

Schedule Fourteen

Model Constitution

Affiliated Bodies

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Part Two: Preliminaries

- 2.0 The club or society shall be called name.
- 2.1 The club or society is an associated body of the University of Queensland Union (UQ Union) in the category of choose an item.
- 2.2 The club or society must operate in accordance to this constitution.
- 2.3 The club or society shall be answerable to the Clubs and Societies Committee of the UQ Union.
- 2.4 The club or society shall be overseen by the Clubs and Societies Department of the UQ Union in any manner approved by the Clubs and Societies Committee.

Part Three: Aims and Objectives

- 3.0 The aims of the club or society are:
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- 3.1 The assets and income of the club or society must be applied solely to the above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the club or society except as bona fide compensation for services rendered or expenses incurred on behalf of the club or society.
- 3.2 The club or society shall not adopt aims or objectives, which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport).
- 3.3 The club or society must adopt and follow the UQ Union Clubs and Societies Code of Conduct.
- 3.4 The club or society must comply with all anti-discrimination legislation in all its activities and procedures.

Part Four: General Membership

- 4.0 Membership of the club or society is open to:
 - any student of the University of Queensland;
 - any University of Queensland Academic Staff Member; and
 - any other members of the University or wider community interested in the club or society's activities.
- 4.1 The club or society shall have no less than:
 - Thirty (30) financial members for St Lucia based clubs: or
 - Ten (10) financial members for Gatton or Herston based clubs.
- 4.2 No fewer than seventy percent (70%) of the club or society's financial members must be University of Queensland students.
- 4.3 Contact details for members of the club must remain with the club executives and UQ Union and are not being given or sold to any other person without permission.
- 4.4 The club must comply with all anti-discrimination legislation in all its activities and procedures.

Part Five: Membership of the Management Committee

- 5.0 The Management Committee of the club or society must consist of a minimum of a:
 - President;
 - Secretary; and
 - Treasurer.

- 5.2 All three of the Top 3 positions, must be current and enrolled students of the University of Queensland.
- 5.3 The President, Secretary, and Treasurer positions must all be held by a single current student of the University of Queensland.
- 5.4 At any General Meeting, the club or society may create additional positions on the Management Committee, held by one or more members of the club or society.
- 5.5 All additional positions of the Management Committee shall exist until destroyed at a future General Meeting.
- 5.6 No member may hold more than a single position on the Management Committee.
- 5.7 Other Executive Committee positions may be community members, staff or non-UQ students.
- 5.8 No member may hold more than a single position on the Executive Committee.

Part Six: Membership Fees

- 6.0 The club or society may determine their membership fees, however, the fee must not be less than two dollars (\$2) per annum.
- 6.1 Annual membership of the club or society shall expire on the last day of February of the year following the payment of the membership fee.
- 6.2 If the club or society chooses to provide multi-year memberships, the fee charge cannot total less than two dollars (\$2) per year of membership.
- 6.3 The refunding of memberships is at the discretion of the club or society.

Part Seven: Register of Members

- 7.0 The Management Committee must keep a register of the club or society's members, including each member's:
 - name;
 - student number (if applicable);
 - e-mail address; and
 - date of membership.
- 7.1 The club or society must provide the Clubs and Societies Department a copy of the membership register each semester. Once within four (4) weeks of the commencement of classes in Semester one, and within four (4) weeks of the Annual General Meeting;
- 7.2 The membership register of the club or society must remain with the club or society executive committee and UQ Union and must not to be given or sold to any other person without permission of the members.

Part Eight: Functions of the Management Committee

- 8.1 The Management Committee shall have the general control and management of the administration of the affairs and funds of the club or society.
- 8.2 The management committee may exercise all the power of the club or society:
 - to raise or secure the payment of money as the members of the Society may think fit and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by the club or society in any way.
 - The Management Committee will take full responsibility for all publications produced by the club or society or by any of its members.

Part Nine: Delegation of Powers of Management Committee

- 9.0 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the club or society as the Management Committee sees fit.
- 9.1 Any subcommittee formed will exercise the powers in line with any regulations that may be imposed on it by the Management Committee.
- 9.2 A subcommittee may elect a chairperson and minute-taker of its meetings.
- 9.3 The minute-taker must keep an accurate record of resolutions passed at all subcommittee meetings.
- 9.4 A subcommittee may meet and adjourn, as deemed necessary.
- 9.5 A majority of the members of the members of the Management Committee must be present for the meeting to be quorate.
- 9.6 If within thirty (30) minutes from the time appointed for the commencement of, or if a continuous period of thirty (30) minutes during, a Management Committee meeting quorum is not present, the meeting shall lapse.
- 9.7 Questions, matters or resolutions arising at any meeting of the subcommittee, shall be decided by a vote, and shall pass with a simple majority.

