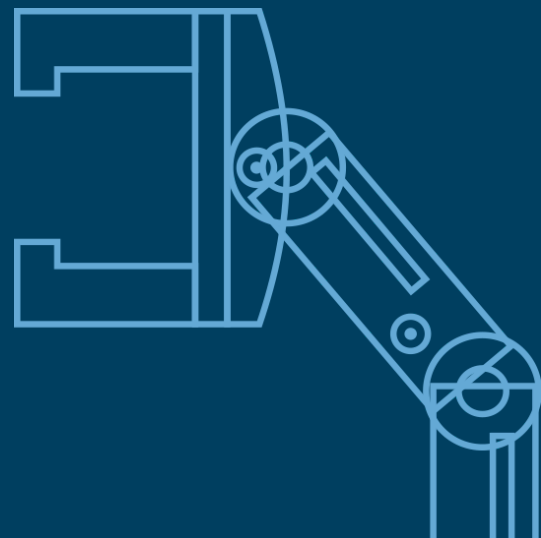
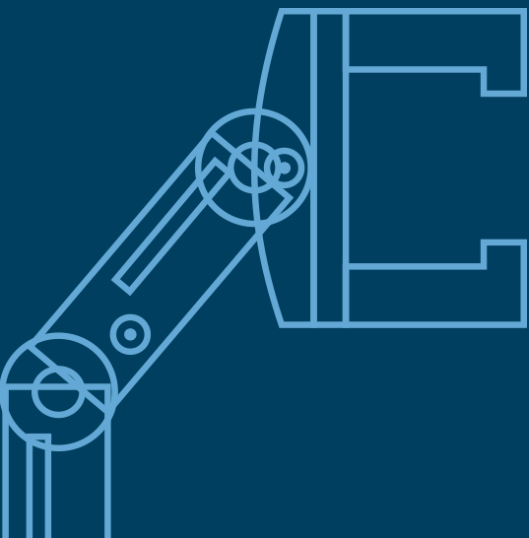




Sydney University Mechatronics Organisation Constitution



Contents

1	Name	3
2	Aims	3
3	Membership	3
4	The Executive	3
5	Duties of the Executive Members	4
6	Ordinary Meetings	5
7	General Meetings	6
8	Annual General Meeting	7
9	Elections	8
10	Alteration to the Constitution	9
11	Property and Finances	9
12	Dissolution	9
13	Inactivity	10
14	Recognition	10

1 Name

The name of the Society shall be ‘Sydney University Mechatronics Organisation’ or as the acronym ‘SUMO’.

(Hereinafter referred to as ‘the Society’.)

2 Aims

2.1 The aims of the Society shall be to:

- 2.1.1 Promote the uniqueness and value of the discipline of Mechatronics Engineering;
- 2.1.2 Provide avenues for all engineering students to improve their skills in the field of Mechatronics and general engineering;
- 2.1.3 Increase the retention rates of undergraduates studying Mechatronics Engineering;
- 2.1.4 Improve the employment possibilities for graduating Mechatronics Engineers.

2.2 The Society will undertake the following activities to achieve its aims:

- 2.2.1 Organise competitions that emphasise unique skills for Mechatronics Engineering;
- 2.2.2 Organise social events for students interested in Mechatronics Engineering;
- 2.2.3 Build ties with industry and the wider Mechatronics community in Australia.

3 Membership

3.1 The classes of annual Membership shall be:

3.1.1 Ordinary Membership

All Members of The University of Sydney Union and current Access Card holders 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.

3.1.2 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.

3.2 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.

3.3 The subscription fees for the membership shall be:

- 3.3.1 Ordinary Membership \$0;
- 3.3.2 Associate Membership \$0.

4 The Executive

4.1 The Society shall have an Executive consisting of:

- 4.1.1 A President;
- 4.1.2 A Vice President;
- 4.1.3 A Treasurer;

- 4.1.4 A Secretary;
- 4.1.5 Up to two (2) Social Event Coordinators;
- 4.1.6 Up to one (1) Mechatronics Event Coordinator;
- 4.1.7 Up to one (1) Sponsorship Officer;
- 4.1.8 Up to one (1) Marketing Officer;
- 4.1.9 Up to two (2) First Year Representatives.

4.2 The Executive shall have power to manage the Society in accordance with this Constitution.

4.3 Attendance of *Executive Members* at Ordinary and General Meetings is obligatory. Any *Executive Member* who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those *Ordinary Members* at an Ordinary Meeting.

4.4 The committee will consist of up to eight (8) committee members who will be selected after an application and interview process by the Social Event Coordinators and the Marketing Officer.

5 Duties of the Executive Members

5.1 The President shall:

- 5.1.1 Plan the Society's activities in consultation with the Executive.
- 5.1.2 Liaise with the Executive and any Committees formed by the Society.
- 5.1.3 Ensure an adequate handover, including any documents and materials, to the following Executive.
- 5.1.4 Be a signatory of the Society's accounts.
- 5.1.5 Present to the Annual General Meeting of the Society a report on the yearly conduct of the Society.

5.2 The Vice President shall:

- 5.2.1 Deputise for the President.
- 5.2.2 Be a signatory of the Society's accounts.

5.3 The Treasurer shall:

- 5.3.1 Maintain the Society's finances in accordance with the *C&S Handbook for Treasurers* produced by the Clubs & Societies Office of The University of Sydney Union.
- 5.3.2 Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
- 5.3.3 Ensure an adequate handover, including any documents and materials, to the following Executive.
- 5.3.4 Be a signatory of the Society's accounts.
- 5.3.5 Ensure all monies collected in any day on behalf of the Society are banked correctly.
- 5.3.6 Ensure a budget is made for each event prior to its commencement, and then enforce this budget.

5.4 The Secretary shall:

- 5.4.1 Conduct the correspondence of the Society.
- 5.4.2 Book meeting rooms for the Society.

- 5.4.3 Keep minutes of the proceedings of all Society meetings.
- 5.4.4 Maintain the records and documents of the Society.
- 5.4.5 Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.
- 5.4.6 Maintain the Society's registration with The University of Sydney Union.
- 5.4.7 Be a signatory of the Society's accounts.

5.5 The Junior Vice President shall:

- 5.5.1 Deputise for the Vice President.
- 5.5.2 Be responsible for maintaining the Society common room and managing the storage of the Society's belongings.

5.6 The Social Event Coordinator (1st and 2nd) shall:

- 5.6.1 Be responsible for organising all social events, defined as any event that does not directly benefit a participant in developing a skill required in the professional Mechatronics field.
- 5.6.2 Book the social event venue, organise the transport and ticketing, and ensure the event complies with all relevant safety procedures.

5.7 The Mechatronics Event Coordinator shall:

- 5.7.1 Be responsible for organising all Mechatronics events throughout the year, defined as any event that does directly benefit a participant in developing a skill required in the professional Mechatronics field.
- 5.7.2 Book the Mechatronics event venue, organise the transport and ticketing, and ensure the event complies with all relevant safety procedures.
- 5.7.3 Assist the Junior Vice President in maintaining the common room.

5.8 The Sponsorship Officer shall:

- 5.8.1 Act as the primary liaison with industry and external entities.
- 5.8.2 Create, manage and distribute the Society's sponsorship prospectus.

5.9 The Marketing Officer shall:

- 5.9.1 Create advertising and promotional material for events, both on and off campus.
- 5.9.2 Inform members of current and upcoming Society organised events.
- 5.9.3 Organise club merchandise.

5.10 The Committee Members shall:

- 5.10.1 Assist the Executive in planning, organising and executing varying tasks, as required by the specific event or activity.

6 Ordinary Meetings

6.1 The Society should hold an Ordinary Meeting at least once every thirteen (13) weeks..

6.2 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.

- 6.3 At least three (3) clear days notice of the time and place of an Ordinary Meeting shall be given 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.)
- 6.4 The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.
- 6.5 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*.
- 6.6 The agenda for an Ordinary Meeting shall include:
1. Apologies and leaves of absence
 2. Minutes of the previous meeting
 3. Correspondence
 4. Reports of *Executive Members*
 5. General Business
- 6.7 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:
- 6.7.1 Giving direction to the Executive;
 - 6.7.2 Determining the use of the finances and other assets of the Society;
 - 6.7.3 Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee;
 - 6.7.4 Dismissing *Executive Members* under 4.3 of the Constitution.

