

This version dated: 26 June 2017

Article I: Name of Organization

Faculty of Business & Economics Ph.D. Student Society (Society hereafter)

Article II: Affiliation

When the Faculty of Business & Economics Ph.D. Student Society is affiliated to GSA anything contained in this constitution that conflicts with the Constitution of GSA or with any regulations shall be null and void. In all matters not specifically provided for herein, the Constitution of GSA and any regulations shall apply.

The Society may choose to re-affiliate or affiliate from time-to-time through a simple majority voting at a committee meeting, or by special resolution.

Article II: Statement of Purpose

The Ph.D. Society aims to enrich the quality of social and academic life for doctoral students in the University of Melbourne's Faculty of Business & Economics.

Article III: Eligibility for Membership

There must be a minimum of six University of Melbourne doctoral student members to constitute the Faculty of Business & Economics Ph.D. Society

Membership is open to any registered doctoral student at the Faculty of Business and Economics.

To maintain affiliation with GSA, the Society's membership must be composed of a minimum of 75% Graduate Students from the University of Melbourne.

Associate membership can be offered to those persons who share the group's aims but these members shall not be counted as members for the purposes of clause 6.

Any registered doctoral student in the Faculty of Business & Economics who completes the membership form is a member.

Article IV: Officer Job Descriptions

The officers and their responsibilities are as follows:

All committee members:

- Collectively responsible for making the planned events happen. Provide practical help when needed.

President:

Presides at all meetings of the Society

Calls special meetings of the Society

Obtains appropriate facilities for Society activities
Prepares and files any report required
Appoints committee chair people
Attends Recognized Student Organization Meetings
Represents Society at official functions
Maintains contact with Society adviser
Maintains contact with affiliated department or section
Remains fair and impartial during Society decision making processes

Vice president:

Assume the duties of the President as needed
Serve as an ex-officio member of standing committees
Plans officer's orientation and Society retreats
Coordinates Society recruitment efforts
Represents Society at official functions
Remains fair and impartial during Society decision making processes
Coordinates Society elections

Secretary:

Keeps a record of all members of the Society
Keeps a record of all activities of the Society
Keeps and distributes minutes of each meeting of the Society
Creates and distributes agendas for each meeting of the Society
Notifies all members of meetings
Prepares Society's calendar of events
Prepares and files any report required
Handles all official correspondence of the Society
Collects Society mail from the adviser or wherever mail is received
Represents Society at official functions
Remains fair and impartial during Society decision making process
Coordinates Society elections

Treasurer:

Keeps all financial records of the Society
Pays Society bills
Collects Society dues
Prepares and submits financial reports to the members
Prepares an annual budget
Prepares all budget requests for funds
Is familiar with accounting procedures and policies
Advises members on financial matters (i.e. vendors, ticket selling procedures)
Coordinates fund raising drive
Represents Society at official functions
Remains fair and impartial during Society decision making processes

Communication officer:

Manage the web and social media presence of the group
Facilitate the use of other online channels for publicising events - such as social media, discussion forums
Organise awareness campaigns, programme flyers, posters, etc.

Ensure maximum coverage of organised events and attendance

Article V: Elections and Voting

An annual election shall be held at the annual general meeting.

Society

A committee may conduct elections for positions online.

Casual vacancies may come up from time-to-time and these positions are to be either kept vacant or elected by the committee members by simple majority before being replaced at the annual general meeting.

Voting will be conducted democratically. A simple majority of members present will see any motion passed. All tied motions are lost.

Article VI: Resignations

If the president resigns before completing his or her term, the vice-president will immediately assume the president's title and responsibilities. If no vice-president is available, the position will be offered to the treasurer, and finally the social committee members (in alphabetical order by last name). This person will serve as acting president until a new permanent president is found and elected by majority vote of the remaining officers. If any officer other than the president resigns before completing his or her term, the position will be filled by presidential appointment. The remaining officers must unanimously approve the president's selection.

If an officer becomes unable or unwilling to fulfil his or her duties, he or she can be removed from office by unanimous vote of the remaining officers and he may not run for PhD Society office again.

Article VII: Annual General Meeting

There shall be one annual general meeting every calendar year, which shall be held during term time in either first or second semester. Ten academic days notice must be given on the department's graduate and postgraduate students' notice board, and any other means that the group sees fit.

At this meeting:

- a. Reports shall be presented by the President, Treasurer and any other reports that are deemed necessary.
- b. Full financial reports shall be presented and adopted. They will report on finances from previous AGM to the present AGM.
- c. Elections will be held for a new committee, with the new committee to take charge of the Society once the elections have been concluded. The term of office for a committee will be from the AGM at the time of their election to the following AGM.
- d. A motion to re-affiliate to GSA must be discussed and voted upon.
- e. General business may discuss motions that are not on notice and vote on them.
- f. At the AGM, ten members, including at least seven University of Melbourne graduates students, and including seven of whom are not committee members, or one-third of the group's members, whichever is lesser.

Article VIII: Committee Meetings and Special General Meetings

- a. The committee may call committee meeting as it sees fit or if they are petitioned. The form and procedure of general meetings will be consistent with the AGM except that committee elections will not be held unless notice is given especially calling for them.
- b. If one-third of the membership should petition the committee for a general meeting, such meeting must take place within twenty academic days. Five academic days' notice must be given. At the committee meeting, three committee members of whom at least one must be an executive member should be present.