Part Ten: Meetings of the Management Committee

- 10.0 The Management Committee shall meet together and regulate its proceedings as required to exercise its functions.
- 10.1 Meetings of the Management Committee shall be called by any member of the Management Committee with seven (7) days' notice.
- 10.2 The President shall preside as chairperson at every meeting of the Management Committee. If there is no President, or if at any meeting the President is no present within ten (10) minutes after the time appointed for holding the meeting, or if the President has advised the Secretary or other members of the Management Committee of an inability to attend the meeting, or if the President is unwilling to act, then the members of the Management Committee must appoint any member of the Management Committee to be chairperson pro tempore of the meeting.
- 10.3 The Secretary shall preside as minute-taker at every meeting of the Management Committee. If there is no Secretary, or if at any meeting the Secretary is no present within ten (10) minutes after the time appointed for holding the meeting, or if the Secretary has advised the President or other members of the Management Committee of an inability to attend the meeting, or if the Secretary is unwilling to act, then the members of the Management Committee must appoint any member of the Management Committee to be minute-taker pro tempore of the meeting.
- 10.4 The minute-taker must keep an accurate record of resolutions passed at all Management Committee meetings.
- 10.5 A majority of the members of the Management Committee must be present for the meeting to be quorate.
- 10.6 If within thirty (30) minutes from the time appointed for the commencement of, or if a continuous period of thirty (30) minutes during, a Management Committee meeting quorum is not present, the meeting shall lapse.
- 10.7 Questions, matters or resolutions arising at any meeting of the Management Committee, shall be decided by a vote, and shall pass with a simple majority.
- 10.8 A member of the Management Committee shall not vote in respect of any matter in which the member is financially interested, more so than a typical member of the club or society, or any matter arising thereout, and if the member does so vote that member's vote, shall not be counted.

Part Eleven: General Meetings

- 11.0 The Secretary shall convene a General Meeting by giving no less than seven (7) days' notice in writing of any such meetings to the members of the club or society, and the Clubs and Societies Department.
- 11.1 Notice of a General Meeting shall clearly state the nature of the business by way of an agenda which includes the purpose, date, time and place of the General Meeting.
- 11.2 The number of members required to constitute a quorum shall be a fifty per cent (50%) of the Management Committee, plus one.
- 11.3 General Meetings should be held at a campus of the University of Queensland.
- 11.4 The President shall preside as chairperson at every General Meeting unless:
- there is no President; or
 - if the President is not present within ten (10) minutes after the time appointed for holding the meeting; or
 - if the President has advised the Secretary; or
 - other members of the club or society of an inability to attend the meeting; or
 - if the President is unwilling to act.
- 11.5 The Secretary shall preside as minute-taker at every General Meeting unless:
- there is no Secretary; or
 - if at any meeting the Secretary is not present within ten (10) minutes after the time appointed for holding the meeting; or
 - if the Secretary has advised the President; or
 - other members of the club or society of an inability to attend the meeting;
 - or if the Secretary is unwilling to act.
- 11.6 The minute-taker must keep an accurate record of resolutions passed at all General Meetings.
- 11.7 The chairperson and minute-taker of that meeting must make minutes of that General Meeting available to the members of club or society within fourteen (14) days.
- 11.8 The number of members required to constitute a quorum shall be a fifty percent (50%) of the club or society membership.
- 11.9 If within thirty (30) minutes from the time appointed for the commencement of, or if a continuous period of thirty (30) minutes during, a Management Committee meeting quorum is not present, the meeting shall lapse.
- 11.10 Proxies that follow the University of Queensland Union regulations will be allowed.
- 11.11 Proxies that follow a method authorised by the Management Committee, specified in the notice of the General Meeting, and ratified by the members of the Society at the General Meeting will be allowed.

Part Twelve: Annual General Meetings

- 12.0 The club or society must hold an Annual General Meeting in October each year.
- 12.1 Must be held once per calendar year.
- 12.2 Be held after the submission and approval of the financial audit (September).
- 12.3 No less than fourteen (14) days' notice in the form of an agenda which includes the date, time and location of the meeting must be given to all financial members.
- 12.4 No less than seven (7) days' notice in the form of an agenda which includes the date, time and location of the meeting must be given to the clubs and societies department.
- 12.5 The Annual General Meeting shall confirm the minutes of the previous Annual General Meeting, and the minutes of any Special General Meetings that occurred since the previous Annual General Meeting.
- 12.6 The President, Secretary and Treasurer must each present a report at the Annual General Meeting.

