

Club/Society Constitution

A club's or society's constitution is a document that defines your club or society and provides you with a basic set of rules for the daily running and management of this group. A good constitution will not only give you the structure to effectively run your club in the best interest of your members but it will also provide you with a template that can be evaluated and changed if your objectives change.

Some of the key areas of your constitution that the Affiliation Approval Committee will consider when evaluating your application will be:

- Whether you have a democratic voting structure relating to the election of office bearers, as well as a democratic decision-making process with respect to the running of the club or society
- Your club or society's aims and objectives are deemed to benefit the student experience of Federation University Australia students
- You include a dissolution clause relating to any money or assets the club might have if it winds up or ceases to exist
- How the club or society intends to operate its finances
- Your club membership requirements, including members' rights and responsibilities
- The inclusion of Clauses relating to gender balance on Committees, open access, misconduct and discrimination

A sample constitution has been included below for your reference;

Sample Constitution

1. NAME

The name of the club is _____ Hereinafter referred to as the "club"

2. AIMS and OBJECTIVES

The aims and objectives of the club are:

2.1 (example only) To bring together as many like-minded Federation University Australia students (& friends) for the purpose of improving their social and cultural experience through offering member events and activities.

2.2 (example only) Provide an opportunity for Federation University Australia students to represent and actively participate in Australian Rules Football as part of a formal Federation University Australia club structure.

2.3 _____

2.4 _____

2.5 _____

3. ATTAINING AIMS and OBJECTIVES

The club shall be empowered to do all things necessary for the attainment of the aims and objectives of the club. In doing so, the club will adhere to all Federation University Australia (the “university”) policies and procedural guidelines at no time bringing the university into disrepute.

4. POWERS OF THE CLUB

- 4.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 4.2 To open and operate bank accounts;
- 4.3 Accept donations and gifts in accordance with the objects of the club;
- 4.4 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the club;
- 4.5 Provide gifts and prizes in accordance with the objects of the club;
- 4.6 Organise social events for members and the promotion of the club; and
- 4.7 To enter into any other contract the club considers necessary or desirable.

5. MEMBERSHIP

- 5.1 Membership shall be open to any person who wishes to further the interests of the club.
- 5.3 Each person admitted to membership shall be;

- 5.3.1 Bound by the Constitution and By-laws of the club.
 - 5.3.2 Come liable for such fees and subscriptions as may be fixed by the club.
 - 5.3.3 Entitled to all advantages and privileges of membership.

- 5.4 Membership Categories:

- 5.4.1 ORDINARY MEMBER

Any student of the university who is a financial member of the club is entitled to hold any office and enjoy the privileges of the club.

5.4.2 AFFILIATE MEMBER

Any person, other than a student of the university, who is a financial member of the club is entitled to hold any office and enjoy the privileges of the club.

5.4.2 SOCIAL MEMBER

Persons other than ordinary and affiliate members who are interested in promoting the club, but who do not wish to participate in the core objectives of the club, may become a Social Member (*example could be a non-playing member of a sporting club*).

5.5 The majority of the club memberships must be students of the university

5.5 The Executive Committee shall appoint a member of the Executive Committee to maintain an up to date register of members of the club.

5.6 A member may at any reasonable time inspect the records and documents of the club.

6. TERMINATION OF MEMBERSHIP

6.1 Any person's membership may be terminated by the following events:

6.1.1 Resignation

6.1.2 Expulsion

6.1.3 A member's annual membership fee remains unpaid after 2 months falling due;

6.2 The Executive Committee shall have the power to suspend or expel any member of the club for:

6.2.1 Any of the events in Item 8.1

6.2.2 False or inaccurate statements made in the member's application for membership of the club,

6.2.3 Breach of any rule, regulation or by-law of the club and

6.2.4 By any act detrimental to the club or the university, after having undertaken due inquiry.

6.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a general meeting called for such purpose, and the decision of the general meeting shall be final.

7. EXECUTIVE COMMITTEE

NB: (1) Committee persons are sometimes referred to as Office Bearers.

(2) The main Office Bearers are often referred to as The Executive.

7.1 Management of the club shall be vested in the Executive Committee elected by the members at the Annual General meeting and consisting of:

7.1.1 President

7.1.2 Vice President

7.1.3 Secretary

7.1.4 Treasurer

7.1.5 Committee Members (number to be nominated)

7.1.6 Club or Team delegates

7.2 No person shall hold more than one position on the Executive Committee at any one time. All positions on the Executive Committee will be re-elected at the Annual General meeting and all previous Office Bearers will be eligible for re-election.

7.3 A quorum of the Executive Committee shall be half of its Executive Committee plus one.

7.4 If the president or vice president is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

7.5 A member of the Executive Committee may lose his or her seat on the committee for either of the following;

- Absence from three or more meetings without leave of absence.
- Found not to be a financial member.

8. POWERS OF THE EXECUTIVE COMMITTEE

8.1 The Executive Committee shall carry out the day-to-day running of the club and shall have the power to:

8.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;

8.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Executive Committee passes all payments;

8.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;

8.1.4 Adjudicate on all matters brought before it which in any way affect the club.

8.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and general meetings of members;

8.1.6 Make, amend and rescind rulings and by-laws;

8.1.7 Have the power to form and appoint any sub-committee/s as required for specific purposes;

8.1.8 May at their discretion employ a person or persons to carry out certain duties required by the club, at salaries or remunerations for such period of time, as may be deemed necessary.

8.1.9 Should a vacancy occur on the Executive Committee during the season, the Executive Committee shall appoint a successor until the next Annual General meeting.

8.1.10 Appoint an officer/s or agent of the Executive Committee to have custody of the club's records, documents and securities.

9. GENERAL MEETINGS:

9.1 Annual General meeting

9.1.1 The Annual General meeting of the club must be held prior to the end of the calendar year.

9.1.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.

9.1.3 All financial members may attend the Annual General meeting.

9.1.4 The quorum at the Annual General meeting shall be a minimum of the Executive Committee. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

9.1.5 The agenda for an Annual General meeting shall be:

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General meeting
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Treasurer's statement
- Election of New Executive
- Vote of thanks to outgoing Executive
- Determination of Annual Membership Fee
- