

Constitution of WILDFIRE

Part 1. The Constitution

1.1. Interpretation

- 1.1.1.** The provisions of this constitution shall be construed subject to the constitution of the Clubs & Societies Council. Where this constitution is inconsistent with the constitution of the Clubs & Societies Council, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect. Where the constitution of the Clubs & Societies Council makes provisions for a matter or thing not otherwise provided for in this constitution, those provisions shall take effect as if they were contained in this constitution.
- 1.1.2.** WILDFIRE is also an affiliate of the School of Rural Health and the National Rural Health Network.
- 1.1.3.** In this constitution, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and
- (i) “AGM” means the Annual General Meeting;
 - (ii) “ATSI” means Aboriginal and Torres Strait Islander;
 - (iii) “club” means WILDFIRE;
 - (iv) “C&S Council ” means the Clubs & Societies Council division of MSA;
 - (v) “C&S Executive” means the Executive of the Clubs & Societies Council;
 - (vi) “Council” means the Council of the club, as defined in Part 4;
 - (vii) “EGM” means an Extraordinary General Meeting;
 - (viii) “GM” means a General Meeting of the club members;
 - (ix) “MSA” means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);
 - (x) “MONSU” means Monash Student Union (Peninsula) Inc. (A.B.N. 93 002 915 529);
 - (xi) “OGM” means an Ordinary General Meeting;
 - (xii) “public notice” means an electronic notice displayed on the C&S and WILDFIRE world wide web site;
 - (xiii) “SRH” means School of Rural Health;
 - (xiv) “Student” means a person enrolled in a course of study administered by the Faculty of Medicine, Nursing & Health Science of MonashUniversity;
 - (xv) “Staff member” means a person employed by the University and is a Faculty of Medicine, Nursing & Health Science member;

- (xvi) "RCS" means Regional Clinical School;
- (xvii) "NRHN" means National Rural Health Network; and
- (xviii) "RHSV" means Rural High School Visit;

1.2. Amendments

- 1.2.1.** This constitution may be amended by the affirmative votes of at least two thirds of the voting members at a General Meeting, if
- (i) ten days written notice of the proposed amendment is served on all club members; and
 - (ii) the C&S Executive has first approved the sought amendment(s).

Part 2. The Club

2.1. Name

- 2.1.1.** The name of the club shall be "WILDFIRE"
- 2.1.2.** The trading name of the club shall be "WILDFIRE Monash University Rural Health Club".

2.2. Aims and Objectives

- 2.2.1.** The aims and objectives of the club shall be to
- (i) Foster relations between all students and health professionals interested in rural and Indigenous health and culture;
 - (ii) Facilitate discussion, action and reporting/research on all rural and Indigenous matters amongst the student body and with our affiliates;
 - (iii) Develop and maintain a multi-disciplinary approach;
 - (iv) Support students during their educational life span through their rural and Indigenous experiences;
 - (v) Encourage a long term commitment to living and working in rural areas of Australia;
 - (vi) Promote the club's aims and objectives, collate and manage a member database and communicate with all members; and
 - (vii) Raise funds for events related to the above objectives.

2.3. Not for Profit Status

- 2.3.1.** The assets and income of the club shall be applied solely in furtherance of its abovementioned aims and objectives and no portion shall be distributed directly or indirectly to the members except as bonafide compensation for services rendered or expenses incurred on behalf of the club.

2.4. Affiliation

- 2.4.1.** The club shall be affiliated with the School of Rural Health and the National Rural Health Students' Network and shall endorse the aims and objectives of these associations
- 2.4.2.** This affiliation will remain inferior to the affiliation with the C&S Council.

Part 3. Members

3.1. Duration and Cost of Membership

- 3.1.1.** The annual membership fee for the club, if any, shall be set by the Council.
- 3.1.2.** A person's membership of the club shall run from the payment of the membership fee, or if there is no fee, from approval of the membership, until 20 March of the following year, or until the person ceases to be eligible, whichever occurs earlier.

