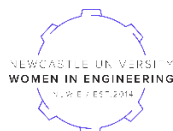


Newcastle University Women in Engineering Society



The name of the society is Newcastle University Women in Engineering (NUWiE). This constitution has been adopted by NUWiE as decided upon a majority of votes on **14 October 2025**.

Definitions

- Terms used in this constitution will mean the following:
- Affiliation shall mean the general and financial support arrangement between the Club/Society and the specified entity of the University of Newcastle.
- Annual General Meeting (AGM) shall mean one of the three required meetings per year but does not count as a General Meeting.
- Club/Society shall refer to Newcastle University Women in Engineering (hereby referred to as NUWiE).
- Student Engagement Team shall refer to the University of Newcastle employee/s whose role it is to provide clubs and societies with support.
- Disaffiliation shall mean the discontinuation of the general and financial support arrangement between the Club/Society and the specified entity at the University of Newcastle.
- Executive Committee, executives, committee or board shall mean the elected representatives of the Club/Society.
- Office-Bearers are defined as the four (4) positions required on each Executive Committee: President, Vice Presidents (Concurrent shared Deputy Chair role), Treasurer, and Secretary.
- General Meeting (GM) or Extraordinary General Meeting (EGM) shall mean one of the three required meetings per year, not including the Annual General Meeting.
- Inaugural General Meeting (IGM) shall mean the first meeting of the newly founded Club/Society during which the members choose the name, vote in the Executive Committee, vote on the aims and objectives and vote in the constitution.
- Re-affiliation shall mean the recommitment of the general and financial support arrangement between the Society and the specified entity at the University of Newcastle.
- Student shall mean a person currently enrolled for studies at the University of Newcastle.
- University of Newcastle Student Association (UNSA) shall mean the Student Association portfolio that provide support to affiliated clubs and societies of the University of Newcastle.
- The University or UoN shall mean the University of Newcastle, Australia.

1. Aims and Objectives

The aims and objectives of the Society are:

- a) To be inclusive of all University of Newcastle Students, in good faith;

- b) Facilitate networking of women and gender diverse individuals studying engineering at UoN through social connection, educational and advocacy support, and industry development;
- c) Create a support network to support the aforementioned minority group with university life;
- d) Hold social events with other clubs and societies; and
- e) Promote equity in engineering and STEM for women and diverse individuals.

The Society shall be empowered to do all things necessary for the attainment of its aims and objectives. In doing so, the Society will at all times adhere to the University of Newcastle's Code of Conduct and UNSA's Clubs Guidelines.

2. Registration

The Society must annually affiliate with UNSA at the University of Newcastle.

The assets and income of the Society, including subsidies provided by UNSA, will only be used for the aims and objectives listed in this constitution and in favour of, and inclusive of, all members of the Society. No portion shall be distributed to the members unless in compensation for payments made on behalf of the Society.

3. Registration Benefits

Benefits available to the Society as a registered Society will be determined by UNSA and subsidies allocated at their discretion, reviewed yearly.

4. Deregistration

The Society may be deregistered if UNSA determines the Society are in breach of any of the following:

- a) Are not operating for the benefit of their general membership;
- b) Are in breach of the University's Code of Conduct or other policies;
- c) Executive Committee are not reasonably cooperating with Student UNSA's requests;
- d) Are acting in breach of their constitution;
- e) Have breached the terms and agreements of their affiliation;
- f) Are acting illegally; or
- g) UNSA may take reasonable steps to ensure that the Society are being administrated correctly and are acting in accordance with their aims and objectives. Executives of the Society must comply with any reasonable requests.

5. Re-Registration

The Society must re-register with UNSA at the beginning of each calendar year under UNSA's instruction.

6. Membership

6.1. General Membership

General Membership is open to all University of Newcastle students.

The membership fee shall be set by the Executive Committee and accessibility, and financial requirements of the society shall be considered.

6.2. Associate Membership

Associate membership is open to staff and alumni of the University of Newcastle and non-UON students. Associate members may not receive SSAF subsidy. The membership fee shall be set by the Executive Committee and shall be greater than the fee for general members.

7. Membership Rules and Regulations

Membership to the Society is valid from date of purchase until 31 December that same calendar year.

