

# UNSA

UNIVERSITY OF NEWCASTLE  
STUDENTS' ASSOCIATION

**CLUB / SOCIETY  
CONSTITUTION TEMPLATE**

1. This constitution has been adopted by *[insert Club/Society name]* as decided upon a majority of votes on *[insert date]*.

## 2. Definitions

Terms used in this constitution will mean the following:

- 2.1. **Affiliation** shall mean the general and financial support arrangement between the Club/Society and the specified entity of the University of Newcastle.
- 2.2. **Annual General Meeting (AGM)** shall mean one of the three required meetings per year, but does not count as a General Meeting.
- 2.3. **Club/Society** shall refer to *[insert name of Club/Society and include any abbreviations]*.
- 2.4. **Student Engagement Team** shall refer to the UNSA employee/s whose role it is to provide clubs and societies with support.
- 2.5. **Executive Committee, executives, committee or board** shall mean the elected representatives of the Club/Society.
- 2.6. **Office-Bearers** are defined as the four (4) positions required on each Executive Committee: President, Vice-President, Treasurer, and Secretary.
- 2.7. **General Meeting (GM) or Extraordinary General Meeting (EGM)** shall mean one of the three required meetings per year, not including the Annual General Meeting.
- 2.8. **Inaugural General Meeting (IGM)** shall mean the first meeting of the newly founded Club/Society during which the members choose the name, vote in the Executive Committee, vote on the aims and objectives and vote in the constitution.
- 2.9. **Student** shall mean a person currently enrolled in study at the University of Newcastle.
- 2.10. **UNSA or the Association** shall mean the University of Newcastle Students' Association, a SSAF-funded student entity that provides support to clubs and societies.
- 2.11. **The University or UON** shall mean the University of Newcastle, Australia.

## 3. Aims and Objectives

- 3.1. **The aims and objectives of the Club/Society are:**
  - a. *(example only)* To bring together University of Newcastle students with a shared interest for the purpose of improving their social and cultural experience through offering member events and activities.
  - b. *[Insert aim/objective]*
  - c. *[Insert aim/objective]*
- 3.2. The Club/Society shall be empowered to do all things necessary for the attainment of its aims and objectives, and supported by UNSA at its discretion (see Section 5.1). In doing so, the Club/Society will

adhere to the University of Newcastle's Code of Conduct and all relevant UNSA policies, and at no time bring the University or UNSA into disrepute.

#### **4. Affiliation**

- 4.1. The Club/Society must affiliate with UNSA annually in order to be recognised by the Association, and to receive all affiliation benefits.

#### **5. Affiliation Benefits**

- 5.1. Benefits available to the Club/Society once affiliated will be determined by UNSA at its discretion, but may include:
  - a. Funding to cover expenses related to its events, such as catering and equipment (see Section 6.1);
  - b. Advice in planning its events (if desired), such as advice on venue booking/selection, transport and appropriate catering options; and
  - c. Promotion of the Club, its aims and activities through UNSA's engagement channels, such as through social media, student emails or the UNSA website.

#### **6. Finances**

- 6.1. The Club/Society must have a separate bank account. All funds of the Club/Society shall be deposited into this account at such bank or recognised financial institution as the Executive Committee may determine.
- 6.2. All incoming funds must be paid straight into that bank account.
- 6.3. All funding requests must be submitted at least two weeks before an event takes place.
- 6.4. No reimbursements shall be made unless funding is approved prior to the event.
- 6.5. All accounts due by the Club/Society shall be paid by cheque, direct debit or cash after having being passed for payment at the Executive Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Executive Committee Meeting.
- 6.6. A statement showing the financial position of the Club/Society shall be tabled at each Executive Committee meeting by the Treasurer.
- 6.7. The financial year of the Club/Society shall commence on January 1 each year. A statement of income and expenditure for the previous year shall be submitted to the Annual General meeting.
- 6.8. All funds, property and income of the Club/Society will apply solely to the promotion of its aims and objectives, and no part of these funds, property and income shall be paid or otherwise distributed, directly or indirectly, to members unless in compensation for payments made on behalf of the Club/Society.
- 6.9. If the Club/Society is dissolved, the bank account must be closed and the funds transferred to UNSA under the instruction of the Student Engagement Team.

