

QUEENSLAND UNIVERSITY OF TECHNOLOGY

QUT ELECTRICAL ENGINEERING STUDENT SOCIETY  
(QUT EESS)

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## QUT EESS By-Laws

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*Last Updated:* May 11 2017

*Last Edited By:* David Petrie

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## 1 Affiliation

If QUT EESS is affiliated with the student guild as a faculty club or society then the following apply:

1. QUT EESS may be affiliated with other societies, organisations and businesses which would not be under the jurisdiction of the QUT Guild.
2. QUT EESS may be affiliated with other businesses which would not be under the jurisdiction of the QUT Guild.

Otherwise as long as the affiliation does not contravene anything written in 1.2 of the constitution, the affiliation is considered allowable.

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## 2 Executive Roles

The executive committee is suggested to have a base quantity of 16 members with an allowable increase to 18 upon management team approval. The executives are split into 6 teams with varying numbers of members. The number of required members is decided by the current executive team before the annual general meeting. Executives will discuss how the current teams operated and whether more or less members are required. Base numbers for each team have been suggested in their relevant section.

Section 2.1 outlines these teams. Within teams it is at the team's discretion as to who does what specific tasks. It is suggested that after an Annual General Meeting the new representatives communicate with previous executives to determine best practices for the role. Teams must have at least one leader but is able to have two with approval from the management team. The team leader/s is accountable for ensuring that the team responsibilities are met and tasks are completed in an appropriate manner.

### 2.1 Team Structures

1. Management Team
  - 1.1. President
  - 1.2. Vice President
  - 1.3. Secretary
  - 1.4. Treasurer
  - 1.5. Chief Returning Officer
2. Finance Team
3. Industry Team
4. Academic and Projects Team
5. Social Team
6. Opportunity Development Team

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## **2.2 Responsibilities**

The general responsibilities that all QUT EESS executives are expected to uphold and respect are:

- Complete all tasks required by their set deadline,
- Be punctual to all meetings,
- Reply to all communications within 1 week unless prior notification has been received by the relevant parties and has been approved by the President, Vice President, Secretary or Treasurer.

Specific responsibilities for the named executives include:

### **2.2.1 President**

The President of QUT EESS is responsible for overall direction of all aspects of running of the club. The president serves as a moderator overseeing the running of the club, and may be required to step up and make decisions when consensus cannot be reached otherwise. Responsibilities of QUT EESS president include, but are not limited to; the overseeing of club operations, identifying gaps or oversights in club operations, liaising with university staff and communicating with all executive staff to gather feedback. The president is also responsible for running the weekly executive meetings with help from the secretary and vice president. The President is the first point of call for official events and contact points, including faculty liaison, QUT media and official liaison from other university sources. In the event they are away, this responsibility falls onto the Vice President.

### **2.2.2 Vice President**

The Vice President is expected to be highly motivated, knowledgeable and proactive. General organisation and delegation fall onto the Vice President, wherein they should work with all executives to achieve the goals of QUT EESS. They are also responsible for running the weekly meetings in the event the president is unable to. Additionally, should the President be unable to perform their duties the Vice President is responsible for ensuring they are completed.

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### **2.2.3 Secretary**

The Secretary for QUT EESS is responsible for the smooth operation of the society. This includes generating the weekly meeting agenda, recording minutes of each meeting, maintaining order and organisation in the Google Drive, generating emails on behalf of other executive members upon request and keeping track of emails being sent and received by the society.

### **2.2.4 Treasurer**

The QUT EESS Treasurer is tasked with keeping financial records of club activities and managing general financial responsibilities. These include; banking of membership fees, issuing receipts, paying outstanding debts and ensuring no financial misappropriation has taken place. The Treasurer has access to the club bank account and has to ensure that the club has enough funds to continue service for the future semesters through budgeting and cash flow management.

### **2.2.5 Chief Returning Officer**

The Chief Returning Officer (CRO) is a purely advisory role and is in place to form a path between EESS historical and future endeavours. The CRO is encouraged to advise on current matters with experience from past events and projects, helping current endeavours succeed where they might have failed in the past.

### **2.2.6 Finance Team**

The Treasurer is the leader of the Finance Team. The Finance Team is expected to liaise with all sources of funding for EESS, including the QUT Student Guild, industry contacts, QUT faculty and Student Clubs and Project (SCAP) grants in a manner that ensures that future club events and assets are financed appropriately. This team is also responsible for all sponsorship agreements that the club signs and should defer to the Treasurer if any issues arise. The Funding and Grants officer is to liaise with the guild and GDO and be the first point of contact for funding issues. The Finance Team is suggested to have 2 members at a time including the team leader/treasurer.