7 General Meetings

- 7.1 The Society shall hold General Meetings as required.
- 7.2 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.
- 7.3 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 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.)
- 7.4 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, if convened upon the requisition of members, shall be dissolved. In any other case, the meeting shall stand adjourned until the same day in the next week, at the same time and place. If, at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. The Secretary shall give fresh notice of such an adjourned meeting.
- 7.5 The procedure at all meetings shall follow the normal rules of debate.

7.6 The agenda for a General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Reports of *Executive Members*.
8. Other reports
9. General business
10. Date of the next meeting

7.7 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:

- 7.7.1 Filling vacancies on the Executive;
- 7.7.2 Repealing motions and the effect of motions carried at an Ordinary Meeting;
- 7.7.3 Amending the Constitution;
- 7.7.4 Dismissing *Executive Members* for failure to adequately perform their executive duties, provided that the *Executive Member* is given reasonable right of reply;
- 7.7.5 Dissolving the Society.

8 Annual General Meeting

8.1 The Society shall hold an Annual General Meeting annually in the month of August.

8.2 The Annual General Meeting shall be convened for the following purposes:

1. To receive a report and statement of accounts for the preceding financial period;
2. To elect an Executive for the ensuing term;
3. To transact any other business, notice of which shall be duly submitted to the Secretary.

8.3 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 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.)

8.4 The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of The University of Sydney and/or via video conference. The Annual General Meeting shall be chaired by the President or an *Executive Member* not standing for election to any position.

8.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*.

8.6 The agenda for the Annual General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence

3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Annual Reports
 - 7.1 President;
 - 7.2 Treasurer;
 - 7.3 Secretary;
 - 7.4 Other *Executive Members* as required.
8. Election of the Executive
9. General business

8.7 Society meetings may not be held during the University closure period surrounding the Christmas and New Year Public Holidays, and notice must be called outside of this period.

9 Elections

9.1 All executives shall be elected at the Annual General Meeting with the exceptions of:

1. The First Year Representatives who will be elected at a General Meeting held in Semester 1

9.2 Only *Ordinary Members* shall be eligible to be candidates for election or to vote in the election.

9.3 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.

9.4 The Secretary shall give at least fourteen (14) clear days notice of the time and place of the annual elections 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:

1. The day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
2. the day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
3. The time, date and venue of the election;
4. That only *Ordinary Members* shall be eligible to be candidates for election or to vote.

9.5 In order to stand for election, nominees must accept nomination.

9.6 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.

9.7 The Clubs & Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

9.8 Voting shall be by secret ballot, and shall be First Past the Post.

9.9 The General Body of the Society may, in a General Meeting, elect any *Ordinary Member* of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an *Executive Member* is dismissed from the Executive or resigns before the term of office has expired.)

10 Alteration to the Constitution

- 10.1 This Constitution may be amended by a two-thirds majority of those *Ordinary Members* in attendance at any General Meeting, provided that:
1. Written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting;
 2. The said changes do not contravene The University of Sydney or The University of Sydney Union guidelines;
 3. The Secretary has given at least fourteen (14) clear days notice of those proposed changes to all Members 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. A copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs & Societies Manager of The University of Sydney Union within fourteen (14) clear days of the meeting;
 5. The amendments are approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.
- 10.2 Constitutional amendments do not become effective until approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.

11 Property and Finances

- 11.1 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.
- 11.2 The Society shall maintain a bank account.
- 11.3 All payments of the Society shall be by cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.
- 11.4 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 July each year.
- 11.5 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.
- 11.6 The financial year of the Society shall run from the 1st of July until 30th June the year following.

12 Dissolution

- 12.1 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 & Societies Office, be transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.
- 12.2 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.)

13 Inactivity

- 13.1 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 Clubs & Societies Auditor and the Clubs & Societies Manager shall become signatories of the Society account and the Clubs & 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 Society funds will be transferred to the USU general account.

14 Recognition

- 14.1 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.

This constitution was adopted on the 6th day of August, 2023.

President's Signature _____

Secretary's Signature _____