## **7. Transparency**

- 7.1. UNSA is entitled to view the Club/Society financial records on request.
- 7.2. The Club/Society will cooperate completely if an audit is requested. The audit will be carried out by an independent auditor that will be selected by UNSA.
- 7.3. The Treasurer will create an Annual Financial Statement to be included in the Club/Society Annual Report to UNSA, and upon request if required.

## **8. Liability**

- 8.1. All executives are equally responsible for proper conduct and management of Club/Society finances and for ensuring that the Club/Society does not accumulate any debt.
- 8.2. UNSA is in no way responsible or liable for the Club/Society finances and will not cover any losses or debt accumulated by the Club/Society.

## **9. Disaffiliation**

- 9.1. The Club/Society may be disaffiliated if UNSA determines the Club/Society:
  - a. Are not operating for the benefit of their general membership;
  - b. Are in breach of the University's Code of Conduct or relevant UNSA policies;
  - c. Are not reasonably cooperating with UNSA's requests;
  - d. Are acting in breach of their constitution;
  - e. Have breached the terms and agreements of their affiliation; or
  - f. Are acting illegally.
- 9.2. UNSA may take reasonable steps to ensure that the Club/Society are being administrated correctly and are acting in accordance with their aims and objectives. Executives of the Club/Society must comply with any reasonable requests.

## **10. Reaffiliation**

- 10.1. The Club/Society must reaffiliate with UNSA at the beginning of each calendar year under the Student Engagement Team's instruction.

## **Membership**

### **11. Membership rules and regulations**

- 11.1. Membership of the Club/Society is open to all students currently enrolled at the University of Newcastle.

- 11.2. The Club/Society may set a membership fee at its own discretion. Where it chooses to do so, the fee must be no less than \$1 and equal for all members, and must contribute solely to the pursuit of its aims and objectives in accordance with 6.6.
- 11.3. Membership shall last until the end of the calendar year.
- 11.4. Membership is not valid until the membership fee has been paid (where applicable).
- 11.5. The Club/Society and all its members shall comply with the University of Newcastle's Diversity and Inclusiveness Policy and Code of Conduct, as well as all relevant UNSA policies.
- 11.6. The Club/Society and all its members shall comply with all rules and regulations, Responsible Service of Alcohol (RSA), terms and conditions and other requirements they are bound by as students and associates of UON.
- 11.7. Member details are to be kept private and shall only be accessible to the Executive Committee and UNSA's Student Engagement Team.
- 11.8. Membership or related rights and obligations cannot be passed on to another person.

## **12. Cessation of Membership**

- 12.1. Membership ceases if a member:
  - a. Resigns membership through a notice sent to the Secretary;
  - b. Fails to pay their membership fee (where applicable);
  - c. Ceases to be a student of the University of Newcastle; or
  - d. Is expelled from the Club/Society;
  - e. Dies.
- 12.2. Membership fees will not be refunded unless the Executive Committee votes to return the fee to a specific member.

## **13. Discipline, Suspension and Expulsion of Members**

- 13.1. The Club/Society Executive Committee may resolve to suspend or expel a member from the Club/Society if they have reason to believe that member has been guilty of conduct in violation of the following:
  - a. The Club/Society's aims and objectives;
  - b. The Club/Society's Code of Conduct;
  - c. UNSA's policies;
  - d. The University's Code of Conduct; or
  - e. Australian or NSW Law.

13.2. A resolution to suspend or expel a member of the Club/Society does not take effect until a meeting of the Executive Committee confirms the resolution and, if the member exercises a right of appeal, the general membership confirms that appeal.

13.3. A meeting of the Executive Committee to confirm or revoke a resolution passed must be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the notice has been given to the member in accordance with the following:

- a. The Secretary must, as soon as is practicable, give notice to the member:
  - i. Setting out the resolution of the Executive Committee and the grounds on which it is based, and stating that the member (or their representative) may address the executive at the meeting;
  - ii. Stating the date, place and time of that meeting; and
  - iii. Informing the member that if, at that meeting, the Executive Committee confirms the resolution, they may give notice within forty-eight (48) hours of the meeting that they will appeal to the Club/Society.

