

WILDFIRE Constitution

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 Student 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) "Club Portal" means the C&S Membership & Events Database;
- (vii) "Council" means the Council of the club, as defined in ~~4~~;
- (viii) "Council office bearer", or "office bearer" means any person who is a member of the Council;
- (ix) "Council Officer" means any Council office bearer who is appointed on a merit basis, as per §4.4.4;
- (x) "Council Representative" means any Council office bearer who is elected democratically, as per §4.4.3.
- (xi) "EGM" means an Extraordinary General Meeting;
- (xii) "Executive" means the Executive of the club, as defined in Part 4;
- (xiii) "GM" means a General Meeting of the club members;
- (xiv) "MSA" means Monash Student Association (Clayton), Inc. (A.B.N. 20 147 061 074);
- (xv) "MONSU" means Monash Student Union (Peninsula) Inc. (A.B.N. 93 002 915 529);
- (xvi) "OGM" means an Ordinary General Meeting;

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- (xvii) "public notice" means an electronic notice displayed on the C&S and WILDFIRE world wide web site;
- (xviii) "SRH" means School of Rural Health;
- (xix) "Student" means a person enrolled in a course of study administered by the Faculty of Medicine, Nursing & Health Science of Monash University;
- (xx) "Staff member" means a person employed by the University and is a Faculty of Medicine, Nursing & Health Science member;
- (xxi) "RCS" means Regional Clinical School;
- (xxii) "NRHA" means National Rural Health Alliance;
- (xxiii) "NRHSN" means National Rural Health Student Network;
- (xxiv) "RHSV" means Rural High School Visit; and
- (xxv) "RHWA" means Rural Health Workforce Australia.

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 (10) 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).

1.3 Schedules

- 1.3.1** Subject to §1.3.3, schedules to this constitution shall have the same force as this constitution.
- 1.3.2** In schedules to this constitution, unless the contrary intention appears, words and expressions shall have the same meaning as they have in this constitution.
- 1.3.3** Where a schedule to this constitution is inconsistent with the Constitution, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect
- 1.3.4** Subject to §1.3.1, a breach of any schedule to this constitution shall be deemed to be a breach of the Constitution.
- 1.3.5** Changes to these schedules shall require a two-thirds (2/3) majority at a Council meeting, or a simple majority at a General meeting to be passed.
- 1.3.6** The schedules to this constitution are
- (i) WILDFIRE Regulations & By-Laws.

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 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.

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 Portal.
- 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 five (5) 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 (7) 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 (14) 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 ordinary 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 ordinary membership records are destroyed.

4 The Council

4.1 Office Bearers

- 4.1.1 The Council office bearers shall consist of:
 - 4.1.1.1 The Executive committee, which shall be the:
 - (i) President;
 - (ii) Vice President;
 - (iii) Treasurer; and
 - (iv) Secretary.
 - 4.1.1.2 At least 6 office bearers, as defined in the Regulations & By-Laws of the Club, which shall consist of any number of:
 - (i) Council Representatives; and

- (ii) Council Officers.

4.2 Duties

4.2.1 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;
- (vi) submit an annual report to the AGM;
- (vii) represent the club, and act as its spokesperson, to the NRHSN, providing reports where appropriate; and
- (viii) ensure that the club has Council representative/s at NRHSN conferences and face-to-face meetings.

4.2.2 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) act as the primary liaison with other Rural Health Clubs;
- (iv) assist the President in her/his duties;
- (v) perform the duties of the President if that office is vacant; and
- (vi) perform other duties, as the Council may resolve.

4.2.3 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) appraise budgets and support treasurers of the subcommittees;
- (v) collect and bank all income in the club's bank account;
- (vi) oversee reimbursements through the SRH;
- (vii) prepare the club's financial books for audit, semi-annually;
- (viii) submit a financial report to the NRHSN and SRH as required;
- (ix) submit a financial report to the AGM; and
- (x) liaise with the C&S Council, SRH and NRHSN on any financial requirements.

4.2.4 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) submit communications from the NRHSN to council meetings;
- (v) regularly check the club's mail box and electronic mail account, supplied by the C&S Council & SRH, for incoming correspondence;
- (vi) ensure that inwards and outwards correspondence for the club is handled correctly and in a timely manner;
- (vii) 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.
- (viii) ensure that an up to date Ordinary membership register is maintained according to C&S Affiliation Regulations; and
- (ix) submit an annual report to the AGM.

4.2.5 The duties of Council Representatives and Council Officers are outlined in the Regulations & By-Laws of the Club.

4.3 Subcommittees

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 and the Regulations & By-Laws of the Club are binding on all sub-committees of the club.

4.4 Election and Terms in Office

4.4.1 A person shall be eligible for any Executive position if s/he

- (i) is an ordinary member of at least five (5) days standing; and
- (i) meets all additional eligibility requirements for the nominated position specified in the Regulations & By-Laws of the Club.

4.4.2 A person shall be eligible to be a Council office bearer, or be elected a Council office bearer, if s/he

- (ii) is an ordinary member of at least five (5) days standing; and
- (iii) meets all additional eligibility requirements for the nominated position specified in the Regulations & By-Laws of the Club.

