



Victoria University of Wellington Women in Technology Constitution

1. Name

The club will be called Victoria University of Wellington Women in Technology ("VUWWIT") and will be affiliated or registered to Victoria University of Wellington.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer support and opportunities for the members of VUWWIT
- To ensure diverse members feel safe and included at VUW.
- To promote the club within Victoria University and the wider Wellington STEM community.

3. Membership

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Executive committee member.
- Sub-committee member.
- VUW students.
- Alumni.
- Industry members.
- Wider Wellington STEM students.

4. Membership fees

There is no membership fee to join VUWWIT. Any ticket fees for events, if applicable, will be charged on a case-by-case basis.

5. Officers of the club

The officers of the club will be elected by the club or invited at the discretion of the President:

- Executive Committee:
 1. President

2. Secretary
3. Treasurer
4. Events Coordinator
- Sub-Committee:
 1. Outreach Liaison
 2. Workshops Liaison
 3. Networking Liaison
 4. Social Officer
 5. Sponsorship and Fundraising Officer

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. To align with the interests of the club, the roles of Executive Committee must be held by people who identify as female or non-binary. All other roles are entirely open to all members.

6. Committee

The management of the club will be done by the Executive Committee consisting of the President, Secretary, Treasurer and Events Coordinator. Only these positions will have the right to vote at meetings of the Executive Committee.

The Sub-Committee are encouraged to attend and contribute to the general club meetings which will be convened by the Secretary of the club and held no less than once every two weeks. The quorum required for business to be agreed at Executive Committee meetings will be six. In special circumstances where some officers cannot attend, business can still be agreed upon if the officers concerning those businesses are present.

The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.

The Sub-committee meetings are held as often as necessary by the concerning Executive officer and Sub-committee officer.

The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club.

The VUWWIT Treasurer will be responsible for the finances of the club.

The financial year of the club begins on the 1st of November of every year and ends on 31st of October the following year.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting and a copy sent to the Clubs Manager.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the VUWWIT Secretary. No less than 14 clear days' notice is to be given to all members. The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.

Nominations for officers of the Executive Committee and Sub-Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of the VUWWIT membership.

The Executive Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour or code of conduct of members should be presented and submitted in writing to the Secretary. The Executive Committee will meet to hear complaints within a week of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within three days of the hearing.

There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within three days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or SGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Victoria Engineering Club (VEC).

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or SGM.

12. Declaration

VUWWIT hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: President

Signed:

Date:

Name:

Position: Secretary