3.2. Affiliate Membership

- 3.2.1.** Affiliate membership of the club shall be open to all students and university staff members who subscribe to the aims and objectives of the club and sign up with Wildfire via the NRHSN database and pay the membership fee (if any).
- 3.2.2.** Affiliate membership shall run from payment of the annual membership fee, or if there is no annual fee, approval of membership, until the person ceases to be a student.
- 3.2.3.** Affiliate members will automatically enter Associate membership status when they cease to be a student, and will have their details transferred to an Alumni database via the NRHSN.

3.3. Ordinary Membership

- 3.3.1.** Ordinary membership of the club shall be open to all Affiliate members who opt in for voting rights by registering their details on the C&S official database.
- 3.3.2.** Ordinary membership shall run from approval of the membership until 20 March of the following year, or until the person ceases to be eligible, whichever occurs earlier.
- 3.3.3.** Affiliate members must register as ordinary members at least 7 days prior to voting on or running for any club election.

3.4. Associate Membership

- 3.4.1.** Associate membership of the club shall be open to all persons who are ineligible for ordinary or affiliate membership, and who subscribe to the aims and objectives of the club.
- 3.4.2.** Associate members of the club shall have all the rights of ordinary members, except that they shall not be eligible to vote or hold Council positions.

3.5. Honorary Membership

- 3.5.1.** Honorary life membership of the club may be conferred by the affirmative votes of at least two thirds of the voting members at a GM, on a person who has made a substantial contribution to the club.
- 3.5.2.** Honorary life members of the club who are eligible for ordinary membership shall have all the rights of ordinary members.
- 3.5.3.** Honorary life members of the club who are eligible for affiliate membership shall have all the rights of affiliate members.
- 3.5.4.** Honorary life members of the club who are ineligible for ordinary membership shall have all the rights of associate members.

3.6. Revocation and Rejection

- 3.6.1.** A person may only have her/his club membership revoked, or membership application rejected, by the affirmative votes of at least two thirds of the voting members at a GM if at least seven days written notice of the intention to move a motion of revocation/rejection has been served on the person, and s/he has been given a reasonable opportunity to speak to the motion.
- 3.6.2.** A person whose club membership has been revoked, or whose membership application has been rejected, may appeal to the C&S Executive by serving on it, within fourteen days of the revocation/rejection, a written notice of appeal. The C&S Executive's decision on the matter shall be binding on the club.

3.7. Membership Records

- 3.7.1.** On request, the Secretary shall make available to any club member a list of all club members, containing only each member's name and membership type, and, where applicable, the last three digits of the each member's University student or staff number.
- 3.7.2.** The Secretary shall ensure that the C&S Executive has an up-to-date copy of all ordinary membership records at all times.
- 3.7.3.** Except as prescribed in §3.7.1 - §3.7.2, the Secretary shall ensure that all membership records are kept strictly confidential, and that out-of-date membership records are destroyed.

Part 4. The Council

4.1. Office Bearers

4.1.1. The Council shall consist of the twenty-three club office bearers.

4.1.2. The Council office bearers shall be the

- (i) President;
- (ii) Vice President;
- (iii) Treasurer;
- (iv) Secretary;
- (v) Senior NRHSN Representative
- (vi) Junior NRHSN Representative
- (vii) Publications representative;
- (viii) Promotional officer
- (ix) Events co-ordinator
- (x) IT representative;
- (xi) Senior Aboriginal & Torres Strait Islander (ATSI) health representative;
- (xii) Junior Aboriginal & Torres Strait Islander (ATSI) health representative;
- (xiii) Membership representative;
- (xiv) Sponsorship representative;
- (xv) Liaison representative;
- (xvi) Allied health representative
- (xvii) Seven Sub-committee representatives (Bendigo, Gippsland, Mildura, Parkville, Peninsula, East Gippsland, and Clayton).

4.1.3. The duties of the President shall be to

- (i) preside as chair over Council meetings, GMs, and handover procedures;;
- (ii) attend meetings of the C&S Council, vote in the interests of the club, and report outcomes to the Council (unless another delegate is nominated);
- (iii) co-ordinate the activities of the Council;
- (iv) represent the club, and act as its spokesperson, to the C&S Council, MSA, the University and other bodies, as appropriate (unless another delegate is nominated);
- (v) submit reports to Council meetings, as appropriate; and
- (vi) submit an annual report to the AGM.

4.1.4. The duties of the Vice President shall be to

- (i) attend Council meetings and GMs, and handover procedures;

- (ii) preside as chair over Council meetings and GMs, in the absence of the President;
- (iii) assist the President in her/his duties;
- (iv) perform the duties of the President if that office is vacant; and
- (v) perform other duties, as the Council may resolve.

4.1.5. The duties of the Treasurer shall be to

- (i) attend Council meetings and GMs and handover procedures;
- (ii) keep the club's financial books in order, in accordance with the requirements of the C&S Council and SRH;
- (iii) prepare a club budget, at least annually;
- (iv) collect and bank all income in the club's bank account;
- (v) prepare the club's financial books for audit, semi-annually;
- (vi) submit a financial report to the AGM; and
- (vii) liaise with the C&S Council on any financial requirements.

4.1.6. The duties of the Secretary shall be to

- (i) attend Council meetings and GMs and handover procedures;
- (ii) prepare agendas and minutes, and serve notice as prescribed, for GMs and Council meetings;
- (iii) act as Returning Officer for club elections, as appropriate;
- (iv) regularly check the club's mail box and electronic mail account, supplied by the C&S Council & SRH, for incoming correspondence;
- (v) ensure that inwards and outwards correspondence for the club is handled correctly and in a timely manner;
- (vi) ensure that an up to date membership register is maintained; and
- (vii) submit an annual report to the AGM.

4.1.7. The duties of the Senior NRHSN representative shall be to

- (i) attend Council meetings and GMs and handover procedures;
- (ii) represent the club, and act as its spokesperson, to the NRHSN, providing reports where appropriate;
- (iii) ensure that the club has Council representative/s at NRHSN conferences and face-to-face meetings;
- (iv) coordinate all attendance and participation at Conferences of National Significance (CoNS);
- (v) ensure follow-up reporting from all CoNS activities is completed;
- (vi) submit NRHSN reports and communication to Council meetings;
- (vii) liaise with other rural health clubs;
- (viii) submit an annual report to the AGM; and

- (ix) mentor the Junior NRHSN representative.

4.1.8. The duties of the Junior NRHSN representative shall be to

- (i) attend Council meetings and GMs, and handover procedures;
- (ii) assist the Senior NRHSN Rep with his/her responsibilities, and assume the role of Senior NRSHN Rep the following year
- (iii) co-ordinate WILDFIRE attendance at Indigenous Festivals, as per NRHSN requirements; and
- (iv) develop, co-ordinate and conduct all RHSVs.

4.1.9. The duties of the Publications Representative shall be to

- (i) attend Council meetings and GMs and handover procedures;
- (ii) design and produce ALL club multimedia for promotion, including but not limited to posters graphics and videos
- (iii) compose and publish an annual club document (Firefront) for distribution; and
- (iv) co-ordinate the production and distribution of the club's monthly newsletter, containing an update of the club's activities and upcoming events.

4.1.10. The duties of the Promotional Officer shall be to

- (i) attend Council meetings and GMs and handover procedures;
- (ii) co-ordinate advertising campaigns for ALL club events and elections as required;
- (iii) liaise with the Publications representative to ensure promotional materials/graphics are reaching members;
- (iv) update the club's website and social media pages regarding advertising and promotional materials, including news, events and photos; and
- (v) ensure relevant promotional and events information is advertised via electronic learning sites (Moodle, etc.), relevant bulletins or member email, as required.

4.1.11. The duties of the Events Co-ordinator shall be to

- (i) attend council meetings, GMs and participate in handover procedures;
- (ii) organise major Council events, including, where necessary, Annual Dinner, and other events as the council may resolve;
- (iii) coordinate and maintain an up to date "Events calendar" of all Wildfire events in conjunction with the Publications Representative;
- (iv) act as a first point of contact for all council/subcommittee members regarding events co-ordination, including;
 - a) venue booking

- b) ensuring that Sponsorship requirements are met, in conjunction with the Sponsorship Representative
- c) ensuring event clashes are prevented, via liaison with other health clubs (i.e. MUMUS) and the Faculty of Medicine, Nursing and Health sciences

- 4.1.12.** The duties of the IT representative shall be to
- (i) attend Council meetings and GMs and handover procedures;
 - (ii) facilitate website and social media page development, including all non-promotional content and maintenance;
 - (iii) assist with the electronic election process as detailed in §4.2.1; and
 - (iv) provide IT and audio-visual support as required.
- 4.1.13.** The duties of the Senior ATSI representative shall be to
- (i) attend Council meetings and GMs and handover procedures;
 - (ii) co-ordinate the Matthew Campbell Memorial Evening activities, specifically setting the theme and contacting speakers;
 - (iii) assist in facilitating any additional activities, events or advocacy programs concerning Indigenous health; and
 - (iv) represent the club in all Indigenous matters.
- 4.1.14.** The duties of the Junior ATSI representative shall be to
- (i) attend Council meetings and GMs, and hand over procedures.
 - (ii) assist the Senior ATSI Rep with his/her responsibilities, and assume the role of Senior ATSI Rep the following year
 - (iii) co-ordinate the Matthew Campbell Memorial Evening, specifically advertising and liaising with the Clayton sub-committee
 - (iv) assist with the organisation of Indigenous events including Close the Gap programs, Indigenous Mental Health first-aid, cultural awareness and competency training; and
 - (v) investigate Indigenous placement opportunities
- 4.1.15.** The duties of the Membership Representative shall be to
- (i) attend Council meetings and GMs and handover process;
 - (ii) organise the;
 - a) purchase of club merchandise
 - b) distribution of club merchandise to various sub-committees
 - c) storage and organisation of merchandise
 - (iii) promote membership sign-ups to the NRHSN database
 - (iv) be the first point of contact for all students and provide information to members regarding membership benefits including;
 - a) external scholarships
 - b) conference funding

c) placement opportunities

- 4.1.16.** The duties of the Sponsorship Representative shall be to
- (i) attend Council meetings and GMs and handover process;
 - (ii) maintain existing, and seek new sponsors for the club and/or club events;
 - (iii) provide feedback to sponsors regarding the events for which the sponsor/s contributed; and
 - (iv) submit reports to the Treasurer where appropriate.
- 4.1.17.** The duties of the Liaison Representative shall be to
- (i) attend Council meetings and GMs and handover process;
 - (ii) organise and facilitate the elections and hand-over process of the WILDFIRE sub-committees
 - (iii) provide assistance to sub-committees throughout the year, with the assistance of the executive
 - (iv) liaise with all club members in all courses within the Faculty of Medicine, Nursing and Health Sciences regarding club activities; and
 - (v) liaise with other health clubs and committees within Monash University (MUMUS, Ignite etc), as required
- 4.1.18.** The Duties of the Allied Health Representative shall be to
- (i) attend Council meetings and GMs and handover procedures;
 - (ii) represent the needs and concerns of club members from allied health disciplines;
 - (iii) raise the profile of the club, including event advertising and membership promotion amongst allied health students;
 - (iv) act as the club representative and primary liaison with MONSU Peninsula, including meeting attendance either in person or via proxy; and
 - (v) formulate and preside over the Peninsula sub-committee.
- 4.1.19.** The duties of the sub-committee representatives shall be to
- (i) attend Council meetings and GMs;
 - (ii) represent the interests of their sub-committee to the Council;
 - (iii) oversee and co-ordinate the activities and financial management of their sub-committee; and
 - (iv) submit a report at each Council meeting.
- 4.1.20.** A person shall be eligible to be President, Vice President, Secretary or Treasurer if s/he is
- (i) an ordinary member of at least five days standing and
 - (ii) a Clayton student

- 4.1.21.** A person shall be eligible to be a Council office bearer, or be elected a Council office bearer, if s/he is an ordinary member of at least five days' standing