- 12.7 The Treasurer's report must include the auditor's report on the financial affairs of the club or society for the last financial year and statement of income and expenditure, assets and liabilities for the last financial year prepared.
- 12.8 An election for the Management Committee must be conducted at the Annual General Meeting.
- 12.9 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 12.10 Full minutes of this meeting, attendees list, contact details for incoming Executive, copy of your Constitution and any amendments and membership list, shall be forwarded to the Clubs and Societies department within fourteen (14) days of the meeting.

Part Thirteen: Special General Meeting

- 13.0 A Special General Meeting can be called to vote for items of significance that could not wait for an Annual General Meeting. Items may include:
- The resignation of the President, Secretary or Treasurer;
 - The club wanted to amend their Constitution;
 - If the club want to change their name or the objectives of the club;
 - If a club want to remove an Executive member.
- 13.1 The secretary shall convene a Special General Meeting by sending out notice of the meeting within fourteen (14) days in the form of an agenda and relevant accompanying documents to all financial members.
- 13.2 Any such direction or requestion must state the reasons why the Special General Meeting is being convened and the nature of the business that will be discussed.
- 13.3 A quorum of fifteen per cent (15%) of the full membership must be present for the Special General Meeting to be deemed valid.
- 13.4 Any alterations of rules may be amended or added to from time to time by a special resolution carried at any Special General Meeting.
- 13.5 However any amendment or addition is valid only if it is registered and approved by the clubs and societies Committee.

Part Fourteen: Election of the Management Committee

- 14.0 At the Annual General Meeting of the club or society, all members of the Management Committee will be retired from office, but are eligible upon nomination for re-election.
- 14.1 The club and society must elect a President, Secretary, and Treasurer at the Annual General Meeting as a minimum.
- 14.2 The election of the Management Committee should take place in the following manner:
- any two (2) members of the club or society shall be at liberty to nominate any member to serve as an Officer of the Management Committee;
 - the nomination, which shall be in writing, shall be lodged with the Secretary before or at the General Meeting at which the election is to take place;
 - at the commencement of the General Meeting, any nominations from the floor will be accepted;
 - if in any election the number of candidates nominated for a position is fewer than or equal to the number of vacancies for that position, those candidates shall be elected unopposed without putting the matter to a vote.
 - all positions on the Management Committee held by a single member shall be determined by optional preferential voting and all positions on the Management Committee held by multiple members shall be determined collectively by optional preferential proportional representation voting;
 - in the case of a tie, another round voting will immediately occur, with only the tied candidates appearing on the ballot;

- in the case of a second tie between the same candidates, another round of voting must occur before the close of the General Meeting, with only the tied candidates appearing on the ballot;
- in the case of a third tie between the same candidates, the winner shall be determined by sortition; and
- any informality or irregularity in the elections must be brought to the attention of the Clubs and Societies Department within fourteen (14) days of the election.

14.3 The vote of every member of the club or society shall be of equal weight.

14.4 In the case of secret ballot, the Chair will select a Returning Office (RO), who is an impartial person who is not running for an upcoming position and is responsible for ensuring the election is fair and run in an orderly manner

14.5 If in an election the number of candidates nominated for a position is fewer than or equal to the number of vacancies for that position, those candidates shall be elected unopposed without putting the matter to a vote

14.6 Any informality or irregularity in the elections must be brought to the attention of the clubs and societies department within 14 days of the election.

Part Fifteen: Resolutions of Management Committee without meeting

15.0 A flying minute signed by members of the Management Committee shall be as valid as effectual as if it had been voted in favour of by those members at a meeting of the Management Committee duly convened and held and attended by all members of the Management Committee.

15.1 Any such resolution may consist of several documents in like form, each signed by the relevant members of the Management Committee.

15.2 A flying minute may be digitally signed by any method the Management Committee deems appropriate.

15.3 A member of the subcommittee shall not vote in respect of any matter in which the member is financially interested, more so than a typical member of the club or society, or any matter arising thereout, and if the member does so vote that member's vote, shall not be counted.

15.4 Between each meeting of a subcommittee, the chairperson and minute-taker of that meeting must provide the Secretary with the minutes of that meeting.

15.5 A subcommittee may resolve to refer a matter to the Management Committee.

Part Sixteen: Vacancies and Resignations of the Management Committee

16.0 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, where it shall take effect on that later date.