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### **2.2.7 Industry Team**

The Industry Team is expected to maintain and establish new connections with industry for EESS. This includes the creation of official advertisement documentation and project discussions. These documents will be used by the team to approach companies for possible sponsorship opportunities. The Industry Team is also expected to liaise with the social team on the organisation of industry nights. It will be this team's responsibility to ensure enough speakers can be present at the event. The Industry Team is suggested to have 2 members including the team leader.

### **2.2.8 Academic and Projects Team**

Within the Academic and Projects Team the Project Coordinator is the team leader. This role is expected to manage and coordinate all QUT EESS project related tasks, funding usage, documentation and general issues. They must bring matters to the executive board when needed. They represent QUT EESS when communicating with external bodies (such as corporations or other clubs) about any projects that QUT EESS is affiliated with (past, present or future). They are responsible for all operational health and safety and must make sure people involved in any QUT EESS project follow industry standard and act in a professional manner. The Project Coordinator is responsible for project related assets, they are expected to maintain, keep a record of use, hold inductions for the correct usage and make sure that only QUT EESS members use these assets.

The Academics and Projects Team is suggested to have 3 members including the Project Coordinator. Within this team, it is recommended to nominate a projects secretary. This is a support role for the projects coordinator and should manage similar tasks as the EESS secretary except directly associated with the projects team. The Academics and Projects Secretary is responsible for generating meeting agendas and recording minutes of each project team meeting, maintaining the Projects discussion FB page, following up documentation for funding and project proposals, generating emails on behalf of the Projects Coordinator and keeping track of emails being sent and received from the projects email.

The remaining team member takes on a support role for whatever the projects coordinator or secretary request. Due to the high workload of the other two positions, this support role is integral to successful functioning of the team. This team is also respon-



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sible for organising and running any workshops, secondary school affiliations or project presentations.

### **2.2.9 Social Team**

The Social Team is responsible for the management of all of EESS social media and events. The responsibilities include;

- Organise all EESS related events,
- Managing the website and keeping it up to date,
- Keeping all members on the current medium of communication,
- Managing Facebook pages (EESS like page, EESS account and keeping consistent community interaction,
- Continuously strive to maintain EESS' interaction within new social media.

This team is suggested to have have 3 members. The leader/s must manage the team and be held accountable for task completion and the remaining members must follow the instructions of the team leader/s.

### **2.2.10 Opportunity Development Team**

The Oppportunity Development Team is in charge of organising and producing any QUT EESS merchandise available for members or sales. They are also responsible for assisting the social team with the production of graphic images. The secondary role is to continuously monitor and remaining open to developing opportunities given to EESS. This includes actively making an effort to push EESS into areas that it has not been exposed to in the past. This team is suggested to have one member but two is possible if a proven proactive nominee shows dedication for opportunity development.

## **2.3 Consequences for Breaking Responsibilities**

Missing a meeting or being excessively late (15+ minutes) without one day notice (24 hours) may result in the following consequences:

- First offence: Warning,

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- Second offence: Management team will discuss the matter and determine if it was justified,
  - Third offence: Loss of position as an executive.

Not completing work by an agreed deadline, where no justifiable reason is provided, may result in the following consequences:

- First offence: Warning,
- Second offence: Loss of position as an executive.

Warnings, consequences and judgement of whether justification is reasonable shall be determined by the President, Vice President or executive body, in ascending order of elevation (if required).

## **2.4 Exceptions**

Plausible and reasonable justifications for breaking anything outlined by By-Law 2.2, must be approved by either the President or Vice President. If it is either the President or Vice President trying to invoke By-law 2.4, a majority of the executive board must approve their justifications.

## **2.5 Resignation**

In the event where a current executive believes they can no longer fulfil the role they have, there is a formal resignation process. The executive should provide an official resignation letter addressed to either the president or the executive team. If possible, the member should provide reasoning for their leaving so that if relevant, the current team can address any issues. The executive is entitled to a formal recommendation document completed by the President, Vice President and Project Coordinator as long as the team is happy with the member's assistance during their role.

## **2.6 Nominations for Executive Roles**

- The President must have completed a minimum of 1.5 years of their current university degree and have shown a particular dedication to QUT EESS and its aims before being appointed.

