

# GIES Constitution

## NAME

1.
  - a. That the name of the Group shall be the **Graduates' Infrastructure Engineering Society**.
  - b. The acronym **GIES** shall also be used in place of the full name to represent the Society.
  - c. *If* **GIES** is affiliated to **GSA**, then anything that is contained within 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.

## AIMS

2. The aims of **GIES** are to:
  - a. Provide advocacy for graduate students who are studying within the **Department of Infrastructure Engineering** (hereafter **IE**) at the **University of Melbourne**.
  - b. Work in coordination with the Executive of IE to engage with students academically.
  - c. Facilitate professional development of students through industry networking.
  - d. Facilitate social events to provide cohesion amongst the student body.

## MEMBERSHIP

3. There must be a minimum of six University of Melbourne postgraduate members to constitute **GIES**. Membership shall be open to:
  - a. All postgraduate students of the University of Melbourne who are studying through the department of Infrastructure Engineering;
  - b. All RHD students are automatically members of GIES, while membership is voluntary for Masters by coursework students.
4. A person shall be considered a member on having:
  - a. Are enrolled in either a Doctor of Philosophy (PhD) or Masters of Philosophy through the Department of Infrastructure Engineering; or
  - b. Are Masters of Engineering Students through the Department of Infrastructure Engineering and have completed a membership form as prepared by the committee.
5. Membership fees will be set by the committee and revised annually prior to each Annual General Meeting.

6. Membership fees shall be waived for all RHD students working in **IE**.

### **CHAIRING OF MEETINGS**

7. A Chairperson shall be appointed for all meetings.
  - a. The President of GIES will chair meetings held by GIES.
  - b. The Vice President will chair the meetings in the President's absence.
  - c. In the absence of both President and Vice President the residing Chair will appoint a temporary Chair prior to their temporary vacancy.

### **THE COMMITTEE**

8. The committee shall have the following members:
  - a. An executive consisting of;
    - i. the **President**, who shall be a RHD student, is the representative of GIES who shall liaise with the **Head of Department** of **IE** and represent **GIES** on external matters.
    - ii. the **Vice President**, who shall be a RHD student, shall liaise with **GSA** and represent the President in his/her absence.
    - iii. the **Secretary**, who shall be a RHD student, is responsible for maintaining a current membership list, constitution and minutes of any meetings held
    - iv. the **Treasurer**, who shall be a RHD student, is responsible for maintaining the financial records of GIES.
    - v. The **Media and Communications Officer**, who shall be a RHD student, shall be responsible for publicizing GIES events and official communication.
    - vi. The **Student Advocacy Officer**, who shall be a RHD student, shall liaise with students and assist them with administrative issues within the Department of Infrastructure Engineering and communicate student concerns with the executive of the Department of Infrastructure Engineering.
  - b. Non-executive committee members consisting of three coursework representatives.
    - i. A Masters Student of **Civil Engineering**.
    - ii. A Masters Student of **Environmental Engineering**.
    - iii. A Masters Student of **Geomatics**.
  - c. Other Non-executive positions may be created at an Annual General Meeting.
  - d. Addition or subtraction of executive committee members must be made in accordance with *Changes to the Constitution*, Paragraph 18.

9. The committee shall meet at least once a month and have the following powers:
  - a. Control over the finances of group; and
  - b. Control over the activities of the group.
10. A committee meeting may be called by any member of the committee, with a minimum of five days notice.
11. The committee is at all times bound by the decisions of a Group general meeting. Any committee decision may be overturned by a **GIES** general meeting.

### **ANNUAL GENERAL MEETING**

12. 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 postgraduate students' noticeboard, in postgraduate pigeonholes and any other means that the Group sees fit.

At this meeting:

- a. The chairman of the AGM will be the Head of the Department, or a staff member of the faculty chosen by the Head of the Department in his or her absence.
  - b. Reports shall be presented by the President, Treasurer and any other reports that are deemed necessary.
  - c. Full financial reports shall be presented and adopted. They will report on finances from the previous AGM to the present AGM.
  - d. In the event of more than one nominee running for the same position within the GIES committee, elections will be held for a new committee. The nomination process will take place in the AGM as per section 13 of the GIES constitution. The new committee and hand over will then take place at the conclusion of the election process, if any. The term of office for a committee will be from the AGM at the time of their election to the following AGM.
  - e. A motion to affiliate to GSA must be moved and voted upon. e.
- Other motions on notice may be discussed and voted upon.
- f. General business may discuss motions that are not on notice and vote on them.

