



# The Constitution of The Sydney University Civil Engineering Society

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# 1. Name

The name of the Society shall be  
Sydney University Civil Engineers, SUCE  
(hereinafter referred to as "the Society")

# 2. Aims

1. The Society is Not For Profit; meaning: the assets and income of the Society shall be applied solely in furtherance of the aims of the Society and no portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation expenses incurred on behalf of the Society.
2. The aims of the Society shall be to:
  - a. provide social framework for civil engineering students or any such students who have undertaken civil engineering units, courses, and diplomas
  - b. provide links between the Undergraduate and Postgraduate bodies and the civil engineering industrial and academic professions.
  - c. act as the shadow cabinet for the School of Civil Engineering (hereinafter referred to as "the School") and promote student well-being supplementing the School's efforts. This does not include counselling, administration, or direct academic affairs.
3. Given the Society's broad mandate, the Society will undertake the following activities, that which is not exhaustive, to achieve its aim
  - a. Industry Night Engagement
  - b. Academic and Industry Seminars

- c. Employability workshops and any related affairs
- d. Mentoring Program
- e. Social affairs such as BBQ and bridge building competition, etc.
- f. Hackathon / Case Competition

### **3. Delegated Regulations**

- This section exists as the Society's operational fields have grown quite numerous. It is imperative that successive executives are firmly aware of the rules and nuances the Society requires in conducting any type of affairs.
1. The Society's Executive can, from time to time, pass or amend delegated regulations on all matters within the Society, including but not limited to:
    - a. Executive and Officer code of conduct
    - b. Specific cross-departmental affairs
    - c. Overall departmental operation handbook
  2. These regulations must not contravene the Society Constitution. Any contravention can be raised by any Executive or Officers to the USU Clubs and Society Manager.
  3. The passage and amendment of regulations require two thirds approval of the Society's Elected and Appointed Executives. Upon passage, the Society's officers should comply with the regulations to the best of their abilities.
  4. The titles of the Regulations shall be recorded in Annex A of the Constitution, where the Name of the regulation, the year to which it was enacted, and short description shall be included.

### **4. Membership**

1. The classes of annual membership shall be:

a. Ordinary Membership

All members of the University of Sydney Union shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are present.

b. Associate Membership

All holders of a current Access Card of The University of Sydney Union other than those who qualify for Ordinary Membership shall be eligible for Associate Membership of the Society. Associate Members are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society

c. Life Membership

An individual may be granted the title of "life member" at the AGM provided with a Presidential nomination and two-thirds of the ordinary members approve such a decision. The Life Member is purely an honorary title and may not vote, be elected or appointed during the AGM.

Life Members shall be recorded in a Regulation of the Society. The record may include the Name of the nominee, the year to which the nominee was awarded the Life Membership, and their deeds.

2. Upon payment of a subscription fee, a person shall be deemed an Ordinary Member or Associate Member of the Society and henceforth be bound by this Constitution.

3. The subscription fees for membership shall be:

a. Ordinary Membership: \$5

b. Associated Membership: \$5

c. Life Membership: \$0

## **5. Executive and Subcommittee Composition**

1. The Society shall have an Elected Executive consisting of:
  - a. The President
  - b. The Vice President
  - c. The Treasurer
  - d. The Secretary
  - e. The Events Director (Industry and Academics)
  - f. The Events Director (Social Events)
  - g. The Marketing Director (Industry and Academics)
  - h. The Marketing Director (Social Events)
  - i. The Sponsorship Director
2. The Society shall have a Subcommittee. Each Executive may, at their own discretion, determine the number of Members which consist of the Subcommittee. The membership of the subcommittee shall be determined through Section 9 of this Constitution.
3. The Executive shall have power to manage the Society and any Subcommittee Member in accordance with this Constitution

## **6. Functions and Powers of the Executive and Subcommittee Officers**

1. The President shall:
  - a. Set policy consideration for the Executive to pursue through their term as well as plan the Society's activities in consultation with all Officers.

- b. Liaise with the School of Civil Engineering to better coordinate events, school-based funding, administration, and any issues that fall within the School's domain. Further elaborated under Section 7.
  - c. Communicate with the Engineering Society Presidents regarding coming events, issues, and collaborations to ensure smooth operations. This includes, but is not limited to:
    - i. Informing them the events that the Society will execute
    - ii. Be the point of contact for collaboration eventsFurther elaborated under Section 7.
  - d. Set a positive example for the Executives and Subcommittee and maintain morale.
  - e. Interpret the Constitution to determine the validity of the actions of the Society Officers
  - f. Conduct subcommittee recruitment as described under section 9
  - g. Ensure an adequate handover, including any documents and materials, to the following Executive.
2. The Vice President Shall:
- a. Support the President in delegation, initiatives, and vision for the club.
  - b. In the event that the President is unable to fulfil its duties, the Vice President has the power to temporarily assume the office of the President for a term no longer than two weeks.
  - c. Provide guidance and assistance to all other Executives and Subcommittee Members wherever necessary.