13.4. At a meeting of the Executive Committee to confirm or revoke a resolution, the committee must:

- a. Give the member (or their representative) an opportunity to be heard;
- b. Give due consideration to any written statement submitted by the member;
- c. Determine by resolution whether to suspend or expel the member;
- d. In the case of suspension of a member, determine the length of suspension; and
- e. In the case of expulsion of a member, determine the length of the expulsion, and whether the member will be permitted to apply for membership again after the period of expulsion.

13.5. Appeals

- a. The right to appeal must be lodged within forty-eight (48) hours of notice of expulsion/suspension.
- b. Appeals are addressed at an Extraordinary General Meeting and are voted on by general members.
- c. At an Extraordinary General Meeting of the Club/Society convened for the purpose of the appeal:
  - i. No business other than the question of the appeal may be conducted;
  - ii. The Executive Committee may notify the membership of the details of the grounds for the resolution and the reasons for the passing of the resolution;
  - iii. The member (or their representative) must be given an opportunity to be heard; and,
  - iv. The general members present must vote by secret ballot in regards to whether the resolution should be confirmed or revoked.
- d. A resolution is confirmed if, at the Extraordinary General Meeting, not less than two-thirds (2/3) of the members vote in favour of the resolution. In any other case, the resolution is revoked.

13.6. If the member in question is an Executive Committee member, they are to be excluded from the original executive meeting in which their suspension/expulsion is to be discussed and from any other executive meetings until the outcome has been decided.

## **Code of Conduct**

### **14. Club/Society Code of Conduct**

- 14.1. All members must act to be inclusive and treat everyone equitably, consistently and appropriately.
- 14.2. All members must behave and communicate in a manner that does not offend, degrade or humiliate.
- 14.3. All members must show consideration for the property of the University, UNSA and each other.
- 14.4. The Club/Society will not encourage or tolerate bigoted, hateful or discriminatory behaviour. Discrimination on the grounds of race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin will not be tolerated.
- 14.5. The Club/Society will not tolerate drunk and disorderly behaviour that interrupts its events or otherwise adversely affects Club/Society members or other people. Any member found to be contravening this clause will be asked to leave the event, and the Club/Society Executive Committee may resolve to suspend or expel a member from the Club/Society in accordance with Section 12.

## **Executive Committee**

### **15. Executive Committee**

- 15.1. All positions on the Executive Committee of the Club/Society will be elected from its members (students), as defined in 10.1.
- 15.2. Only members may vote in the election of the Executive Committee.
- 15.3. The Executive Committee will be composed of the following positions:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. *[insert any other positions necessary]*
- 15.4. Nomination for an Executive Committee position must be forwarded in writing to the Secretary seven (7) days in advance of the Annual General Meeting and must be signed by at least one other Club/Society general member.
- 15.5. If insufficient nominations for a position are received in advance, nominations for that position shall be opened to the floor at the Annual General Meeting. No member is to hold more than one position in the committee.

- 15.6. An Executive Committee position shall be filled by one person at a time and cannot be shared with another member.
- 15.7. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 15.8. If insufficient nominations for a position are received in advance, that position may be nominated for at an Extraordinary General Meeting or the next General Meeting by means of voting.
- 15.9. The Executive Committee shall hold office for a year commencing from their election during the Annual General Meeting and ending at the next Annual General Meeting.
- 15.10. In the event of a casual vacancy occurring, the remaining Executive Committee may appoint a member of the Club/Society to fill the vacancy. That member is to hold office, subject to this constitution, until the next Annual General Meeting following the date of the appointment.

## **16. Executive Committee responsibilities**

- 16.1. The Executive Committee is responsible and personally liable for the following:
- a. Finances of the Club/Society;
  - b. Events and activities of the Club/Society;
  - c. Management of the Club/Society and all its members;
  - d. Representation of the Club/Society;
  - e. Attendance at all three required annual meetings of the club membership;
  - f. Entering into contracts and arrangements on behalf of the Club/Society;
  - g. Liaising with the Student Engagement Team at UNSA;
  - h. Understanding and being able to provide insight into the Club/Society constitution;
  - i. Abiding by the Club/Society constitution; and
  - j. Setting the membership fees for each calendar year.