Membership is not valid until the relevant membership fee has been paid.

Membership to the Society will include opting in to membership with UNSA as affiliated body.

The Society and all its members shall comply with the University of Newcastle's Diversity and Inclusiveness Policy and Code of Conduct.

The Society and all its members shall comply with all rules and regulations, Responsible Service of Alcohol (RSA), terms and conditions and other requirements they are bound by as students and associates of UON.

Member details are to be kept private and shall only be accessible to the Executive Committee and the Clubs at UNSA, or the Clubs & Societies Officer (or relevant position) an affiliated Student Association.

Membership or related rights and obligations cannot be passed on to another person.

7.1. Cessation of Membership

- a) Membership ceases if a member:
- b) Resigns membership through a notice sent to the Secretary;
- c) Fails to pay their membership fee, in the case of paid membership;
- d) Ceases to be a student of the University of Newcastle (if a general member); or
- e) Is expelled from the Society.

Membership fees, if obtained, will not be refunded unless the Executive Committee votes to return the fee to a specific member.

7.2. Discipline, Suspension and Expulsion of Members

The Society Executive Committee may resolve to suspend or expel a member from the Society if they have reason to believe that member has been guilty of conduct in violation with the following:

- a) Society's aims and objectives;
- b) The Society Code of Conduct;
- c) The University's policies;
- d) The University's Code of Conduct; and
- e) The Australian or NSW Law.

A resolution to suspend or expel a member of the Club/Society does not take effect:

- f) unless a meeting of the executive confirms the resolution; or
- g) If the member exercises a right of appeal to the Club/Society and the Club/Society general membership confirms the appeal.

A meeting of the executive to confirm or revoke a resolution passed must be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the notice has been given to the member in accordance with the following:

The Secretary must, as soon as practicable, give notice to the member:

- h) Setting out the resolution of the Executive Committee and the grounds on which it is based, and stating that the member (or their representative) may address the executive at the meeting;
- i) Stating the date, place and time of that meeting; and
- j) Informing the member that if, at that meeting, the executive confirms the resolution, they may give notice within forty-eight (48) hours of the meeting that they will appeal to the Society.

At a meeting of the Executive Committee to confirm or revoke a resolution, the committee must:

- k) Give the member (or their representative) an opportunity to be heard;
- l) Give due consideration to any written statement submitted by the member;
- m) Determine by resolution whether to suspend or expel the member;
- n) In the case of suspension of a member, determine the length of suspension; and
- o) In the case of expulsion of a member, determine the length of the expulsion, and whether the member will be permitted to apply for membership again after the period of expulsion.

7.3. Appeals

The right to appeal must be lodged within forty-eight (48) hours of notice of expulsion/suspension.

Appeals are addressed at an Extraordinary General Meeting and are voted on by general members.

At an Extraordinary General Meeting of the Society convened for the purpose of the appeal:

- a) No business other than the question of the appeal may be conducted;
- b) The executive may notify the membership of the details of the grounds for the resolution and the reasons for the passing of the resolution;
- c) The member (or their representative) must be given an opportunity to be heard; and
- d) The general members present must vote by secret ballot in regard to whether the resolution should be confirmed or revoked. d. A resolution is confirmed if, at the Extraordinary General Meeting, not less than two-thirds of the members vote in favour of the resolution. In any other case, the resolution is revoked.

If the member in question is an executive member, they are to be excluded from the original executive meeting in which their suspension/expulsion is to be discussed and from any other executive meetings until the outcome has been decided.

8. Code of Conduct

Society Code of Conduct:

- a) All members must act to be inclusive and treat everyone equitably, consistently and appropriately;

- b) All members must behave and communicate in a manner that does not offend, degrade or humiliate;
- c) All members must show consideration for the property of the University and the property of others;
- d) The Society will not encourage or tolerate bigoted or otherwise hateful behaviour. Sexism, racism, prejudice relating to sexual orientation and gender, religious intolerance, and all other forms of bigotry will not be tolerated; and
- e) The Society will not tolerate drunk and disorderly behaviour that interrupts Society events or otherwise adversely affects Society members or other people. Any member found to be contravening this clause will be asked to leave the event, and the Society Executive Committee may resolve to suspend or expel a member from the Society in accordance with Section 12.