- d. Set a positive example for the executives and subcommittee and maintain morale.
  - e. Interpret the Constitution to determine the validity of the actions of the Society Officers
  - f. Conduct subcommittee recruitment as described under section 9
  - g. Ensure an adequate handover, including any documents and materials, to the following Executive.
3. The Treasurer shall:
- a. Maintain the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union.
  - b. Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
  - c. Handle the Society's event ticketing.
  - d. Ensure an adequate handover, including any documents and materials, to the following Executive.
4. The Secretary shall:
- a. Conduct the correspondence of the Society.
  - b. Book meeting rooms for the Society.
  - c. Keep minutes of the proceedings of all Executive meetings.
  - d. Enforce procedural rules within the Society's Executive and Officer levels
  - e. Interpret the Constitution to determine the validity of the actions of the Society Officers
  - f. Set a positive example for all Society Officers and maintain morale, in particular fulfil the role of Human Resources and conduct relational management

- g. Maintain the records and documents, in particular the regulations, of the Society.
  - h. Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.
  - i. Maintain the Society's registration with the University of Sydney Union.
5. The Events Director(s) shall:
- a. Coordinate and help devise events throughout the year according to their portfolio and spheres of control (specifically events that are large, in conjunction with other societies, with Faculty or with industry, or social in nature).
  - b. Be present at and involved in the event operation to ensure smooth execution and act as point-person in the event uncontrolled incidents occur at the event.
  - c. Manage their Subcommittee Members.
6. The Marketing Director(s) shall:
- a. Coordinate all marketing materials for the Society, including major social media posts, newsletters, pamphlets, website, etc.
  - b. Coordinate designing, sourcing and distributing merchandise.
  - c. Investigate any growth opportunities for the Society
  - d. Manage their Subcommittee Members
7. The Sponsorship Director shall:
- a. Investigate, manage and establish sponsorships for the Society.
  - b. Be the point of contact between the Society and industry representatives, including informing sponsors of the activities of the Society on a regular basis



- c. Manage their Subcommittee Members.
8. The Subcommittee shall:
- a. Assist their nominated portfolio holders to the best of their ability, acting reasonably within the confines of the Society mandate.
9. The Executive and Subcommittee, subject to this constitution, must not engage in conduct that may reasonably be deemed detrimental to the Society, members, the public, or its own Officers. All Executives of the Society shall be subject to the following conditions:
- a. When Officers are participating, observing, or otherwise present at a public event they are representing the Society and must act in a respectful manner throughout the entire event.
  - b. All Officers must not engage in any behaviour that may reasonably be deemed bullying, harassment, or discrimination.
  - c. All Officers must not expose confidential information to the general public unless the information is being requested by the C&S office of the USU, to which the Society must comply and deliver. Documents that are considered confidential are exhaustively listed below:
    - i. Any HR related matters pertaining to the Secretary's Duties
    - ii. Financial matters pertaining to the Treasurer's Duties
    - iii. Any Executive and Administrative matters marked confidential arising from the Staff Meetings with the School.
    - iv. Any regulations marked confidential within SUCE
    - v. Any information that is strictly proprietary to SUCE, such as names of sponsorship contacts, special venue

discounts, and any such information that benefit the Society.

## **7. Extra-Society Obligations of the Core Executive**

1. The Core Executive should engage relevant School staff on all Society Affairs and make request for appropriations and assistance from the School. This can take the form of:
  - a. Election to the Membership of the University School Committee, as is authorised under Section 6.4 of the GOFUS Rules. The election of the Offices of High Executive during the AGM will in effect substitute for the election under Section 6.4 of the GOFUS Rules.
  - b. Direct engagement through meetings with the School's Executive officers, as defined under Section 6.2 of the GOFUS Rules.
  - c. Advocating for the Society under Section 6.8 of the GOFUS Rules.
2. In consultation with the executive, the Core Executive should identify, within the Academic or Administrative staff of the School, any staff members who maintain beneficial relations with the Society.
  - a. With the consent of the identified staff member, the staff member may be granted the title of Staff Liaison of the Society. At any time of the Society's existence there can only be one such position held by any staff member of the School.
  - b. The staff liaison shall be the main nexus between the Staff of the School and the Society Executive; this position may at times advise on the Executive on the