## **17. Vacation of Executive Committee positions**

- 17.1. An Executive Committee position will be vacated if the person:
- a. Resigns their position;
  - b. Resigns their membership;
  - c. Ceases to be a University of Newcastle student;
  - d. Has missed or expects to be unable to attend more than two of the minimum three yearly meetings of the membership;
  - e. Has been negligent, or is found to have acted in a manner that is disruptive to the successful and effective functioning of the club;



- f. Has refused to comply with the Club/Society constitution, or the University's Code of Conduct, or UNSA's relevant policies; or
  - g. Has refused to comply with the RSA of any venues in which the Club/Society has hosted an event.
- 17.2. The Executive Committee (minus the executive in question) has the power to terminate the position of any executive, should they be in accordance with any clause of Section 16.1, with all executives being in favour.
- 17.3. Any executives who have had their position terminated in accordance with any clause of Section 16.1 have the right to appeal their termination to the Executive Committee. The right to appeal must be lodged within forty-eight (48) hours of notice of expulsion/suspension.
- 17.4. Terminated executives can be reinstated with a two-thirds vote of the Executive Committee.
- 17.5. Any terminated executives lose their rights as signatory of the Club/Society bank account and another executive must take their place as signatory immediately.

### **Roles and responsibilities of Executive Committee positions**

#### **18. President**

- 18.1. In addition to the roles and responsibilities listed in Section 15, the President shall:
- a. Be the chairperson of all Club/Society meetings, both General and Executive, throughout the year;
  - b. Be the spokesperson for the Club/Society;
  - c. Ensure the Executive Committee carries out their responsibilities;
  - d. Explain the obligations and rights of the executives to them;
  - e. Be the main liaison with UNSA with regard to affiliation;
  - f. Manage the Club/Society and its events and activities;
  - g. Authorise expenditure for the Club/Society; and
  - h. In conjunction with other members of the Executive, provide an Annual Report to the Student Engagement Team as instructed.

#### **19. Vice President**

- 19.1. In addition to the roles and responsibilities listed in Section 15, the Vice President shall:
- a. Be the chairperson for Club/Society meetings where the President is absent;
  - b. Assist the President in the management of the Club/Society and its event and activities;
  - c. Assist executives in carrying out their roles; and
  - d. Assist the President in the provision of an Annual Report to the Student Engagement Team as instructed.

#### **20. Secretary**

- 20.1. In addition to the roles and responsibilities listed in Section 15, the Secretary shall:
- a. Receive and send all correspondence for the Club/Society;

- b. Notify members of the Annual General Meeting and all other Club/Society meetings;
- c. Create the agenda for all meetings;
- d. Supervise voting during all meetings;
- e. Receive and organise all motions put forward by members and raise them during meetings;
- f. Take minutes at meetings;
- g. Update and maintain the membership list;
- h. Manage all the administrative records of the Club/Society, except the financial records; and
- i. Assist the President in the provision of an Annual Report to the Student Engagement Team as instructed.

## **21. Treasurer**

21.1. In addition to the roles and responsibilities listed in Section 15, the Treasurer shall:

- a. Keep and update the Club/Society financial records;
- b. Hold, and be responsible and liable for, the receipt book(s), cheque book(s) and cash management;
- c. Receive the membership fees of all members;
- d. Issue receipts for all money received and keep receipts on record;
- e. Collect all receipts, invoices and record all expenditure;
- f. Prepare a proposed budget for the Club/Society at the beginning of each calendar year;
- g. Prepare an Annual Financial Statement at the end of the calendar year (and on request by the Student Engagement Team) to the President for inclusion in the Annual Report;
- h. Be the main signatory for the Club/Society bank account;
- i. Solely use the Club/Society funds in benefit of the Club/Society and all its members, in line with the aims and objectives of the Club/Society;
- j. Solely use funds for payments authorised by the Executive Committee.

