensure such documents meet Clubs and Societies requirements;
  - c) to handle inwards and outwards correspondence for the club, and to check the club letterbox;
  - d) to keep an up-to-date register of all members of the club;
  - e) responsible for email mailing lists.
4. The duties of the Treasurer shall be:
  - a) to keep the club's financial books up to date and in accordance with prescribed accounting requirements at all times;
  - b) to prepare an overall club budget, including both income and expenditure, at least annually;
  - c) to collect and bank all income in a cheque account;
  - d) to prepare the club's books for audit twice yearly;

- e) to present a financial report to the club AGM;
  - f) to liaise with the Clubs & Societies office on any prescribed financial requirements.
5. The duties of the Induction Secretary shall be:
- a) to co-ordinate any induction processes organized by the association;
  - b) to co-ordinate recruitment of members.
6. The duties of the Social Secretary shall be:
- a) to organize catering for general meetings;
  - b) to co-ordinate the association's social calendar.
- B. Only students currently enrolled at Monash University (Clayton campus) shall hold office.
- C. The Committee shall be elected by simple majority - by show of hands, at a secret ballot at the annual general meeting, except that a position for which two candidates have nominated may be elected by show of hands. The offices shall be filled in the above-mentioned order.
- D. Committee meetings shall be convened by the President, Vice-President or Secretary and shall meet at least once per month during semester. At least 24 hours verbal notice, or 3 calendar days electronic correspondence (email), must be provided to all committee members.
- E. A Committee member shall be deemed to have resigned if:
- a) he or she is absent from three Committee Meetings without reasonable excuse; or
  - b) a motion of no-confidence is passed in him or her by a simple majority at a constitutional General Meeting.
- F. The Committee shall have the power to co-opt any ordinary member of the club to fill a vacancy on the Committee until the next general meeting where an election shall be held. If the co-option is for the position of President, Secretary or Treasurer, then a general meeting must be held within 15 university days.

## VI. GENERAL MEETINGS:

- A. There shall be at least **four** General Meetings each year. At least two shall be in second semester. The Annual General Meeting shall be held on a university day in the month of April and business for the meeting shall include:
- a) receipt of reports from club office bearers
  - b) election of committee for the next year.
- B. Extraordinary General Meetings may be called by the Committee:
- a) at its own instigation; or
  - b) on receipt of a petition signed by ten percent of financial members, who are not associate members of the association. An Extraordinary General Meeting must be called within five calendar days of the receipt of such a petition, and the meeting held within twenty calendar days. If an Extraordinary General Meeting has not been held within this period then the Clubs and Societies Executive may call an Extraordinary General Meeting of the club.
- C. Notice of Extraordinary General Meetings must state the nature or business of the meeting.
1. For an Extraordinary General Meeting on an university day, notice must appear in Monash Unicomms's Daily News for three university days before the meeting, or else five calendar days electronic correspondence (email) must be sent to all club members.

2. For an Extraordinary General Meeting on a non-university day, five calendar days electronic correspondence (email) shall be sent to all club members.
- D. For a general meeting and for the annual general meeting, notice must appear in Monash Unicomm's Daily News sheet for five university days before the meeting, or else five calendar days' electronic correspondence (email) must be sent to all club members.
- E. At all General Meetings:
1. Any financial ordinary member of less than five days standing shall have speaking rights, but not voting rights.
  2. Any financial ordinary member of not less than five days standing shall have full speaking and voting rights.

**VII. QUORUM:**

- A. The quorum for a committee meeting shall be a simple majority of the committee members, with at least one of President, Secretary or Treasurer present.
- B. The quorum for a general meeting shall consist of fifteen financial and ordinary members or ten percent of financial and ordinary members, whichever is greater.

**VIII. AMENDMENTS TO THE CONSTITUTION:**

This Constitution may be amended by a two-thirds majority vote at any General Meeting, provided that:

- a) ten calendar days' electronic correspondence (email) of the proposed amendment has been circulated to all club members; or
- b) a notice appears in Monash Unicomm's Daily News for ten university days listing the location on the Clayton campus of Monash University where the proposed amendments can be viewed.

An amendment to this constitution shall have no effect until ratified by the Clubs and Societies Executive.

**IX. ASSETS:**

All club assets are the property of the Clubs and Societies Council.

- A. No disposal of tangible assets through resale, donation, transfer or by any other means can be made without the approval of the Clubs and Societies Executive.
- B. In the event of the deregistration of the association the Clubs and Societies Council shall have an immediate right to possession of all of the assets of the association.

**X. INTERPRETATION**

In this constitution, unless the contrary intention appears, words and expressions shall have the same meaning as they have in the constitution of the Clubs and Societies Council.