



DRAFT CONSTITUTION

As at 18/07/2006

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PART 1 - PRELIMINARY

1. Name

- a. The University of New England Economics Society it to be known as the UES or The Society

2. Definitions

- a. In these rules:

The Society means the University of New England Economics Society.

UNE means The University of New England, Armidale Australia

ordinary member means a member of The Society other than an associate member.

associate member means a member of the society who is not an ordinary member.

secretary means the person holding office under these rules as secretary of The Society.

Special general meeting means a general meeting of the society other than an annual general meeting.

- b. In these rules:

- i. a reference to a function includes a reference to a power, authority and duty, and

- ii. a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

3. Objectives

- a. The objectives of The Society are:

- i. To facilitate the study and practical application of economics and related fields through the provision of networking, career and social opportunities for the benefit of members and the wider community

- ii. to advise UNE economics students in matters relating to their studies

- iii. to promote the interests of UNE economics students

- iv. to promote the study of economics at the University of New England.

PART 2 - MEMBERSHIP

4. Membership qualifications

- a. A person is qualified to be an ordinary member of the Society if, but only if the person is enrolled at the University of New England in a Bachelor of Economics or Bachelor of Agricultural Economics degree, or a Bachelor of Commerce/Business degree majoring in an economics related discipline.
- b. Any other person is qualified to become an associate member of the society.

5. Application for membership

- a. A person may become a member of the society by lodging a UES membership application form with the secretary and paying the appropriate membership fee, as referred to in rule 10.
- b. The secretary must, on payment by the applicant of the membership fee referred to in rule 10, enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the society.

6. Cessation of membership

- a. A person ceases to be a member of The Society if the person:
 - i. dies, or
 - ii. resigns membership, or
 - iii. is expelled from The Society.

7. Membership entitlements not transferable

- a. A right, privilege or obligation which a person has by reason of being a member of The Society:
 - i. is not capable of being transferred or transmitted to another person, and
 - ii. terminates on cessation of the person's membership.

8. Resignation of membership

- a. A member of The Society is not entitled to resign that membership except in accordance with this rule.
- b. A member of The Society who has paid all amounts payable by the

member to The Society in respect of the member's membership may resign from membership of The Society by first giving to the secretary written notice of at least one month of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- c. If a member of The Society ceases to be a member under clause (b), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9. Register of members

- a. The secretary of The Society must establish and maintain a register of members of The Society specifying the name, address, phone number, email address and, where applicable, the course of study of each person who is a member of The Society together with the date on which the person became a member.
- b. The register of members must be kept at the principal place of administration of The Society and must be open for inspection, free of charge, by any member of The Society at any reasonable hour, given reasonable notice.
- c. A member of The Society may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied.

10. Membership Fees

- a. A member of The Society must pay to The Society an annual membership fee of \$20 or, if some other amount is determined by the executive, that other amount:
 - i. except as provided by 10(a)(ii), before 1 April in each calendar year, or
 - ii. if the member becomes a member on or after 1 April in any calendar year – on becoming a member and before 1 April in each succeeding calendar year.

11. Members' liabilities

- a. The liability of a member of The Society to contribute towards the payment of the debts and liabilities of The Society or the costs, charges and expenses of the winding up of The Society is limited to the amount, if any, unpaid by the member in respect of membership of The Society for the then current year.

12. Resolution of internal disputes

- a. Disputes between members (in their capacity as members) of The Society are to be referred to the executive for mediation.
- b. Disputes between members and The Society are to be referred to a staff member of the UNE School of Economics for mediation.
- c. At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

13. Disciplining of members

- a. A complaint may be made to the committee by any person that a member of The Society:
 - i. has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - ii. has persistently and wilfully acted in a manner prejudicial to the interests of The Society.
- b. On receiving such a complaint, the committee:
 - i. must cause notice of the complaint to be served on the member concerned; and
 - ii. must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - iii. must take into consideration any submissions made by the member in connection with the complaint.
- c. The committee may, by resolution, expel the member from The Society or suspend the member from membership of The Society if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- d. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 14.
- e. The expulsion or suspension does not take effect:
 - i. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii. if within that period the member exercises the right of appeal, unless and until The Society confirms the resolution under rule 14(e), whichever is the later.

14. Right of appeal of disciplined member

- a. A member may appeal to The Society in general meeting against a resolution of the committee under rule 13, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c. On receipt of a notice from a member under clause (a), the secretary must notify the committee which is to convene a general meeting of The Society to be held within 28 days after the date on which the secretary received the notice.
- d. At a general meeting of The Society convened under clause (c):
 - i. the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - ii. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e. If at the general meeting The Society passes a resolution in favour of the confirmation of the resolution, the decision to suspend or expel the member shall stand

PART 3 – THE COMMITTEE

15. Powers of the committee

- a. The committee is to be called the committee of management of The Society and, subject to any resolution passed by The Society in general meeting:
 - i. is to control and manage the affairs of The Society, and
 - ii. may exercise all such functions as may be exercised by The Society, other than those functions that are required by these rules to be exercised by a general meeting of members of The Society, and
 - iii. has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of The Society.