### ***[Insert executive position]***

- k. *[Insert executive responsibility]*
- l. *[Insert executive responsibility]*
- m. *[Insert executive responsibility]*

## **Meetings**

### **22. Annual General Meeting (AGM)**

22.1. One Annual General Meeting must be held every calendar year.

22.2. The Secretary will give notice and send the agenda to all members at least fourteen (14) days in advance.

- 22.3. The AGM must be held on an academic weekday.
- 22.4. Quorum must be met with at least fifteen (15) general members and 75% of the Executive Committee being present.
- 22.5. The agenda must include:
- a. Confirmation of the previous AGM's minutes;
  - b. Reports from the Executive Committee;
  - c. Report on the Club/Society's activities since the last General Meeting;
  - d. Presentation of financial accounts and the use of the Club/Society budget;
  - e. Amendments to the constitution (if applicable);
  - f. Voting for a new Executive Committee:
    - i. Call for nominations if any committee positions do not have a nominee; and
  - g. General business.
- 22.6. Minutes must be taken by the Secretary, which must be kept on record and:
- a. Publicised to the members no less than seven (7) days after the meeting
  - b. Sent to the Student Engagement Team within seven (7) days of the meeting.

### **23. General Meetings**

- 23.1. At least two General Meetings must be called by the Executive Committee in each calendar year.
- 23.2. The Secretary will give notice and send the agenda to members at least seven (7) days in advance.
- 23.3. Quorum must be met with at least fifteen (15) general members and 75% of the Executive Committee being present.
- 23.4. The agenda must include:
- a. Confirmation of the previous meeting's minutes;
  - b. Reports from the President and Treasurer;
  - c. Report on the Club/Society's activities since the last meeting;
  - d. Amendments to the constitution (if applicable);
  - e. Filling casual positions on the Executive Committee (if applicable); and
  - f. General business.

### **24. Extraordinary General Meetings**

- 24.1. Extraordinary General Meetings may be held as necessary and must adhere to the requirements of a General Meeting.

**25. Executive Committee Meetings**

- 25.1. Executive meetings will be held for the purposes of planning for the Club/Society.
- 25.2. All financial actions must be voted upon by the Executive Committee.
- 25.3. Minutes of each meeting must be forwarded to the Executive Committee within forty-eight (48) hours following the meeting.
- 25.4. There must be at least four (4) executive meetings in each calendar year.
- 25.5. Quorum must be met with at least two-thirds of the Executive Committee being present.

**26. General Rules and Regulations for Meetings**

- 26.1. Quorum must be reached for any business to be conducted.
- 26.2. If quorum is not reached within half an hour of commencement of the meeting, the meeting shall be rescheduled.
- 26.3. All Club/Society members entitled to vote can cast one vote for each motion.
- 26.4. If voting results in a tie then the President shall provide the deciding vote.
- 26.5. All changes made to membership, the constitution or requests for financial expenditure/reimbursements must be forwarded to the Secretary before the meeting.
- 26.6. If motions on constitutional changes are passed during the meeting, they must be forwarded to the Student Engagement Team for approval.
- 26.7. Minutes must be taken and recorded at each meeting.

**27. Notice of Meetings**

- 27.1. Notice of meetings must include the date, location, time and content of the upcoming meeting.
- 27.2. UNSA must be informed of any General or Extraordinary General Meeting seven (7) days in advance.
- 27.3. UNSA must be informed of the Annual General Meeting fourteen (14) days in advance.

**28. Dissolution**

- 28.1. Dissolution of the Club/Society will occur in the case that:
  - a. The Club/Society membership has requested that the Club/Society be dissolved by putting forward a motion with at least 75% of the general members showing that they are in favour of dissolution;
  - b. The Club/Society ceases to operate by failing to appoint executives;
  - c. The Club/Society endures natural attrition and has not been financially or administratively active for ninety (90) days;
- 28.2. The motion for dissolution will be rejected if 50% or more of the entire membership is opposed.

28.3. If the Club/Society is dissolved in accordance with section 28.1, the most recent Executive Committee must inform UNSA no later than seven (7) days after the motion to dissolve has passed.

28.4. All surplus funds, property, cash and assets left after dissolution shall become rightfully owned by UNSA and must be transferred to the Association electronically within twenty-eight (28) days of dissolution.

**29. Committee Handover**

29.1. All Executive Committee members must ensure a full and detailed handover to new Executive Committee members. This knowledge and resource transfer should occur no later than thirty (30) days following the Annual General Meeting.

29.2. The Club/Society must inform UNSA's Student Engagement Team of all new Executive Committee appointments within thirty (30) days of appointment.