4.2. Election and Terms in Office

- 4.2.1.** The election for Council positions must be conducted during a GM, or via an electronic voting system and announced at a GM, providing that;
- (i) The election is advertised to members at least 10 academic days prior to voting opening
 - (ii) The online system is accessible to all ordinary members
 - (iii) The online system only allows members to vote once
 - (iv) The quorum for online voting shall be at least 15 ordinary members, or 10% of the membership number, whichever is greater
 - (v) Voting is completed on a "preference" scale from most to least preferred.
 - (vi) Votes are compiled automatically by the online system, with two (2) council members verifying results before they are announced at a GM
 - (vii) The new council must be announced both at a GM and websites or social media pages
- 4.2.2.** Term in office and responsibilities:
- (i) Incoming council to be elected in September of previous year.
 - (ii) It is an expectation that the incoming council plan events and activities for the coming year from time of election in September.
 - (iii) It is the responsibility of the incoming council to put forward a sponsorship prospectus for coming year.
 - (iv) It is the responsibility of the outgoing council to finalise ALL reporting and event activity until 31st December of their year in office.
 - (v) Outgoing council members are expected to be available to provide handover and support to the new Council members for a period of one month following the election of the new Council.
- 4.2.3.** The Returning Officer shall be appointed by the Council at least twenty-one days prior the date of the GM at which the election is to be held
- 4.2.4.** The Secretary shall be appointed Returning Officer unless the Council resolves otherwise, or the Secretary self-disqualifies.
- 4.2.5.** The Returning Officer must be a student at the time of appointment.
- 4.2.6.** The Returning Officer shall not
- (i) be a candidate;
 - (ii) endorse a candidate; or
 - (iii) vote,

in an election over which s/he presides.

- 4.2.7.** The Returning Officer shall serve a written notice of an election on all members, at least fourteen days prior to the date of the GM at which the election is to be held.
- 4.2.8.** Members can be eligible to appoint a Proxy who will vote on their behalf.
- 4.2.9.** The annual election for all Council positions shall be held at the AGM
- 4.2.10.** A by-election for a position shall be held at an OGM, EGM or electronically via an online system via the protocol stipulated in 4.2.1, if the person most recently elected to that position
- (i) has ceased to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.2.18, prior to that meeting; or
 - (ii) will cease to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.2.18, within 28 days of the date of that meeting.
- 4.2.11.** In the event that the office of the President, Vice President, Treasurer and/or Secretary is vacated prior to the conclusion of an ordinary term, an EGM shall be called and held within twenty academic days of vacation to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.
- 4.2.12.** In the event that the office of the President, Vice President, Treasurer and/or Secretary remains vacant after an election, an EGM shall be called and held within 20 academic days of that election to enable a by-election for the vacant position(s), unless an OGM or AGM will be held within the same period.
- 4.2.13.** At any OGM and EGM, a by-election must be held for any vacant position(s).
- 4.2.14.** The Council positions shall be filled in the order they are listed in §4.1.2.
- 4.2.15.** A person elected a Council office bearer at an AGM shall ordinarily hold office from the day after the AGM until the day of the following AGM.
- 4.2.16.** The term of the NRHSN Representative shall be for 2 years, with the outgoing Junior Representative becoming the incoming Senior Representative of the following year.
- 4.2.17.** The term of the Aboriginal and Torres Strait Islander Health representative shall be for 2 years, with the outgoing Junior Representative becoming the incoming Senior Representative of the following year.
- 4.2.18.** A Council office bearer shall cease to hold office prior to the completion of her/his ordinary term if
- (i) s/he serves a written notice of resignation, specifying the date of cessation, on the Council;
 - (ii) s/he ceases to be an ordinary member;

- (iii) s/he is absent, without apology, from any three consecutive Council meetings; or
- (iv) s/he is removed from office in accordance with §4.2.19.

4.2.19. A club office bearer may be removed from office by the affirmative votes of at least two thirds of the voting members at a GM, if two days written notice of the intention to move a motion to remove the member has been served on the Secretary and/or the Council, and the office bearer has been given a reasonable opportunity to speak to the motion.

4.3. Sub-Committees

4.3.1. The Council may delegate any of its powers to sub-Committees as it deems fit for any such time as it deems necessary.

4.3.2. Such sub-Committees shall be responsible to the Council of the club.

4.3.3. Ordinary members are eligible to hold positions on sub-committees.

4.3.4. All sections of this constitution are binding on all sub-Committees of the club.

4.4. Co-option

4.4.1. In the event that a Council office bearer ceases to hold office prior to the conclusion of her/his ordinary term, or a position remains vacant after an election, the Council may co-opt a person to hold the vacant position, if that person would be eligible to be elected on the day of co-option.