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- To nominate for President, Vice President, Treasurer or Secretary, Project Coordinator or a team leader you must have already been an executive within QUT EESS for one whole university semester.
  - To nominate for Chief Returning Officer you must have already been an executive within QUT EESS for at least 1 year.
  - EESS members who are graduating halfway through the semester (December of voting year) are allowed to nominate for a role however not within the management team or a team leader.
  - If a team member has been regularly attending meetings or helping with EESS related tasks without being officially voted in as an executive, they may nominate for a team leader or management team member besides President.
  - In the case a position is not nominated for, any member can be offered the position. This item supersedes any other rule in the event of its occurrence.

## **2.7 Election Nominations**

- Any current QUT EESS member can nominate themselves for a position as a named executive, providing they meet the requirements in Section 2.6.
- If successful in being elected into a position, the individual must accept all responsibilities and tasks presented to them in relation to their new position as per QUT EESS By-Laws and Constitution.
- The election must be planned and information made available to members at least 2 weeks in advance.

## **2.8 Voting**

- Voting for positions is available to all people attending the Annual General Meeting, including executives.
- All voting is confidential and closed.
- All votes have equal weighting.
- A nominee must garner a minimum of 5 votes to fulfil an executive role.
- Counting of votes will be completed immediately after voting occurs by a small team of non-biased and trusted representatives decided prior to the Annual General Meeting.

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## **2.9 Changing Roles**

EESS allows for executives to change teams before an Annual General Meeting. This is in place to allow executives to be more willing to take on roles and try new responsibilities. To change roles, the executive must first approach their team about their concerns and upon team acceptance approach the executive committee with an informal proposal for joining a different team. This can only be done a maximum of two times per semester, per executive and cannot be done within 3 weeks of a major responsibility. A final restriction is that the number of executives in each team must remain within reason. If teams are full, a member from the other team must be willing to change roles as well. If it is agreed by the executive team that another is running below capacity, a member may ask to be transferred.

## **2.10 Running Below Capacity**

EESS allows for executives to be voted in after an Annual General Meeting if the member has been actively involved in meetings and EESS tasks and the current executive team agrees that teams lack resources. A majority of current executives must vote for this in order to promote the member and they must also meet the requirements of Section 2.6.

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## **3 Financial Transactions**

Transactions must have a documented record and should be performed electronically where possible.

### **3.1 Payments**

All payments received from either sponsorship, the University or paying members must be documented in English and be accessible to either the President, Vice President, Treasurer or Secretary on the Google Drive. Members must follow the financial procedures outlined by the treasurer. It is the member's responsibility to do this and reimbursements cannot be made without documentation.

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## 4 Official Communications

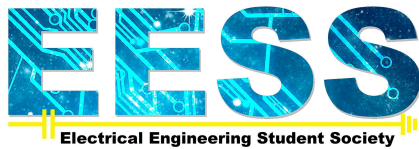
QUT EESS uses a centralised email address, therefore to differentiate between people sending messages from the account, the signature block must be filled out with the correct details. Emails addressed specifically to an executive member must be responded to by said member. If the email is addressed to the group, it shall be discussed in an official meeting or through the executives group on Facebook before a reply is made.

“Name” | “Position or Team”

Electrical Engineering Student Society

Queensland University of Technology (QUT)

Email: [contact@quteess.com](mailto:contact@quteess.com)



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## 5 Previous Revisions

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1 August 2015:

David Petrie added in section 2.3 Executive Proxy. It was determined necessary to specifically define within the By-Laws the need to plan for replacements.

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2 September 2015:

David Petrie added section 1 List of Revisions to properly record when changes were made and by whom.

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3 April 2016:

David Petrie altered executive team structure to be team based not role based. Made grammatical and clerical changes.

Additions to incorporate effective teams including allowing of team changes. Added are resignation procedure.

Altered consequences to more specifically outline a process of approaching incomplete tasks.

Shaun Kent and David Petrie converted By-Laws into LaTeX format.

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7 August 2016:

David Petrie made changes to reduce the restrictiveness of team numbers in the laws. Also the merchandising team and project secretary were added. The finance rules were changed to facilitate the new procedural documentation. Voted in August 16th, 2016.

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11 May 2017:

David, through collaboration with Sam and Emily, made changes to improve the team

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structure for the next semester. This included setting a maximum team size, rewording both the project coordinator and project secretary descriptions. Additionally, a general read through and edit was made to fix some mistakes.

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