



THE UNIVERSITY OF
SYDNEY

The Constitution of The University of Sydney Maker Society

March 12, 2015

Contents

1	NAME	1
1.1	Defined	1
2	AIMS	1
2.1	Defined	1
2.2	Activities	1
3	MEMBERSHIP	1
3.1	Classes	1
3.2	Determination	2
3.3	Subscription Fees	2
3.4	Suspension & Expulsion	2
3.5	Appeal Against Suspension & Expulsion	2
3.6	Granting Appeals Against Suspension & Expulsion	3
3.7	Notice of Appeals Against Suspension & Expulsion	3
4	THE EXECUTIVE	3
4.1	Composition	3
4.2	Role	3
4.3	Attendance	3
5	DUTIES OF EXECUTIVE MEMBERS	3
5.1	Duties of the President	3
5.2	Duties of the Vice President	4
5.3	Duties of the Treasurer	4
5.4	Duties of the Secretary	4
5.5	Duties of the Media & Communication Officer	4
5.6	Duties of the Safety Officer & Project Manager	4
5.7	Duties of the Inventory & Purchasing Officer	5
5.8	Duties of the Teaching & Workshop Co-ordinator	5
5.9	General Duties of the Executive	5
6	ORDINARY MEETINGS	6
6.1	Schedule	6
6.2	Calling	6
6.3	Notice	6
6.4	Chair	6
6.5	Quorum	6
6.6	Agenda	6
6.7	Powers	6

7	GENERAL MEETINGS	7
7.1	Schedule	7
7.2	Calling	7
7.3	Notice	7
7.4	Quorum	7
7.5	Procedure	7
7.6	Agenda	7
7.7	Powers	8
8	ANNUAL GENERAL MEETING	8
8.1	Schedule	8
8.2	Convening	8
8.3	Notice	8
8.4	Chair	9
8.5	Quorum	9
8.6	Agenda	9
9	ELECTIONS	9
9.1	Schedule	9
9.2	Eligibility	9
9.3	Executive Term	9
9.4	Notice	10
9.5	Accepting a Nomination	10
9.6	Returning Officer	10
9.7	Voting Procedure	10
9.8	Filling Casual Vacancies	10
10	ALTERATIONS TO THE CONSTITUTION	10
10.1	Method	10
11	ASSETS & FINANCES	11
11.1	Requirements	11
11.2	Bank Account	11
11.3	Society Payments	11
11.4	Bookkeeping Requirements	11
11.5	Financial Year	11
12	DISSOLUTION	11
12.1	Method	11
12.2	Notice	12
13	INACTIVITY	12

14 RECOGNITION	12
15 ADOPTION	13
15.1	13

1 NAME

1.1 Defined

The name of the society shall be **The University of Sydney Maker Society**, hereinafter referred to as **The Society**.

2 AIMS

2.1 Defined

The aims of **The Society** shall be to:

1. Provide a social community to share and teach others to enhance their skills and knowledge in design and technology within and beyond the engineering department.
2. Create a space for members to innovate, design and create DIY projects, including but not limited to electronic and embedded devices.
3. Offer students a means of officiating and recognising side-projects as an extra-curricular activity by a governing body.

2.2 Activities

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

1. Provide access to developer tools and resources to its group members.
2. Provide workshops for members of entry-level experience.
3. Organise frequent meet-ups to share the development and progress of various projects.
4. Run internal competitions for members.
5. Evaluation and monitoring of design challenges and competitions.
6. Entry into outside competitions based on the collective skill set of **The Society**.
7. Provide events which allow members to meet each other and socialise.
8. Seek funding from sponsoring bodies and fund-raising for the cost of upkeep and growth.
9. Manage communication with other activity facilitators in the wider community, and share/advertise events and blog posts.
10. Perform public demonstrations at major events such as; The University of Sydney Open Day, The University of Sydney Info Day, The University of Sydney O-week, and the Sydney Maker Faire.

3 MEMBERSHIP

3.1 Classes

The classes of annual Membership shall be:

1. **Ordinary Member:** All Students & Staff of The University of Sydney shall be eligible for Ordinary Membership of **The Society**. Any Ordinary Member shall hold one (1) vote at all meetings and elections of **The Society** at which they are present.
2. **Associate Member:** All persons 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. **Honorary Member:** Any person may be nominated for Honorary Membership by an Ordinary Member. Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. Honorary Membership may be terminated by a two-thirds majority vote at a General Meeting. Honorary Members are only eligible to hold Executive positions, vote in elections or vote at meetings of **The Society** if they qualify for Ordinary Membership of **The Society**.