16.1 The Secretary may resign in the same manner as any other member of the Management Committee, with the exception that written notice shall instead be given to the President.

16.2 The membership of the club or society shall consider at a General Meeting if a person's membership of the Management shall be terminated, if that person:

- Fails to comply with any of the provisions of the Constitution;
- Has membership fees in arrears;
- Violates the club or society's Code of Conduct;
- Acts in a manner considered to be injurious or prejudicial to the character or interests of the club or society.

16.3 The Management Committee shall have the power at any time to appoint any member of the Society to fill the casual vacancy of any Officer on the Management Committee until the next Annual General Meeting.

Part Seventeen: Termination of Membership

- 17.0 The club or society Management Committee shall consider whether the member's membership should be terminated if the club or society member:
- fails to comply with any of the provisions of the Constitution;
 - has membership fees in arrears;
 - violates the club or society's Code of Conduct; or
 - acts in a manner considered to be injurious or prejudicial to the character or interests of the club or society.
- 17.1 If terminating a member from the club or society, a minimum of five (5) days' notice in writing must be given. The member is able to provide an explanation in writing and can attend the meeting to speak further to the explanation if desired.
- 17.2 Upon terminating the membership of a club or society member, the Management Committee must submit justification of the termination to the Clubs and Societies Committee.
- 17.3 The member removed has the right to submit an appeal for consideration by the Clubs and Societies Committee.

Part Eighteen: Funds and Accounts

- 18.0 The funds of the club or society must be kept in the name of the club or society in the University branch of the Commonwealth Bank. The club or society shall operate a single account only.
- 18.1 Proper books and accounts shall be kept and maintained either in written, printed or digital form in the English language showing correctly the financial affairs of the club or society and the particulars usually shown in books of a like nature.
- 18.2 All monies shall be deposited in total as soon as practicable.
- 18.3 All amounts shall be paid by cash or bank transfer authorised by any two (2) of the President, Secretary, Treasurer, or other member of the club or society authorised from time to time by the members of the club or society at any General Meeting or the Clubs and Societies Committee.
- 18.4 The Management Committee shall determine the amount of petty cash that shall be kept.
- 18.5 All expenditure shall be approved by the Management Committee.
- 18.6 The accounts of the club or society must be audited prior to, and the results presented at, the Annual General Meeting of the club or society.
- 18.7 When the annual income during the financial year of the club or society totals less than or exactly one hundred and thirty thousand dollars (\$130,000), the accounts of the club or society shall be audited by the auditor nominated by the Union..
- 18.8 When the annual incoming during the financial year of the club or society total strictly greater than one hundred thirty thousand dollars (\$130,000), the accounts of the club or society shall be audited by an independent auditor appointed by the Management Committee.
- 18.9 The auditor must examine the statement prepared by the Treasurer and report on it to the Secretary before the next Annual General Meeting.
- 18.10 The income and property of the club or society must be used solely in promoting the objectives of the club or society and exercising the powers of the club or society.
- 18.11 The financial year of the club or society shall be determined by the Clubs and Societies Committee.

Part Nineteen: Alteration of Rules

- 19.0 General Members of the club or society may amend this Constitution by two thirds (2.3) majority vote. Notice of any potential amendment must be included with the notice of the General Meeting.

19.1 Any amendments must be supplied to and be ratified by the Clubs and Societies Committee.

Part Twenty: Dissolution Clause

- 20.0 In the event of the club or society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit for gain of its individual members.
- 20.1 Dissolution of the club or society will occur after the following conditions have been met:
- a Special General Meeting is petitioned in writing;
 - should a quorum not be met, a letter signed by a minimum of two (President, Secretary or Treasurer) will be provided to the C&S department;
 - in the event of an inquorate Special General Meeting, a letter must be signed by a majority of the members of the Management Committee of the club or society and supplied to the Clubs and Societies Committee;
- 20.2 Dissolution of the club or society will also occur if the club or society has been financially and administratively inactive for a period of twelve months (12) months, as determined by the Clubs and Societies Committee.
- 20.3 On dissolution of the club or society, the club or society is not to distribute assets to members.
- 20.4 All assets are to be distributed by the UQ Union to an organisation with similar goals or objectives. This organisation may be nominated at the dissolution meeting of the club or society, and ratified by the Clubs and Societies Committee. If no other legitimate organisation is nominated, the Clubs and Societies Committee shall select an organisation.
- 20.5 No assets of the club or society shall be distributed by the UQ Union until six (6) months have lapsed.
- 20.6 Any member of the club or society may appeal the decision to dissolve the club or society.