



USC Eco Constitution

ARTICLE I: NAME

The name of the organisation will be 'USC Environment Collective,' henceforth referred to as 'USC Eco'.

ARTICLE II: PURPOSE

USC Eco is established for the expressed purposes of:

1. Facilitating the development of the University's standing resolutions on issues of environmental concern to students and the wider community.
2. Developing, implementing and encouraging the use of environmental practices and policies by students and the University community.
3. Providing information and encouraging debate and discussion on environmental issues.
4. Organising and promoting participation in campaigns highlighting issues of environmental concern to students and the wider community.
5. Having fun!

ARTICLE III: MEMBERSHIP

Anyone who is affiliated with USC in an official capacity (i.e. students and staff) is welcome to attend general body meetings of USC Eco. USC Eco does not discriminate on the basis of race, colour, religion, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability

The majority of active members will be currently enrolled students. Active members are required to submit their details to the membership list, contribute to at least one USC Eco event or activity per year and attend at least one meeting per semester.

Note: There are no fees associated with being a member of USC Eco.

ARTICLE IV: BOARD OF DIRECTORS

USC Eco will be governed by a Board of Directors of not less than three (3) members and not more than seven (7) members elected at the annual general meeting.

The officers of the Board of Directors will be referred to as **Co-Directors** and will serve in the role of Chairperson, Treasurer or Secretary on a rotational basis.

The **Chairperson** schedules and facilitates USC Eco planning meetings, presides over general and board meetings, shall present all motions to the body present and shall be present at 90% of the meetings of USC Eco.

The **Treasurer** keeps a written account of all USC Eco financial transactions and a 'resource register' detailing the USC Eco's assets, submits a financial statement each semester to the Student Guild for review by their Finance Director and works closely with the Board of Directors to apply for various funds.

The **Secretary** takes attendance and detailed notes at each meeting and keeps a record of members and volunteers (including e-mail addresses and student numbers) and adds new members as necessary.

Working groups may be created as necessary by the Board of Directors for specific events/projects. Any active member (including the officers) may serve as a working group leader. Working group leaders will coordinate the planning and execution of the project. Any number of active members may be on a working group.

Co-Directors are expected to meet independently of the general body to plan meetings and events. In case of a vacation of office, the group will elect a replacement at the next general meeting.

Removal: Any officer of USC Eco in violation of the club's purpose or constitution may be removed from office by the following process: a) A written request by at least three members of USC Eco, b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak. A two-thirds (2/3) majority member vote is necessary to remove the officer.

ARTICLE V: OPERATIONS

Meetings

Meetings will occur at least twice per semester. Meetings may occur more frequently if the Board of Directors deems necessary. The date of the next meeting will be agreed upon at the end of each meeting and will be included in the Secretary's minutes of the meeting. Club meetings and events will primarily be run from the premises of the Student Guild.

Voting

Currently registered members who meet requirements of active membership as set forth in Article III will be granted voting privileges. For standard motions and decisions, 25% of the active members are required for a quorum. Voting may be executed in person at meetings or by Facebook post on the USC Eco page, email or text to the Chairperson.

Election Process

Elections will be held on an annual basis in Semester 1 before the mid-semester break (or Semester 2 if the organisation is inactive in Semester 1 of a given year). Any member may run for an office. The Chairperson will accept nominations via email from one week prior to the election meeting. Parties are allowed to nominate themselves. All nominees will have to meet criteria deemed appropriate by the Board of Directors.

Officers shall be elected by two-thirds (2/3) majority vote of eligible voting members. The nominated parties will be allowed to vote. All voting shall be done by secret ballot or email to be collected and tabulated by the Secretary. In case of a tie, the Chairperson determines the winner. Successful nominees are to be announced immediately. If someone wins an office in absentia, the Secretary will email the winner within 48 hours of the election.

Elected officers will be trained by the incumbent officers for one month and will officially begin their term after this transition month.

ARTICLE VI: FINANCES

USC Eco will finance the activities it engages in by the following means:

- USC Eco will receive a lump sum bursary from the Student Guild on affiliation and apply for grants as required for activities that will benefit the majority of USC Eco's members (as per the Guild's requirements).
- USC Eco will search for corporate sponsorship from local related businesses.
- USC Eco will ask for entry by gold coin donation to specific events.

ARTICLE VII: FINANCIAL ACCOUNTS

The funds of USC Eco must be kept in the name of USC Eco in a financial institution determined by the Board of Directors.

All amounts of \$200.00 or over shall be remitted on the authorisation of two of the Co-Directors.

The Treasurer will prepare a financial summary at the end of each semester. This summary will disclose the assets, liabilities, income and expenditure of USC Eco for that period. The financial summaries will be made available to members upon request and while affiliated with the USC Student Guild, will be submitted to the Guild's Finance Director for review.

ARTICLE VIII: AMENDMENTS TO CONSTITUTION

The constitution is binding to all members of USC Eco, but the constitution is not binding unto itself.

Amendments to the constitution/by-laws may be proposed in writing by any active member of USC Eco during any meeting. These amendments will be placed on the agenda for the next general meeting.

Proposed amendments will become effective following approval of two-thirds (2/3) majority vote of active voting members.

Article IIX: DISSOLUTION

If, on the Dissolution of USC Eco, any property of USC Eco remains after satisfaction of the debts and liabilities of USC Eco and the costs, charges and expenses of that winding up, that property shall be distributed:

- (a) To other affiliated student groups within University of the Sunshine Coast.
- (b) To other student groups within University of the Sunshine Coast.

Approved 5 April 2017