9. Executive Committee

9.1. Executive Committee

The majority of the executives of the Society will be elected from the general members (students), and no key officer bearer positions are to be held by associate members (as defined in 6.2). The only positions that may be held by an associated member are positions specifically determined as representatives of the community, and associated members cannot hold an executive position for any longer than two (2) terms (years).

Only general members may vote in the election of the Executive Committee.

The Executive Committee will be composed of the following positions:

- I. President/Chair;
- II. Secretary;
- III. Treasurer;
- IV. Vice President Social*;
- V. Vice President Marketing*;
- VI. Vice President Industry*;
- VII. Vice President Community*;
- VIII. Vice President Social; and
- IX. Project Officer (five positions).

*All Vice President positions concurrently hold Deputy Chair responsibilities

Nomination for an executive position must be forwarded in writing to the Secretary seven (7) days in advance of the Annual General Meeting.

If insufficient nominations are received in advance, nominations for that position shall be opened to the floor at the annual general meeting. No member is to hold more than one executive position in the committee.

An executive position shall be filled by one person each year, unless resignations occur and cannot be shared with another member.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

If insufficient nominations are put forward in advance to fill any executive positions the available executive position may be nominated for at an Extraordinary General Meeting or the next General Meeting by means of voting.

The Executive Committee shall hold office for a year commencing upon the upcoming calendar year.

In the event of a casual vacancy occurring, the remaining Executive Committee may appoint a member of the association to fill the vacancy. That member is to hold office, subject to this constitution, until the next annual general meeting following the date of the appointment.

7.2. Executive Committee responsibilities

The Executive Committee is responsible and personally liable for the following:

- a) Finances of the Society;
- b) Events and activities of the Society;
- c) Management of the Society and all its members;
- d) Representation of the Society;
- e) Attendance at all three required annual meetings of the club membership;
- f) Entering into contracts and arrangements on behalf of the Society;
- g) Liaising with the Clubs Team at UNSA;
- h) Understand and be able to provide insight into the Society constitution;
- i) Abide by the Society constitution; and
- j) Setting the membership fees for each calendar year.

7.3. Cessation of executive positions

An executive position will be discontinued if the person:

- a) Resigns their position;
- b) Resigns their membership;
- c) Has served on the Executive Committee for 2 years as an associate member;
- d) Ceases to be a University of Newcastle student and the limitations for associate members holding executive positions has been met;
- e) Has missed or expects to be unable to attend more than two of the minimum three yearly meetings of the membership;
- f) Has been negligent, or is found to have acted in a manner that is disruptive to the successful and effective functioning of the club;
- g) Has refused to comply with the Society constitution, or the University's rules and regulations, policies or Code of Conduct; or
- h) Has refused to comply with the RSA of any venues in which the club/society have hosted an event.

The Executive Committee (minus the executive/s in question) has the power to terminate the position/s of any executive/s, should they be in accordance with any clause of section 7.3, with all executives being in favour.

Any executives who have had their position terminated have the right to appeal their termination to the executive. The right to appeal must be lodged within forty-eight (48) hours of notice of expulsion/suspension. The terminated executive/s can be reinstated with a two-thirds vote of the Executive Committee.

Any terminated executive/s lose their rights as signatory of the Society bank account and another executive must take their place as signatory immediately.

7.4. Roles and responsibilities of executive positions

Roles and responsibilities of the executives, in addition to those listed in section 7.2, shall be to:

7.4.1. President

- I. Be the chairperson of all Society meetings, both General and Executive, throughout the year;
- II. Be the spokesperson for the Society;
- III. Ensure the Executive Committee carries out their responsibilities;
- IV. Explain the obligations and rights of the executives to them;
- V. Be the main liaison with UNSA with regard to registration;
- VI. Manage the Society and its events and activities;
- VII. Be the secondary signatory for the Society bank account;
- VIII. Authorise expenditure for the Society; and
- IX. In conjunction with other members of the Executive, provide an annual report to the UNSA Clubs Team as instructed.