- affairs within the School to promote better integration between the School and the Society.
- c. The staff liaison may be present in Executive Ordinary Meetings should they accept an invitation from the Executive
  - d. The staff liaison is not considered an executive position but that of an external nomination exercisable by the High Executive; matters on tenure do not apply to this role.
3. The Core Executive should consider the following factors in determining whether or not to collaborate with foreign societies:
- a. Whether the collaboration will serve the best interest of (in the order of high to low importance): the membership of the Society, the Society's external relations and image, the Society's Officers
  - b. Whether the foreign society has the organisational capacity to faithfully engage their duties as part of the collaboration with the Society
  - c. Whether such a collaboration will strain the Society in terms of logistics, manpower, funding, and general wellbeing of the Society Officers

## **8. Election of Executive Officers**

- 1. All Executive Offices shall be decided at the Annual General Meeting in the month of October each year.
- 2. Ordinary members shall be eligible to be candidates for election;
- 3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and

conclude at the close of the Annual Election Meeting in the following year.

4. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.). The notice shall state:
  - a. The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
  - b. The day and time on which nominations close, that shall be no later than the time of the meeting at which the elections are to occur;
  - c. The time, date and venue of the election;
  - d. That only Ordinary Members be eligible to vote
5. In order to stand for election, nominees must accept nomination.
6. Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.
7. The Clubs and Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.
8. The determination of the next Elected Executive shall be conducted through voting by Secret Ballot, and shall be ranked majoritarian voting method

9. The determination of the Staff Liaison officer shall be an executive power exercisable by the Elected Executives
10. In the event where an Elected Executive is dismissed subject to Section 10, the election or appointment of the currently vacant role shall comply with clause 7 or 8 respectively.

## **9. Appointment of Subcommittee Officers**

1. The appointment of Subcommittee officers shall be considered by the Incoming Executive immediately after their election and made upon merit.
2. The appointment shall be made only under two separate circumstances: election month application intake and recess appointment.
3. AGM month application intake:
  - a. The Secretary shall give at least fourteen (14) clear days notice, prior to the AGM, of the opening application season of the Subcommittee.
  - b. The application season shall last for no less than fourteen (14) clear days.
  - c. Upon conclusion of the application season, the President and the Vice President will perform an initial review of all applications and allot prospective Subcommittee officer to their respective departments. The departmental Executives shall conduct interviews to determine the final composition of the Subcommittee.
  - d. Throughout the application process, evaluation of the candidates must be made based on merits free of political and personal reasons. Patronage of candidates in order to assist an individual's personal interest is strictly prohibited and is subject to Section 9.

#### 4. Recess Appointment:

- a. Provided that there are more than 12 weeks left to the AGM, the Executive may appoint more subcommittee officers. The application must be executed in the similar format as that of regular applications; the interview must be conducted by both the President and the department Executive.

## **10. Cessation and Impeachment of Society Officers**

1. Vacant Elected Executive position may be filled at a General Meeting following ordinary procedures for election as per Section 8 of this Constitution
2. An Officer shall cease to be a member of the Executive if:
  - a. The Officer ceases to be a member of the Society
  - b. The Officer's tenure as a member of the Executive expires and the Officer is not re-elected or re-appointed
  - c. The President receives a notice of resignation from the resigning Officer
  - d. An Officer is impeached and the Executive determined to dismiss the Officer
3. An impeachment within the society can be founded on any of the following:
  - a. Intentional insubordination of the collective decision of the Executive
  - b. Negligence of duty such as to justify, on reasonable grounds, a removal from office
  - c. Direct breach of duty assumed in Section 5 listed for each Officer or that of general duties.

- d. Patronage and the practice of Nomenklatura within Subcommittee application and Appointment or Elections
- e. Where an Executive, due to personal or professional circumstances, is no longer able to discharge their duties, to no fault of their own conduct.
  - a. Such a vote can be invoked in these circumstances; however, the Executive should persuade the affected officer to resign on their own volition, thus amounting to an Honourable Discharge

Such a motion cannot be founded on:

- a. Attempts to remove Society Executives on grounds of political struggles within the Society's leadership
    - i. Not only should these motions be nullified, the person who called such a motion should be found to have breached the grounds of impeachment equivalent to clause 3.d. of this Section
  - b. Conscientious insubordination against the Executive on grounds of ethical principles
4. An impeachment can be raised against any Executive member by either of the following party:
- a. no less than half of all Elected and Appointed Executive; or,
  - b. no less than 2 Executive members among the President, Vice President, Treasurer, and Secretary
5. An impeachment can be raised automatically against Officer who cannot show that they have attended any events or regular meetings of the Society in the past 3 months.
6. The member under scrutiny must be given at least 7 clear days' notice about the motion for their dismissal, and allowed to state their case before the full executive to ensure that the issue is handled with procedural fairness.

7. If multiple impeachments are raised simultaneously, they shall be executed in the order of the Executive positions outlined in Clause 4.
8. A two-third majority vote of the Executive is necessary to dismiss the Officer member under scrutiny. Such a dismissal amounts to dishonourable discharge, and the dismissed individual will be barred from election or appointment for life.