4.4.2. A person co-opted as a Council office bearer shall ordinarily hold office for a term commencing on the day of co-option and concluding on the day of the next GM.

4.5. Meetings

4.5.1. There shall be at least eight Council meetings per year.

4.5.2. The Secretary shall serve at least five days written notice and/or at least two days verbal notice of a Council meeting on all Council members.

4.5.3. Subject to, and in accordance with, §4.5.2, the Secretary

- (i) may convene a Council meeting whenever s/he deems it appropriate;
- (ii) must convene a Council meeting whenever s/he receives a written request from the President to do so; and
- (iii) must convene a Council meeting whenever s/he receives a written request from two committee members to do so.

4.5.4. At a Council meeting

- (i) the President;

- (ii) in the absence of the President, the Vice President; and
- (iii) in the absence of both the President and the Vice President, a person elected by and from the Council members present, shall preside as chair.

- 4.5.5.** At a Council meeting, each Council member shall have a deliberative vote, except the chair, who shall have a casting vote.
- 4.5.6.** A quorum for a Council meeting shall be more than half of Council members, at least one of which must be the President, Vice President, Treasurer or Secretary.
- 4.5.7.** If, within twenty minutes after the scheduled start of a Council meeting, a quorum is not achieved, the meeting shall
- (i) proceed as a Council of the whole, which must report its resolutions to the next quorate Council meeting for ratification before they take effect; or
 - (ii) if the chair so rules, stand adjourned to a place, time and day (at most fourteen days later) specified by the chair at the time of adjournment.
- 4.5.8.** Ordinary members may appoint a proxy who will vote on their behalf. A proxy form must be emailed twenty-four hours before the meeting to the chair to be included.

Part 5. General Meetings

5.1. Notice and Agendas

- 5.1.1.** The Secretary shall serve at least ten academic days' public notice and written notice of a GM on all club members.
- 5.1.2.** A club member may request to have an item added to the agenda for a GM by serving a written notice on the Secretary at least two days prior to the day of the meeting.

5.2. Annual General Meetings

- 5.2.1.** An AGM shall be held in September of each year.
- 5.2.2.** The business of an AGM shall include
- (i) reception of the annual reports of the Council office bearers; and
 - (ii) election of the Council.

5.3. Ordinary General Meetings

- 5.3.1.** There shall be at least two OGMs each year, at least one of which must be held during the first semester and one of these should be the AGM.

5.4. Extraordinary General Meetings

5.4.1. An EGM shall be called

- (i) within five academic days, of a signed petition of at least ten per cent of ordinary members requesting one, being served on the Council, and must be held within twenty academic days;
- (ii) if the Council resolves to call one;
- (iii) if the club resolves to call one; or
- (iv) if one must be called to hold a by-election.

5.4.2. Where an EGM is not called as prescribed in §5.4.1, the C&S Executive may call one.

5.5. Conduct of General Meetings

5.5.1. A GM shall only be held on an academic day.

5.5.2. At a General Meeting

- (i) the President;
- (ii) in the absence of the President, the Vice President; and
- (iii) in the absence of both the President and the Vice President, a Council member nominated by the President by signed notice to the Secretary shall preside as chair.

5.5.3. At a GM, each ordinary member of at least five days standing shall have a deliberative vote, except the chair, who shall have a casting vote.

5.5.4. A quorum for a GM shall be fifteen ordinary members, or ten per cent of ordinary members, whichever is greater.

5.5.5. If, within twenty minutes after the scheduled start of a GM, a quorum is not achieved, the meeting shall

- (i) proceed as a Council of the whole, which must report its resolutions to the next quorate GM for ratification before they take effect; or
- (ii) if the chair so rules, stand adjourned to a place, time and day (at least seven and at most fourteen days later) specified by the chair at the time of adjournment.

Part 6. Assets

6.1. Clubs & Societies Council

6.1.1. All club assets are the property of the C&S Council.

6.1.2. Tangible assets may not be disposed of through resale, donation, transfer or by any other means, without prior approval of the C&S Executive.

- 6.1.3.** Unless otherwise approved by the C&S Executive, all physical assets must be stored on the Clayton campus of the University.