3.2 Determination

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 Subscription Fees

The subscription fees for membership shall be:

1. Ordinary Membership: \$0.00
2. Associate Membership: \$0.00

3.4 Suspension & Expulsion

A member may be suspended or expelled from **The Society** under the following conditions;

1. Any member of **The Society** who fails to observe WHS standards as instrumented by the Safety Officer & Project Manager may be suspended or expelled under direction of the Executive.
2. Any member who does not pay the subscription fee within thirty (30) days of the due date may be suspended or expelled under direction of the Executive.
3. The club must communicate to the member, notice of the suspension and particulars of the conduct that resulted in the suspension. This notice must also detail the members right to appeal and the appeals process.

3.5 Appeal Against Suspension & Expulsion

A member who is suspended or expelled under Section 3.4 and wishes to appeal against that suspension or expulsion shall give notice to the Secretary of his or her intention to do so within seven (7) days of notice of the suspension or expulsion.

3.6 Granting Appeals Against Suspension & Expulsion

An appeal may be granted by a two-thirds majority vote at a General Meeting.

3.7 Notice of Appeals Against Suspension & Expulsion

The minimum notice period of a appeal shall be the greater of seven (7) clear days or the notice period of the meeting at which the appeal is to be held. Notice of the time and place of an appeal shall be given by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

4 THE EXECUTIVE

4.1 Composition

The Society shall have an Executive consisting of:

1. President.
2. Vice President.
3. Secretary.
4. Treasurer.
5. Media & Communications Officer.
6. Safety Officer & Project Manager.
7. Inventory & Purchasing Officer.
8. Teaching & Workshop Co-ordinator.

4.2 Role

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

4.3 Attendance

Attendance of Executive Members at Ordinary and General Meetings is obligatory. Any Executive Member who does not attend three (3) consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership in attendance at an Ordinary Meeting.

5 DUTIES OF EXECUTIVE MEMBERS

5.1 Duties of the President

The President shall:

1. Plan the overall direction and vision of **The Society** in line with the aims listed in Section 2 and in consultation with the Executive.
2. Plan **The Society's** activities in consultation with the Executive.
3. Liaise with the Executive and any Committees formed by **The Society**.

5.2 Duties of the Vice President

The Vice President shall:

1. Deputise for the President.

5.3 Duties of the Treasurer

The Treasurer shall:

1. Maintain **The Society's** finances in accordance with the *Clubs & Societies Handbook for Treasurers* produced by the Clubs & Societies Office of The University of Sydney Union.
2. Present to the Annual General Meeting of **The Society** a report detailing the financial activity and status of **The Society**.

5.4 Duties of the Secretary

The Secretary shall:

1. Conduct the correspondence of **The Society**.
2. Book meeting rooms for **The Society**.
3. Keep minutes of the proceedings of all meetings conducted by **The Society**.
4. Maintain the records and documents of **The Society**.
5. Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.

5.5 Duties of the Media & Communication Officer

The Media & Communication Officer shall:

1. Maintain the online social media profile of **The Society**, including, but not limited to; Facebook, Twitter, Youtube as well as any and all blogs or websites operated by **The Society**.
2. Handle any and all media inquiries.
3. Co-ordinate booths, demonstrations and static displays at public demonstrations.

5.6 Duties of the Safety Officer & Project Manager

The Safety Officer & Project Manager shall:

1. Ensure all members are instructed in WHS best practises, and that any workspaces/equipment provided by **The Society** are used in accordance with these standards.
2. Ensure that any and all University, Faculty and School WHS standards and requirements are met, and that all members comply with these standards.
3. Inform the Inventory & Purchasing Officer of any equipment in need of repair.

5.7 Duties of the Inventory & Purchasing Officer

The Inventory & Purchasing Officer shall:

1. Organize purchase of equipment/parts/consumables for **The Society**, as directed by the Executive.
2. Provide up-to-date records and invoices to the Executive, as directed by the Treasurer.
3. Organize cleaning and maintenance of any and all workspaces/equipment provided by **The Society**.
4. Maintain inventory & records detailing stock levels of parts/consumables, and the operating status of any equipment provided by **The Society**.
5. Inform the Executive of any change in equipment status that may affect the safety of members, including the status of any and all ongoing repairs, and provide a summary of the above at the next meeting of **The Society**.
6. Present to the Annual General Meeting of **The Society** a report detailing the stock held by **The Society**.

5.8 Duties of the Teaching & Workshop Co-ordinator

The Teaching & Workshop Co-ordinator:

1. Organise introductory workshops & WHS inductions aimed at new members of **The Society**.
2. Inform the Inventory & Purchasing Officer of any equipment in need of repair.