7.4.2. Deputy Chairs

- I. The Vice Presidents will determine a chairperson for Society meetings where the President is absent;
- II. Assist the President in the management of the Club/Society and its event and activities;
- III. Assist the executive in the carrying out of their roles; and
- IV. Assist the President in the provision of an annual report to the UNSA Clubs Team as instructed.

7.4.3. Secretary

- I. Receive and send all correspondence for the Society;
- II. Notify members of the Annual General Meeting and all other Society meetings;
- III. Create the agenda in collaboration with the President for all meetings;
- IV. Supervise voting during all meetings;
- V. Receive and organise all motions put forward by members and raise them during meetings;
- VI. Take minutes at meetings and upload them appropriately;
- VII. Update and maintain the membership list;
- VIII. Manage all of the administrative records of the Society, except the financial records; and
- IX. Assist the President in the provision of an annual report to the UNSA Clubs Team as instructed.

7.4.4. Treasurer

- I. Keep and update the Society financial records;
- II. Hold, and be responsible and liable for, the receipt book/s, cheque book/s, and cash management;
- III. Receive the membership fees of all members ;
- IV. Issue receipts for all money received and keep receipts on record;

- V. Collect all receipts, invoices and record all expenditure;
- VI. Prepare a proposed budget for the Club/Society at the beginning of each calendar year;
- VII. Prepare an annual financial statement at the end of the calendar year (and on request by the UNSA Clubs Team) to the President for inclusion in the annual report;
- VIII. Be the main signatory for the Society bank account;
- IX. Solely use the Society funds in benefit of the Society and all its members, in line with the aims and objectives of the Society; and
- I. Solely use funds for payments authorised by the Executive Committee.

7.4.5. Vice President Social

- I. Plan, organise and market events according to club requirements, budget, target audience and objectives;
- II. Coordinate details of events with the Executive Committee;
- III. Plan events with the strategic purpose to engage our membership cohort, create good university experiences and build positive relationships; and
- IV. Prepare post event evaluation reports when required.

7.4.6. Vice President Marketing

- V. Manages all social media content;
- VI. Promote content of the Society through social advertising;
- VII. Identify organisational development aspects that would improve content to better engage with stakeholders;
- VIII. Working closely with merchandise affiliates to develop products and;
- IX. Maintain oversight on inventory stock.

7.4.7. Vice President Industry

- I. Collaborate with the Secretary to manage all contacts and communications with industry connections created with local engineering businesses;
- II. Liaise regularly with industry contacts for invitation to events and sponsorship opportunities;
- III. Lead, alongside the President, maintaining positive relationships with sponsors;
- IV. Lead and collaborate in the planning and organisation of events with industry representatives and;
- V. Assist the President in attending events hosted by industry connections.

7.4.8. Vice President Community

- I. Collaborate with the Secretary to manage all contacts and communications with community connections i.e, Schools, Youth Express Officers and Open Day organisers;
- II. Liaise regularly with community contacts for invitation to events and opportunities;
- III. Lead, alongside the President, maintaining positive relationships with community members;
- IV. Lead and collaborate in the planning and organisation of events with community representatives and;
- V. Assist the President in attending events aimed to connect with the local community.

7.4.9. Project Officers

- I. Assist and learn from the Vice President leading their primarily identified portfolio;
- II. Assist the Vice Presidents with the planning, on the day support, organisation and marketing of events;
- III. Liaise with the committee to determine objectives and tasks of the position; and
- IV. Liaise with the Clubs Team at UNSA.

8. Meetings

8.1. Annual General Meeting (AGM)

One AGM must be held every calendar year.

The Secretary will give notice and send the agenda to all members at least fourteen (14) days in advance.

At an AGM (or any other General Meeting) quorum is to be at least 25 Society members.

The agenda must include:

- I. Confirmation of the previous AGM's minutes;
- II. Reports from the Executive Committee;
- III. Report on the Society's activities since the last General Meeting;
- IV. Presentation of financial accounts and the use of the Society budget;
- V. Amendments to the constitution (if applicable);
- VI. Voting for a new Executive Committee;
- VII. Call for nominations if any committee positions do not have a nominee; and
- VIII. General business.

