

# SCHEDULE

**Faculty of Information Technology  
Society  
Publication Subcommittee  
Terms of Reference**

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## SCHEDULE

### Faculty of Information Technology Society

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## 1. — PRELIMINARY

### 1. Interpretation and Definitions

- (1) The provisions of this schedule shall be construed subject to the constitution of the Faculty of Information Technology Society.
- (2) Where this schedule is inconsistent with the constitution of the Faculty of Information Technology Society, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.
- (3) Where the constitution of the Faculty of Information Technology Society makes a provision for a matter or thing not otherwise provided for in this schedule, those provisions shall take effect as if they were contained in this schedule.
- (4) In this schedule, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Faculty of Information Technology Society; and

**Ancillary member** means a non voting ordinary or associate club member who has been appointed to a position on the subcommittee;

**Subcommittee** means a sub group of the committee established for the purpose of dividing the committee's workload in focus areas;

**Subcommittee meeting** means a meeting of the Subcommittee, held in accordance with this Schedule.

### 2. Amendment of Schedule

- (1) This Schedule may be amended or repealed by—
  - (a) the affirmative votes of an absolute majority of the Committee at a committee meeting; or
  - (b) the affirmative votes of not less than two thirds of the ordinary members present (either in person or by proxy) at a General meeting.

## 2. — SUBCOMMITTEE

### 1. Delegated Responsibilities

- (1) The Committee may delegate to a member of the Subcommittee any of its powers and functions other than—
  - (a) the committee's power of delegation; or
  - (b) the power to approve expenditure; or
  - (c) a duty imposed on the Committee by the club constitution and the C&S Constitution and Regulations.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

### 2. Ancillary Members

- (1) Ancillary members are additional positions recognised in this schedule to form the Subcommittee.

- (2) Subcommittee positions shall be held by Ancillary members of the Committee, but are not defined as committee members under this constitution.
- (3) Ancillary members may be ordinary members or associate members of the club.
- (4) Ancillary members have the right to attend and speak at committee meetings.
- (5) Ancillary members are not entitled to vote at a committee meeting.

### **3. Composition of Subcommittee and duties of ancillary members**

- (1) The Subcommittee shall consist of ten Ancillary members.
- (2) The members of the Subcommittee are—
  - (a) a Publications Director; and
  - (b) a Publications Secretary; and
  - (c) a Newsletter Editor; and
  - (d) two Design Officers; and
  - (e) three Podcast Team Members; and
  - (f) a Social Media Officer; and
  - (g) a Technical Officer
- (3) In addition to subrule 2(1), the committee may appoint as many General Club Assistants, as deemed necessary.

### **4. General Duties**

- (1) As soon as practicable after being appointed to the Subcommittee, each Ancillary member must become familiar with the Faculty of Information Technology Society constitution and the C&S Constitution and Regulations.
- (2) As soon as practicable after being appointed to the Subcommittee, each Ancillary member must complete any requisite training prescribed by the Committee and provide their contact details to the club Secretary via the appropriate form.
- (3) The Subcommittee is collectively responsible for ensuring that individual Ancillary members comply with the Faculty of Information Technology Society constitution and the C&S Constitution and Regulations.
- (4) Subcommittee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (5) Subcommittee members must exercise their powers and discharge their duties—
  - (a) honestly and in good faith in the best interests of the Club; and
  - (b) for a proper purpose.
- (6) Subcommittee members and former Subcommittee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—  
so as to gain an advantage for themselves or any other person or to cause detriment to the Club.

- (7) In addition to any duties imposed by this Schedule, a Subcommittee member must perform any other duties imposed from time to time by resolution at a general meeting.

## 5. Duties of Subcommittee members

### (1) Publications Director

- (a) The duties of the Publications Director shall be to—
  - (i) Attend committee meetings, Subcommittee meetings, and General meetings;
  - (ii) Liaise with the President;
  - (iii) Chair Subcommittee meetings;
  - (iv) Set strategic direction for the Subcommittee;
  - (v) perform such duties as the Subcommittee may resolve.

### (2) Publications Secretary

- (a) The duties of the Publications Secretary shall be to—
  - (i) Attend Subcommittee meetings and General meetings;
  - (ii) Organise Subcommittee meetings;
  - (iii) Produce Subcommittee meetings agendas and minutes;
  - (iv) Liaise with the Secretary, and share meeting minutes; and
  - (v) perform such duties as the Subcommittee may resolve.

### (3) Newsletter Editor

- (a) The duties of the Newsletter Editor shall be to—
  - (i) Attend Subcommittee meetings and General meetings;
  - (ii) Write a regular society newsletter; and
  - (iii) perform such duties as the Subcommittee may resolve.

### (4) Social Media Officer

- (a) The duties of the Social Media Officer shall be to—
  - (i) Attend Subcommittee meetings and General meetings;
  - (ii) Manage/post/engage the society's social media channels; and
  - (iii) perform such duties as the Subcommittee may resolve.

### (5) Design Officer

- (a) The duties of the Design Officer shall be to—
  - (i) Attend Subcommittee meetings and General meetings;
  - (ii) Produce digital communications products for the society and Subcommittee; and
  - (iii) perform such duties as the Subcommittee may resolve.

### (6) Podcast Team Member

- (a) The duties of a Podcast Team Member shall be to—
  - (i) Attend Subcommittee meetings and General meetings;
  - (ii) Produce, with other Podcast Team Members, a regular society podcast;

- (iii) Attend meetings of the Podcast Team; and
  - (iv) perform such duties as the Subcommittee may resolve.
- (7) Technical Officer
- (a) The duties of the Technical Officer shall be to—
    - (i) Attend Subcommittee meetings and General meetings;
    - (ii) Maintain and edit the society’s website; and
    - (iii) perform such duties as the Subcommittee may resolve.
- (8) General Club Assistant
- (a) The duties of the General Club Assistant shall be to—
    - (i) Attend Subcommittee meetings and General meetings; and
    - (ii) perform such duties as the Subcommittee may resolve.

### **3. — Appointment of Subcommittee members and tenure of office**

#### **1. Who is eligible to be a Subcommittee member**

- (1) A member is eligible to be elected or appointed as a Subcommittee member if the member—
  - (a) is an ordinary or associate member of the club; and
  - (b) has not had their membership rights suspended; and
  - (c) has not been removed from office in accordance with this Schedule or the constitution; and
  - (d) is 18 years or older on the date they would take office.
- (2) No person may hold more than one position listed in rule 2(5).

#### **2. Positions to be declared vacant**

Following elections at the Annual General Meeting, the Returning Officer must declare all positions on the Subcommittee vacant and the new committee members must call for Applications and hold interviews for those positions in accordance with rule 3(3). Unless —

- (1) a selection process has been conducted in accordance with rule 3(3) in the three months prior to the Annual General Meeting; and
- (2) the newly elected committee passes a motion not to override the results of the selection process.

#### **3. Selection process**

- (1) The committee must call for Applications by notifying all members.
- (2) The committee must allow a one week minimum recruitment process.
- (3) Members must be notified that applications are open by email and club social media platforms and specify a due date.
- (4) The approved form may include, but is not limited to —
  - (a) listing the position(s) the member is applying for;

- (b) listing the reasons for wanting to join the Subcommittee;
  - (c) listing the experience, technical ability and interpersonal skills they can offer the club;
  - (d) listing their ideas for future events and initiatives related to the position they are applying for; and
  - (e) requesting a copy of their curriculum vitae.
- (5) Shortlisted candidates must be interviewed by a selection panel of two or more committee members.
  - (6) The interviews may be conducted in person or online.
  - (7) At the end of the interview process, the selection panel may—
    - (a) choose to leave a position vacant, as they deem fit; and
    - (b) offer the Subcommittee position(s) to the most suitable candidate(s).
  - (8) Successful applicants will be sent an email containing the offer, and asked to confirm within 48 hours.
  - (9) If the successful applicant no longer wishes to accept the offer, the position may be offered to the second ranked applicant, and so forth.
  - (10) If the number of applications received for the position of Subcommittee member is less than or equal to the number to be appointed, the committee may declare each of those applicants appointed to a specific position.

#### **4. Term of office**

- (1) A Subcommittee member holds office until the positions of the Subcommittee are declared vacant.
- (2) A Subcommittee member may be re-appointed.

#### **5. Vacation of office**

- (1) A Subcommittee member may resign from the Subcommittee by written notice, specifying the date of cessation, addressed to the Committee.
- (2) A person ceases to be a Subcommittee member if they—
  - (a) cease to be an ordinary member or associate member;
  - (b) cease to be a member of the Club; or
  - (c) fail to attend 3 consecutive Subcommittee meetings (without leave of absence under rule 10).
- (3) The Subcommittee may continue to act despite any vacancy in its membership.