5.9 General Duties of the Executive

All members of the Executive shall, where necessary:

1. Plan and execute calendar year events.
2. Arrange funding and sponsorship from external bodies.
3. Arrange fund-raising drives.
4. Ensure an adequate handover, including any documents and materials, to the following Executive.
5. Present reports on the activities of **The Society** that are within the purview of their executive office to Ordinary and General Meetings.

6 ORDINARY MEETINGS

6.1 Schedule

The Society shall hold an Ordinary Meeting at least once every three (3) weeks during semester, (teaching period, Weeks 1-13).

6.2 Calling

Ordinary Meetings shall be called by the President, Vice-President or the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the Ordinary Members of **The Society**.

6.3 Notice

At least three (3) clear days notice of the time and place of an Ordinary Meeting shall be given by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

6.4 Chair

The President shall chair Ordinary Meetings. In the absence of the President, another Executive Member shall chair the Meeting.

6.5 Quorum

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 Agenda

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 Powers

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:

1. Giving direction to the Executive.
2. Determining the use of the finances and other assets of **The Society**.
3. Instituting Committees for any purpose of **The Society** and co-opting Society members onto any Committee.
4. Dismissing Executive Members under Section 4.3 of the Constitution.

7 GENERAL MEETINGS

7.1 Schedule

The Society shall hold General Meetings as required during semester (teaching period, Weeks 1-13).

7.2 Calling

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 Notice

Except as provided in Sections 8.3 & 9.4, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

7.4 Quorum

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.

7.5 Procedure

The procedure at all meetings shall follow the normal rules of debate.

7.6 Agenda

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 Powers

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:

1. Granting Honorary Membership.
2. Granting appeals against suspension or expulsion.
3. Filling vacancies on the Executive.
4. Repealing motions and the effect of motions carried at an Ordinary Meeting.
5. Amending the Constitution.
6. Dismissing Executive Members for reasons other than that in Section 4.3 of the Constitution, provided that the Executive Member is given reasonable right of reply.
7. Dissolving **The Society**.

8 ANNUAL GENERAL MEETING

8.1 Schedule

The Society shall hold an Annual General Meeting annually in the month of May, the 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).

8.2 Convening

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 Notice

The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

8.4 Chair

The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

8.5 Quorum

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

8.6 Agenda

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:
 - (a) President.
 - (b) Treasurer.
 - (c) Secretary.
 - (d) Inventory & Purchasing Officer.
 - (e) Other Executive Members.
8. Election of the Executive.
9. General business.

9 ELECTIONS

9.1 Schedule

The Executive shall be elected annually at the Annual General Meeting.

9.2 Eligibility

Only Ordinary Members, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote in the election.

9.3 Executive Term

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 Notice

The Secretary shall give at least fourteen (14) clear days notice of the time and place of the annual elections by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard. 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, and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote.

9.5 Accepting a Nomination

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

9.6 Returning Officer

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 Voting Procedure

Voting shall be by secret ballot, and shall be Single Transferable Vote (STV).

9.8 Filling Casual Vacancies

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 ALTERATIONS TO THE CONSTITUTION

10.1 Method

This Constitution may be amended by a two-thirds majority of those Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership 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 by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

11 ASSETS & FINANCES

11.1 Requirements

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. 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 Bank Account

The Society shall maintain a bank account.

11.3 Society Payments

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 Bookkeeping Requirements

The finances of **The Society** shall be maintained in accordance with the *Clubs & Societies Handbook for Treasurers* produced by the Clubs & Societies Office of The University of the Sydney Union.

11.5 Financial Year

The financial year of **The Society** shall run from the 1st July to the 30th June following.

12 DISSOLUTION

12.1 Method

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 Notice

The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting by a mail-out to all members, (a mail-out is understood to include communication by e-mail), and, if possible, on **The Society** noticeboard.

13 INACTIVITY

The Society shall be deemed inactive after any continuous six (6) month period in which **The Society** does not hold any events or engage in financial activity, at which point **The Society** shall be dissolved according to Section 12.1.

14 RECOGNITION

The Society may begin application for recognition by The University of Sydney Student Union by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. The resolution shall include changes to this Constitution in order to 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. As such the resolution must be passed in accordance with Section 10. Once the resolution and amendments to the Constitution have passed, the Secretary, under direction of the Executive, shall undertake any and all actions required to obtain recognition by The University of Sydney Union, and provide on-going reports to **The Society** at Ordinary & General Meetings.

15 ADOPTION

15.1

This constitution was adopted on **March 12, 2015**

President's Signature

Secretary's Signature