Minutes must be taken by the Secretary, which must be kept on record and:

- a) Publicised to the members no less than seven (7) days after the meeting
- b) Sent to the UNSA Clubs Team within seven (7) days of the meeting.

8.2. General Meetings

General Meetings may be called by the Executive Committee and are to be held as necessary and must adhere to the following requirements:

- a) The Secretary will give notice and send the agenda to members at least seven (7) days in advance.
- b) Quorum must be met with at least fifteen (15) general members and 75% of the Executive Committee being present.
- c) The agenda shall contain:
 - I. Confirmation of the previous meeting's minutes;
 - II. Reports from the President and Treasurer;
 - III. Report on the Society's activities since the last meeting;
 - IV. Amendments to the constitution (if applicable);
 - V. Filling casual positions on the Executive Committee (if applicable); and

VI. General business.

8.3. Extraordinary General Meetings

Extraordinary General Meetings may be held as necessary and must adhere to the requirements of a General Meeting.

8.4. Executive Committee Meetings

Executive meetings will be held for the purposes of planning for the Society.

All substantial financial actions must be voted upon by the executive.

Minutes of each meeting must be forwarded to the executive within forty-eight (48) hours of the meeting.

There must be at least four (4) executive meetings in each calendar year.

Quorum must be met with at least two-thirds of the Executive Committee being present.

8.5. General Rules & Regulations for Meetings

Quorum must be reached for any business to be conducted.

If quorum is not reached within half an hour of commencement of the meeting, the meeting shall be rescheduled.

All Society members entitled to vote can cast one vote for each election.

If voting results in a tie, then the President shall provide the deciding vote.

All changes made to either membership, the constitution or requests for substantial financial expenditure/reimbursements must be forwarded to the Secretary before the meeting.

Minutes must be taken and recorded at each meeting.

8.6. Notice of Meetings

Notice of meetings must include the date, location, time, and content of the upcoming meeting.

UNSA must be informed of any General or Extraordinary General Meeting seven (7) days in advance.

UNSA must be informed of the Annual General Meeting fourteen (14) days in advance.

9. Bank account

The Society must have a separate bank account.

There must be at least two signatories for the bank account from the Executive Committee, one of which must be the Treasurer.

All incoming funds must be paid straight into that bank account.

If the Society is dissolved the bank account must be closed and the funds transferred to UNSA or other relevant sponsors under the instruction of the Clubs Team.

A Society (whose objectives and aims support a registered charity) that dissolves may donate any funds remaining if voted by a majority of the Executive.

10. Expenditure

The Executive Committee must approve of all substantial proposed expenditure before any purchases are made by passing motions at Executive Meetings.

All financial transactions require at least one signatures of the two signatories.

11. Transparency

UNSA is entitled to view the Society financial records on request.

The Society will cooperate completely if an audit is requested. The audit will be carried out by an independent auditor that will be selected by UNSA.

The Treasurer will create an Annual Financial Statement to be included in the Society Annual Report to UNSA, and upon request if required.

12. Liability

All executives are equally responsible for proper conduct and management of Society finances and for ensuring that the Society does not accumulate any debt.

The University of Newcastle and its departments and divisions are in no way responsible or liable for the Society finances and will not cover any losses or debt accumulated by the Society.

13. Dissolution

Dissolution of the Society will occur in the case that:

- a) The Society membership has requested that the Society be dissolved by putting forward a motion with at least 75% of the general members showing that they are in favour of dissolution;
- b) The Society ceases to operate by failing to appoint executives;
- c) The Society endures natural attrition and has not been financially or administratively active for twelve (12) months;
- d) The motion for dissolution will be rejected if 50% or more of the entire membership is opposed;
- e) If the Society is dissolved, the most recent executive must inform UNSA no later than seven (7) days after the motion to dissolve has passed; and
- f) All surplus funds, property, cash, and assets left after dissolution shall become rightfully owned by UNSA, members or sponsors pending on agreements and must be discussed and supported by UNSA. To transfer within twenty-one (21) days of dissolution.

14. Committee Handover

All Executive Committee members must ensure a full and detailed handover to new Executive members. This knowledge and resource transfer should occur no later than a month following the Annual General Meeting.