- 4.4.3** The election of the Executive and Council Representatives 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 ten (10) academic days prior to voting opening.
 - (ii) Votes will only be counted by those that are ordinary members.
 - (iii) Votes will only be counted once per ordinary member.
 - (iv) A quorum for online voting shall be at least fifteen (15) ordinary members, or ten (10) percent of ordinary members (up to a maximum of fifty (50)), whichever is greater.
 - (v) Once voting is completed, votes must be counted by the instant run-off voting method, with two (2) incumbent Council members verifying the result before they are ratified at a GM.
 - (vi) The new Executive and Council Representatives must be announced both at a GM and websites or social media pages.
- 4.4.4** The appointment of the Council Officers will be on a merit basis, and will be selected by the incoming Executive and ratified at a GM, providing that:
- (i) The election is advertised to members at least ten (10) academic days prior to voting opening.
 - (ii) The applicant applies in accordance with the process defined in the Regulations & By-Laws of the Club for the nominated position.
 - (ii) The new Council Officers must be announced both at a GM and websites or social media pages.
- 4.4.5** The election of any Subcommittee 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 ten (10) academic days prior to voting opening.
 - (ii) Votes will only be counted by those that are ordinary members.
 - (iii) Votes will only be counted once per ordinary member.
 - (iv) Votes will only be counted by those that are currently studying in the geographical area that the subcommittee represents (if applicable).
 - (v) A quorum for online voting shall be at least five (5) ordinary members.
 - (vi) Once voting is completed, votes must be counted by the instant run-off voting method, with two (2) incumbent Council members verifying the result before they are ratified at a GM.
 - (vii) The new Subcommittees must be announced on social media pages.
- 4.4.6** Term in office and responsibilities:
- (i) The incoming Executive office bearers will be elected in September of the previous year.

- (ii) Any other incoming Council office bearers will be elected in September of the previous year unless otherwise stipulated in the Regulations & By-Laws of the Club.
- (iii) It is an expectation that the incoming Council plan events and activities for the coming year from time of election in September.
- (iv) It is the responsibility of the incoming Council to put forward a sponsorship prospectus for coming year.
- (v) It is the responsibility of the outgoing Council to finalise all reporting and event activity until 31st December of their year in office.
- (vi) 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.

4.4.7 The Returning Officer:

- (i) shall be appointed by the Council at least twenty-one (21) days prior to the date of the GM at which the election is to be held;
- (ii) shall not be eligible if s/he is a candidate, endorses a candidate, or votes in an election over which s/he presides;
- (iii) shall be the Secretary unless the Council resolves otherwise, or the Secretary is not eligible;
- (iv) must be a student at the time of appointment;
- (v) shall serve a written notice of an election to all members, at least fourteen (14) days prior to the date of the GM at which the election is to be held;
- (vi) shall conduct the election in accordance with §4.4.

4.4.8 Members can be eligible to appoint a Proxy who will vote on their behalf.

4.4.9 A by-election for a position shall be held at an OGM, EGM or electronically via an online system in accordance with the protocol specified in §4.4.3 - §4.4.5, 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 §4.4.14, prior to that meeting; or
- (ii) will cease to hold office prior to the ordinary conclusion of her/his term, in accordance with §4.4.14, within twenty-eight (28) days of the date of that meeting.

4.4.10 In the event that the office of the Executive office bearers is vacated prior to the conclusion of an ordinary term, an EGM shall be called and held within twenty (20) 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.

4.4.11 In the event that the office of the Executive office bearers is vacant after an election, an EGM shall be called and held within twenty (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.

4.4.12 At any OGM and EGM, a by-election must be held for any vacant position(s).

4.4.13 The Council positions shall be filled in the order they are listed in the Regulations & By-Laws of the Club.

4.4.14 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, unless otherwise specified in the Regulations & By-Laws of the Club.

4.4.15 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 §4.4.15.

4.4.16 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 seven (7) 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.

4.5 Co-option

4.5.1 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.

4.5.2 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.

4.6 Meetings

4.6.1 There shall be at least eight (8) Council meetings per year.

4.6.2 The Secretary shall serve at least five (5) days written notice and/or at least two (2) days verbal notice of a Council meeting on all Council members.

4.6.3 Subject to, and in accordance with, ~~§4.6.2~~, 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

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- (iii) must convene a Council meeting whenever s/he receives a written request from two committee members to do so.

4.6.4 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.

4.6.5 At a Council meeting, each Council member shall have one (1) deliberative vote, except the chair, who shall have a casting vote.

4.6.6 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.

4.6.7 If, within twenty (20) 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 (14) days later) specified by the chair at the time of adjournment.

4.6.8 Ordinary members may appoint a proxy who will vote on their behalf. A proxy form must be emailed twenty-four (24) hours before the meeting to the chair to be included.

5 General Meetings

5.1 Notice and Agendas

5.1.1 The Secretary shall serve at least ten (10) 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 (2) 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 one OGM each year, which includes the AGM.

5.4 Extraordinary General Meetings

5.4.1 An EGM shall be called

- (i) within five (5) academic days, of a signed petition of at least ten (10) percent of ordinary members requesting one, being served on the Council, and must be held within twenty (20) 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 (5) 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 at least fifteen (15) ordinary members (physical or by proxy), or ten (10) percent of ordinary members (up to a maximum of fifty (50)), whichever is greater.

5.5.5 If, within twenty (20) 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 (7) and at most fourteen (14) days later) specified by the chair at the time of adjournment.

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.