### **NOMINATIONS**

13. Nominations for any of the six positions, as per section 8 of the constitution, of the GIES must take place before an election can take place at the AGM.

- a. All members of the GIES shall be notified that the nomination process is open *at least* within 10 academic days of the tentative AGM date.
- b. Any Research Higher Degree Postgraduate student within the department of Infrastructure Engineering is eligible to be elected for any position of the GIES committee.
- c. Nominations for the roles can be either from (i) self-nomination, or (ii) nomination by another GIES member. If a GIES member is nominated for a position by another member, then the candidate must accept the nomination before the AGM is held.
- d. All nominees must be elected for *at least* one role, and can choose a second preferential role.
- e. In the event of an unopposed elected for a particular role, the position will be handed over to the nominee at the AGM without an election.
- f. In the event of a nominee being elected for two positions, the nominee will be given the first preferential role, while the other position will be given to the nominee with the second largest number of votes.
- g. If there is to be any dispute in the voting process, a decision will be made by the chair of the AGM

## GENERAL MEETINGS

14. The committee may call general meetings as it sees fit or if they are petitioned. The form and procedure of general meetings will be consistent with the Annual General Meeting except that committee elections will not be held unless notice is given specifically calling for them.
15. If ten members, or one third of the membership, whichever is the smaller, should petition the committee for a general meeting, such meeting must take place within **twenty academic days**. **Ten academic days** notice must be given on the department's postgraduate students' noticeboard, in postgraduate pigeonholes and by any other means that the Group sees fit.

## QUORUM FOR MEETINGS

16. 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 Postgraduate students, and including seven of whom are not committee members, or one third of the group's members, whichever is the lesser.
  3. At a general meeting, ten members or one---third of the group, whichever is the lesser.
17. The committee shall be required to give **ten academic days** notice of a general meeting or Annual General Meeting.

## VOTING AT MEETINGS

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

## CHANGES TO THE CONSTITUTION

19.

- a. Constitutional changes require a simple majority of members present voting at a general meeting or Annual General Meeting, and take effect from the conclusion of the meeting.
- b. Constitutional motions must be presented in writing to the committee at least **fifteen academic days** before the meeting and notice of these should be sent by mail to the membership **ten academic days** before the general meeting to change them.

## ABSENCE FROM MEETINGS

20. Any committee member absent from three consecutive committee 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.

## IMPEACHMENT

21. By a motion of the committee, or a petition bearing the names of at least 75 percent of members, impeachment proceedings will take place against the nominated committee member. At the next general meeting or Annual General Meeting, a motion shall be put to impeach the committee member, provided that at least **ten academic days** notice has been given to the membership and to the member concerned in writing. If this is 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 before a vote is taken. No member may be expelled on the grounds of race, religious, moral, political or sexual views.
22. By a motion of the committee, or a petition bearing the names of at least 75 percent of members, any member of the group can be expelled. The procedure is the same for impeachment except that the result is the voiding of the person's membership.

## WINDING UP

23. A motion to wind up **GIES** 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.
24. A motion to wind up **GIES** may be vetoed by the **Head of Department of IE**.
25. If **GIES** has not been able to organize a quorate meeting within a twelve-month period, **GSA** may wind up the Group by passing a motion under its own regulations. Any member of the Group who opposes the winding up may make a submission to **GSA** Council. The decision of **GSA** Council is final.
26. In the event of the Group being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to

any association with similar purposes which is not carried on for the profit or gain of its individual members.

### **NON-PROFIT CLAUSE**

27. The assets and income of the Group shall be applied solely in furtherance of its above-mentioned aims and no portion shall be distributed directly or indirectly to the members of the group except as bona fide compensation for services rendered or expenses incurred on behalf of the group.

### **DISPUTES**

28. Any disputes that arise that cannot be resolved internally by **GIES** or the **Head of Department** will be presented to GSA Council to be resolved. Any decision of GSA Council is final.

### **DEFINITIONS**

29. **Group** refers to the Postgraduate Group.
30. **GSA** means the Graduate Student Association.
31. An **academic day** is a working day on which teaching occurs during first or second semester of the University's **academic year** that is not a Saturday, Sunday or University holiday.
32. **Academic year** means the period commencing on and including the Monday falling on or closest to the first day of March of each calendar year and concluding at the end of the annual examination period.