## **11. Ordinary Meetings**

1. The Society shall hold an Ordinary Meeting at least once every 4 weeks during semester (teaching period, Weeks 1-13).
2. Ordinary Meetings shall be called by the President, Secretary or Vice President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the Ordinary Members of the Society.
3. At least three (3) clear days notice of the time and place of an Ordinary Meeting shall be given in one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
4. The President shall chair Ordinary Meetings. In the absence of the President, another member of the Executive shall chair the Meeting.
5. Quorum at Ordinary Meetings shall be five (5) Ordinary Members if the Society's current membership is no greater than seventy (70) Ordinary Members, or ten (10) Ordinary Members if the Society's membership is greater than seventy (70) Ordinary Members. Quorum must include not less than three (3) Executive Members.
6. The agenda for an Ordinary Meeting shall include:



- a. Apologies and leaves of absence
  - b. Minutes of the previous meeting
  - c. Correspondence
  - d. Reports of Executive Members
  - e. General Business
7. An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
- a. Giving direction to the Executive
  - b. Determining the use of the finances and other assets of the Society
  - c. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee
  - d. Dismissing members of the Executive under Section 10 of the Constitution

## **12. General Meetings**

1. The Society shall hold General Meetings as required during the semester (teaching period, Weeks 1-13).
2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of Ordinary Members of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.
3. Except as provided in Clause 9, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members.

(A mail-out is understood to include communication by e-mail.)

4. Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved
5. The procedure at all meetings shall follow the normal rules of debate.
6. The agenda for a General Meeting shall include:
  - a. Opening and welcome
  - b. Apologies and leaves of absence
  - c. Minutes of the previous meeting
  - d. Business arising from the minutes
  - e. Correspondence
  - f. Motions on notice
  - g. Reports of Executive Members.
  - h. Other reports
  - i. General business
  - j. Date of the next meeting
7. A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:
  - a. Filling vacancies on the Executive
  - b. Repealing motions and the effect of motions carried at an Ordinary Meeting
  - c. Amending the Constitution

- d. Dismissing Executive Members for reasons other than that in Section 10 of the Constitution, provided that the Executive Member is given reasonable right of reply
- e. Dissolving the Society.

## **13. Annual General Meetings**

1. The Society shall hold an Annual General Meeting annually in the month of October.
2. The Annual General Meeting shall be convened for the following purposes:
  - a. To receive a report and statement of accounts for the preceding financial period
  - b. To elect an Executive for the ensuing term
  - c. To transact any other business, notice of which shall be duly submitted to the Secretary
3. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting in one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
4. The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.
5. Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.
6. The agenda for the Annual General Meeting shall include:

- a. Opening and welcome
- b. Apologies and leaves of absence
- c. Minutes of the previous meeting
- d. Business arising from the minutes
- e. Correspondence
- f. Motions on notice
- g. Annual Reports
  - i. President
  - ii. Treasurer
  - iii. Secretary
  - iv. Other Executive Members
- h. Election of the Elected Executive
- i. General business

## **14. Alteration to the Constitution**

1. This Constitution may be amended by a two-thirds majority of those Ordinary Members in attendance at any General Meeting, provided that:
  - a. Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting,
  - b. The said changes do not contravene University of Sydney or University of Sydney Union guidelines,
  - c. The Secretary has given at least fourteen (14) clear days notice of those proposed changes to all Members through one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board

and, if possible, by a mail-out to all members (A mail-out is understood to include communication by e-mail.)

d. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Manager of the University of Sydney Union within fourteen (14) clear days of the meeting,

e. The amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

2. Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

## **15. Property and Finances**

1. All property of the Society shall be vested in the Executive, and shall be dealt with in such manner as directed by the Society in an Ordinary Meeting.

2. The Society shall maintain a bank account.

3. All payments of the Society shall be by cheque and online transfer, signed or approved online by at least two members of the Executive, one of whom must be the Treasurer.

4. The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of the Sydney Union, and submitted for audit by the Clubs & Societies Auditor immediately following the Financial Year End of the Society in the month of August each year.

5. Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Objects of the Society, and no portion of those

funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.

6. The financial year of the Society shall run from the 1st of September to the 31st of August following.

## **16. Dissolution**

1. The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs and Societies Office, be transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.
2. The Secretary shall give at least fourteen (14) clear days notice of the time and place of such a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

## **17. Inactivity**

1. The Society shall be deemed inactive after any continuous six month period in which the Society does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, the C&S Auditor and the C&S Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU administered trust account, and will be returned to the club should it reform. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

## **18. Recognition**

1. The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered society of the University of Sydney Union.

## **Annex A: Record of the Delegated Regulations of this Society Constitution**