

# THE UNIVERSITY OF QUEENSLAND STUDENT CHAPTER OF THE SOCIETY OF WOOD SCIENCE AND TECHNOLOGY CONSTITUTION

## ARTICLE I. NAME

The name of the organisation is The University of Queensland Student Chapter of the Society of Wood Science and Technology, hereafter referenced as "the Chapter". The Chapter is incorporated under the Policies, Procedures & Guidelines of The University of Queensland, the laws and regulations of the state of Queensland, Australia, as a not-for-profit organization of individual members with voting rights vested in the individual members of the organization.

## ARTICLE II. ORGANISATION

**Section 1.** The Chapter may receive, own, and maintain funds, real property, or personal property and use or apply the whole or any part of the income therefrom and the principal thereof, as necessary in the accomplishment of the purpose of the Chapter.

**Section 2.** No income or assets of the Chapter may be used by or for the personal profit of any individual, group, or institution.

**Section 3.** The affairs of the Chapter shall be directed by the duly elected Officers and Executive Board.

**Section 4.** Upon any dissolution of the corporation, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Chapter from any source, including its operations, after the payment of all debts and obligations of the Chapter of whatsoever kind and nature, shall be paid over to The University of Queensland.

## ARTICLE III. PURPOSE

**Section 1.** The primary purpose of this organization shall be to promote wood science and technology among students at the School of Civil Engineering of The University of Queensland.

**Section 2.** To foster connections between students at The University of Queensland, students from other Australian universities, and professionals in the timber industry.

**Section 3.** To explore educational and professional opportunities for students outside The University of Queensland.

**Section 4.** To broaden student perspectives by engaging speakers, and developing educational programs which are informative and entertaining.

**Section 5.** To promote acquaintance and camaraderie between students, staff, and professionals within the Faculty of Engineering, Architecture, and Information Technologies of The University of Queensland.

**Section 6.** The Chapter shall **only** engage in activities that are educational, scientific, charitable, or promote topics and practices related to wood science and technology.

## **ARTICLE IV. LOCATION AND GOVERNMENT**

**Section 1.** The location of this organisation will be The University of Queensland, Brisbane, Australia.

**Section 2.** The organisation will be governed by this Constitution.

## **ARTICLE V. MEMBERSHIP AND AFFILIATION**

**Section 1.** There shall be one grade of membership and an extra degree of affiliation, called *Friends of the Chapter*.

**Section 2.** Active members will be composed entirely of full or part-time graduate and undergraduate students in good academic standing at The University of Queensland.

**Section 3.** *Friends of the chapter* can be students from other Australian universities, academics, professionals, or technicians working with The University of Queensland or related industry, and attendees of the events organized by the Chapter.

**Section 4.** A student applies for membership by attending at least one regularly scheduled meeting during which they provide their name and student ID. This can happen at any time of the year, but will not be effective until the president of the Chapter sends a confirmation. Memberships must be renewed at the beginning of Semester 1 every year.

**Section 5.** No inactive members are allowed.

**Section 6.** Any unethical conduct, conduct prejudicial to the best interest of the Chapter, SWST, and/or The University of Queensland, or falsification of membership application will be assessed and discussed first and then reported to the SWST Board of directors and The University of Queensland.

## **ARTICLE VI. OFFICERS**

**Section 1.** All executive powers of the Chapter shall be vested in a President, Vice-President, and Treasurer. These officers will be elected at the beginning of the First semester by a quorum of the members in attendance at the first yearly meeting of the academic school year. Each officer shall serve a term of one year.

**Section 2.** Duties and Powers of Officers:

1. Duties and powers of the President

- a. To call the first meeting of the year
- b. To set meeting agendas
- c. To preside over meetings
- d. To arrange activities and service projects.

2. Duties and powers of the Vice-President

- a. To assist the President

3. Duties and powers of the Treasurer

- a. To provide treasury reports at meetings
- b. To work with the Faculty Treasurer to execute money transactions

**Section 3.** The Chapter shall have one Faculty Advisor and one Faculty Treasurer (who can be the same person).

1. Neither will have a vote.
2. Both will be elected by the members at the end of the second semester, except for the first year that it has to be before the first meeting of the year.
3. The Faculty Advisor will sign all University Approval Forms (including Activity Forms) for events.
4. The Faculty Treasurer must sign all financial transactions.

**Section 4.** Impeachment proceedings to remove Officers, Faculty Advisor, or Faculty Treasurer.

1. Any Executive Officer, Faculty Advisor, or Faculty Treasurer that is accused of violating this Constitution, The University of Queensland's Code of Conduct, or any illegal activity shall be promptly removed from office.
2. Reinstatement is only possible if the person is cleared of all allegations and if 75% of the members present vote for reinstatement.

## **ARTICLE VII. MEETINGS**

**Section 1.** Meetings will be set as determined by the Officers.

**Section 2.** Meetings shall be held as ordered by President, or in case of absence, by the Vice-President.

**Section 3.** An agenda will be sent by email to members of the Chapter at least two days before each called meeting.

**Section 4.** The Secretary shall send a report of each meeting, within one week of the meeting date, to the members of the Chapter.

**Section 5.** The President calls the first Second Semester meeting and any other meeting that is not regularly scheduled.

**Section 6.** A majority vote (above 50% of the votes) is required to pass a motion or elect Officers. Only members can vote, submit, and second motions.

**Section 7.** Meetings will end after a Call for Adjournment by the President, or in case of absence, by the Vice-President.

## **ARTICLE VIII. DUES AND ASSESSMENTS**

**Section 1.** The current members can vote on dues annually for free.

**Section 2.** All financial transactions must be signed by the Faculty Treasurer and the President of the Chapter.

## **ARTICLE IX. FACULTY ADVISOR**

The Faculty Advisor is a University of Queensland academic with experience in the field of Wood Science and Technology. The Faculty Advisor's duties include but are not limited to liaising with industry and academia members to promote the purpose of the Chapter.

## **ARTICLE X. AMENDING PROCEDURE**

**Section 1.** Amendments to this Constitution shall be proposed in writing at least one month before the time they are to be voted upon. Votation should take place in an extraordinary meeting called by the Executive Board.

**Section 2.** Adoption of amendments shall be by a 75% vote of the total membership.

## **ARTICLE XI. REVISION**

**Section 1.** Revision of this Constitution shall be undertaken only if a motion of revision is approved by a 75% vote of the total membership.

**Section 2.** If such a revision is approved, it shall be undertaken by a committee appointed by the President of the Chapter. The President shall appoint a member to serve as Chairman of the Revision Committee.

**Section 3.** The revision of this Constitution shall be by ballot and shall require a 75% vote of the total membership.