16. Composition of committee

- a. The committee is to consist of:
 - i. The Executive of The Society, and
 - ii. The Marketing Officer
 - iii. The Social Officer

- iv. The Community Liaison Officer
- v. 2 Career Officers
- vi. The External Student Representative, and
- vii. The UNE School of Economics representative

each of whom, except The UNE School of Economics Representative, is to be elected at the annual general meeting of The Society under rule 17.

- b. The Executive of The Society are to be:
 - i. the president
 - ii. the vice-president
 - iii. the secretary, and
 - iv. the treasurer
- c. Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- d. Once elected, the executive must elect the UNE School of Economics representative, who shall sit on the committee.
- e. In the event of a casual vacancy occurring in the membership of the committee, the executive may appoint a member of The Society to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of a special general meeting called to elect a person to fill the vacancy.

17. Election of committee members

- a. The executive must appoint a returning officer, who may be a staff member of the UNE faculty of Economics Business and Law, who will oversee the election of the committee.
- b. Nominations of candidates for election as office-bearers of The Society:
 - i. Must be made in writing, signed by 2 members of The Society and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - ii. must be delivered to the Returning Officer of The Society at least 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
 - iii. May be accompanied by a brief resume (not exceeding one A4 page) with a request that their resume be forwarded to external voting members.
- c. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

- d. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- e. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- f. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- g. The ballot for the election of office-bearers is to be conducted at the annual general meeting in a secret ballot first past the post system.
- h. The Returning officer shall be responsible for collecting and counting the votes, and shall inform the president and president elect of the outcome before the end of the meeting, at which point the committee elect shall begin their term.

18. Secretary

- a. It is the duty of the secretary to keep minutes of:
 - i. all appointments of office-bearers and members of the committee,
 - ii. the names of members of the committee present at a committee meeting or a general meeting, and
 - iii. all proceedings at committee meetings and general meetings.
- b. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

19. Treasurer

- a. It is the duty of the treasurer of The Society to ensure:
 - i. that all money due to The Society is collected and received and that all payments authorised by The Society are made, and
 - ii. that correct books and accounts are kept showing the financial affairs of The Society, including full details of all receipts and expenditure connected with the activities of The Society.

20. Casual vacancies

- a. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
 - i. dies, or
 - ii. ceases to be a member of The Society, or
 - iii. resigns office by notice in writing given to the secretary, or
 - iv. is removed from office under rule 21, or
 - v. becomes a mentally incapacitated person, or
 - vi. is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

21. Removal of committee member

- a. The Society in general meeting may by resolution remove any member of the committee from office before the expiration of the member's term of office.
- b. Any member intending to make a motion to remove a committee member must inform the secretary and the committee member in question in writing, detailing his or her reasons for proposing to make such a motion, at least 21 days before the date fixed for the holding of the general meeting.
- c. If a member of the committee to whom a proposed resolution referred to in clause (a) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be forwarded to the members of The Society, the secretary or the president must send a copy of the representations to each member of the Society.
- d. The committee member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

22. Meetings and quorum

- a. The committee must meet at least 6 times in each academic semester.
- b. Additional meetings of the committee may be convened by the president or by any member of the committee.
- c. Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 96 hours before the time appointed for the holding of the meeting.
- d. Notice of a meeting given under clause (c) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except

business which the committee members present at the meeting unanimously agree to treat as urgent business.

- e. Any six members of the committee, including at least two of the executive, constitute a quorum for the transaction of the business of a meeting of the committee.
- f. No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- g. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- h. At a meeting of the committee:
 - i. the president or, in the president's absence, the vice-president is to preside, or
 - ii. if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

23. Delegation by committee to sub-committee

- a. The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of The Society as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - i. this power of delegation, and
 - ii. The powers of the committee under rule 13
- b. A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- c. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- d. Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- e. Any act by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done by the committee.

- f. The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- g. A sub-committee may meet and adjourn, as it thinks proper.

24. Voting and decisions

- a. Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- b. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- c. Subject to rule 22(e), the committee may act despite any vacancy on the committee.
- d. Any act by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

25. Advocacy role of The Society

- a. No committee member shall:
 - i. Involve himself/herself in any appeal made by any member of The Society regarding the marking of an assessment, further than to advise a member of the process through which such an appeal may be made.
 - ii. Accompany any member of The Society to a meeting with a member of staff regarding an appeal related to the marking of an assessment.
- b. The Society will not involve itself in any proceedings regarding member(s) difficulties with lecturers or tutors.
- c. The Society may, as the Committee sees fit, advise a member of the correct avenues through which to raise an appeal with the Faculty of Economics, Business and Law.