#### **6. Removal from office**

- (1) A Subcommittee member may be removed from office under Division 2 of Part 3 in the club constitution or under subrule 3(6)(2) below.
- (2) A special committee meeting may remove a Subcommittee member from office if an absolute majority (either in person or by proxy) vote in favour of the decision, provided that—
  - (a) 14 days notice of the intention to move a motion of removal from office has been served on the Subcommittee member, and the C&S Executive; and

- (b) the Subcommittee member has been given a reasonable opportunity to speak to the motion.
- (3) The Subcommittee member may also submit a statement to be read at the special committee meeting.
- (4) A vote by secret ballot shall determine if the Subcommittee member is removed from office.
- (5) If the Subcommittee member is not present at the special committee meeting, the member must be informed of the outcome within 12 hours of the vote.

## **7. Co-option**

- (1) The Committee may co-opt (appoint) an eligible ordinary or associate member of the Club to fill a position on the Subcommittee that—
  - (a) has become vacant under subrule 3(5); or
  - (b) was not filled during the last recruitment period—who shall hold office until the next general meeting of the Club.
- (2) The Committee may determine, in their absolute discretion, the co-option process for a casual vacancy on the Subcommittee.

## **4. — Meetings of Subcommittee**

### **1. Advisory**

- (1) The Subcommittee has no decision making authority, but may provide advice and make recommendations to the Committee.
- (2) The Committee shall receive the Subcommittee reports and recommendations and be responsible for monitoring and evaluating this information against their functions and responsibilities.

### **2. Chairperson**

- (1) The Publications Director or, in the Publications Director's absence, the Publications Secretary, is the Chairperson for any Subcommittee meetings.
- (2) If the Publications Director and the Publications Secretary are both absent, or are unable to preside, the Chairperson of the meeting must be a Subcommittee member elected by the other Subcommittee members present.

### **3. Meetings of Subcommittee**

- (1) The Subcommittee must meet at least two times in each half year at the dates, times and places determined by the Publications Secretary.
- (2) Special Subcommittee meetings may be convened at a specified date, time and place by the Chairperson or by any 2 members of the Subcommittee.
- (3) Subcommittee meetings are convened to do the ground work with set tasks and must include a reporting system back to the Committee.

### **4. Notice of meetings**

- (1) Notice of each Subcommittee meeting must be given to each Subcommittee member no later than 7 days before the date of the meeting.



- (2) Notice may be given of more than one Subcommittee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Subcommittee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at a special Subcommittee meeting is the business for which the meeting is convened.

## **5. Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Subcommittee must be determined from time to time by the Subcommittee.
- (2) The order of business may be determined by the members present at the meeting.

## **6. Use of technology**

- (1) A Subcommittee member who is not physically present at a meeting may participate in the meeting by the use of technology that allows that Subcommittee member and the other members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Subcommittee member participating in a meeting as permitted under subrule 4(6)(1) is taken to be present at the meeting.

## **7. Quorum**

- (1) No business may be conducted at a Subcommittee meeting unless a quorum is present.
- (2) The quorum for a Subcommittee meeting is the presence of a majority of the Subcommittee members holding office, and the Chairperson.
- (3) If a quorum is not present within 20 minutes after the notified commencement time of a Subcommittee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with subrule 4(4).

## **8. Conflict of interest**

- (1) A Subcommittee member who has a material personal interest in a matter being considered at a meeting must disclose the nature and extent of that interest to the meeting participants.
- (2) The Subcommittee member must not be present while the matter is being considered at the meeting; and
- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Club is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the

members of the Club.

## **9. Minutes of meeting**

- (1) The Publications Secretary and the Subcommittee must ensure that minutes are taken and kept of each Subcommittee meeting.
- (2) The minutes must record the following—
  - (a) the full names of the members, and their positions (if applicable) in attendance at the meeting;
  - (b) the meeting number, venue, commencement and close time;
  - (c) the business considered at the meeting;
  - (d) any material personal interest disclosed under rule 8.

## **10. Leave of absence**

- (1) The Committee may grant a Subcommittee member leave of absence from meetings for a period not exceeding 2 months.
  - (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Subcommittee member to seek the leave in advance.
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