Article IX: Special Resolutions

Special resolutions may be used by the committee in order to undertake the following changes:

- a. Affiliate, disaffiliate or re-affiliate;
- b. Constitutional amendments or changes;
- c. Elections;
- d. Other motions that the committee has agreed to send to special resolution by simple majority voting.

The procedure for a special resolution is that the committee must agree to it by simple majority voting.

The special resolution can then be sent to all members, with at least 5 academic days' notice between sending the special resolution and a taken on the resolution.

Voting will take place on the special resolution according to the elections and voting procedure above, and an online voting method may be used.

Article X: Quorum For Meetings

The quorum for meetings shall be:

1. At a committee meeting, three committee members of which at least one must be an executive member.
2. At the Annual General Meeting, ten members, including at least seven University of Melbourne graduate students.
3. At a general meeting, ten members or one-third of the group, whichever is the lesser.

The committee shall be required to give **five academic days'** notice of a general meeting or Annual General Meeting.

Article XI: Absence from meeting

Any committee member absent from three consecutive meetings without apology or due cause may, at the committee's discretion, be deemed to have resigned their position, and a general meeting must be called to elect a successor.

Article XII: Procedure to Amend the Constitution

Constitutional changes require a simple majority of members present voting at a Special General Meeting, Annual General Meeting, or by Special Resolution. Any changes can take effect from the conclusion of the meeting or voting.

Constitutional motions must be presented in writing to the committee at least ten academic days before the meeting and notice of these should be sent by mail to the membership five academic days before the general meeting to change them.

Article XIII: Non-profit clause

The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be distributed, directly or indirectly, to any member of the group whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the group for the payment or reimbursement of out-of-pocket expenses incurred by a member of the group on behalf of the group.

Article XIV: Disputes

Disputes may arise that involve: (a) a member and another member; (b) a member and the Committee; (c) a member and the Society.

Any disputes must be resolved internally by the Society, and an informal resolution should be sought, save where there are serious allegations that should be referred to the appropriate authorities.

The procedure for handling disputes is separate from discipline, and any member subject to a discipline committee must not pursue a dispute until the conclusion of the discipline process.

If an informal resolution is not reached within 14 days of the parties becoming aware of dispute, the parties must notify the committee of the dispute, agree to or request the appointment of a mediator, and attempt in good faith to settle the dispute by mediation.

The mediator must be (a) a person chosen by agreement between the parties; or (b) in the absence of agreement—(i) if the dispute is between a member and another member—a person appointed by the Committee; or (ii) if the dispute is between a member and the Committee or the Society—a person appointed or employed by the Dispute Settlement Centre of Victoria.

A mediator appointed by the Committee may be a member or former member of the Society but in any case must not be a person who (a) has a personal interest in the dispute; or (b) is biased in favour of or against any party.

The mediator to the dispute, in conducting the mediation, must (a) give each party every opportunity to be heard; and (b) allow due consideration by all parties of any written statement submitted by any party; and (c) ensure that natural justice is accorded to the parties throughout the mediation process.

The mediator must not determine the dispute and must keep the dispute confidential. If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute at law.

Article XV: Winding Up

A motion to wind up the Faculty of Business and Economics PhD Society must be written and notice of the motion is to be given in the agenda for the General Meeting at which the winding up motion is to be decided. A winding up motion is carried by a simple majority.

In the event of the Society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any Society with similar purposes which is not carried on for the profit or gain of its individual members.

Article XVI: Discipline

The Society may take disciplinary action against a member if it is determined that the member has failed to comply with the rules of this Constitution; or refuses to support the aims of the Society; or has engaged in conduct prejudicial to the Society

Disciplinary action may be taken on the terms above if it is deemed by a motion of the committee, or a petition bearing the names of at least two-third of members, any member of the club can be expelled.

The Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.

The members of the disciplinary subcommittee may be Committee members, members of the Society or anyone else; but must not be biased against, or in favour of, the member concerned.

The subcommittee must give the member an opportunity to be heard; and consider any written statement submitted by the member. The disciplinary subcommittee may (a) take no further action against the member; or (b) reprimand the member; or suspend the membership rights of the member for a specified period; or expel the member from the Society.

The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

A person whose membership rights have been suspended or who has been expelled from the Society may give notice to the effect that he or she wishes to appeal against the suspension or expulsion. The notice must be in writing and given to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or to the Secretary not later than 48 hours after the vote.

A disciplinary appeal meeting must be convened in not less than 21 days and all members entitled to vote must be notified about the meeting.

At the meeting the committee must state the grounds for expelling the member and the reasons for taking action. The member whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

Following this, the members entitled must vote by secret ballot.

The decision of the discipline committee will be upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Article XVII: Impeachment

If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least two-third of members, impeachment proceedings will take place against the nominated committee member.

At a Special General Meeting or Annual General Meeting, or via special resolution, a motion shall be put to impeach the committee member, provided that at least five academic days' notice has been given to the membership and to the member concerned in writing.

If this passed by a two thirds majority, that committee position will become vacant and a new election held immediately.

The committee member to be impeached will be given at least five minutes to speak or a statement can be sent before the vote is taken.