PART 4 – GENERAL MEETINGS

26. Annual general meetings – holding of

- a. The Society must, during term 4 each year, convene an annual general meeting of its members.

27. Annual general meetings – calling of and business at

- a. The annual general meeting of The Society is, subject to rule 26, to be convened on such date and at such place and time as the committee thinks fit.
- b. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - i. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - ii. to receive from the committee reports on the activities of The Society since the last annual general meeting,
 - iii. to elect committee members.
- c. An annual general meeting must be specified as such in the notice convening it.

28. Special general meetings – calling of

- a. The committee may, whenever it thinks fit, convene a special general meeting of The Society.
- b. The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of The Society.
- c. A requisition of members for a special general meeting:
 - i. must state the purpose or purposes of the meeting, and
 - ii. must be signed by the members making the requisition, and
 - iii. must be lodged with the secretary, and
 - iv. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- d. If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- e. A special general meeting convened by a member or members as referred to in clause (d) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

29. Notice

- a. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of The Society, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- b. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of The Society, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (a), the intention to propose the resolution as a special resolution.
- c. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 27(b).
- d. A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30. Procedure

- a. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- b. Ten members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- c. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - i. if convened on the requisition of members, is to be dissolved,
 - ii. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- d. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 5) is to constitute a quorum.

31. Presiding member

- a. The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of The Society.
- b. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

32. Adjournment

- a. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b. If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of The Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- c. Except as provided in clauses (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33. Making of decisions

- a. Except as otherwise required by these rules, a question arising at a general meeting of the Society is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or lost, or an entry to that effect in the minute book of The Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- b. At a general meeting of The Society, a poll may be demanded by the chairperson or by at least three members present in person.
- c. If a poll is demanded at a general meeting, the poll must be taken;

- i. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- ii. in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

34. Special resolution

- a. A resolution of The Society is a special resolution if it is passed by a majority which comprises at least three-quarters of such members of The Society as, being entitled under these rules so to do, vote in person or by mail at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

35. Voting

- a. On any question arising at a general meeting of The Society a member has one vote only.
- b. All votes must be given personally.
- c. Only ordinary members of The Society are entitled to vote.
- d. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- e. A member is not entitled to vote at any general meeting of The Society unless all money due and payable by the member to The Society has been paid.

PART 5 - MISCELLANEOUS

36. Insurance

- a. The Society may effect and maintain insurance.

37. Funds – source

- a. The funds of The Society are to be derived from annual membership fees of members, donations, revenue generated through official functions and fundraisers and, subject to any resolution passed by The Society in general meeting, such other sources as the committee determines.
- b. All money received by The Society must be deposited as soon as practicable and without deduction to the credit of The Society's bank account.
- c. The Society must, as soon as practicable after receiving any money, issue an appropriate receipt.

38. Funds – management

- a. Subject to any special resolution passed by The Society in general meeting, the funds of The Society are to be used in pursuance of the objects of The Society in such manner as the committee determines.
- b. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the executive of The Society.

39. Constitution and Alteration of constitution

- a. This document shall act as the constitution of The University of New England Economics Society and may be altered, rescinded or added to only by a special resolution of The Society.

40. Custody of books

- a. Except as otherwise provided by these rules, the secretary must keep in his or her custody or under his or her control all records, books and other documents relating to The Society.

41. Inspection of books

- a. The records, books and other documents of The Society must be open to inspection, free of charge, by a member of The Society at any reasonable hour and given reasonable notice.

42. Service of notices

- a. For the purpose of these rules, a notice may be served on or given to a person:
 - i. by delivering it to the person personally, or
 - ii. by sending it by pre-paid post to the address of the person, or
 - iii. by sending it by facsimile transmission, email or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- b. For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - i. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - ii. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - iii. in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

43. Dissolution of The Society

- a. The Society may be dissolved only through a resolution of the committee and by a special resolution of The Society in general meeting.
- b. In the event that The Society is dissolved, all funds and assets of The Society will be transferred to the UNE School of Economics.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF
THE UNIVERSITY OF NEW ENGLAND ECONOMICS SOCIETY**

I,.....
(full name of applicant)

of.....
(address)

hereby apply to become an ordinary/associate (please erase as applicable) member of
The University of New England Economics Society. I agree to be bound by the rules
of The Society for the time being in force.

.....
Signature of applicant

Date.....

PERSONAL DETAILS

Gender: Male/Female

UNE Student Number: (If applicable)

Course: (If applicable)

Mode of Study: Internal/External (If applicable)

Phone number: (.....).....

Email Address: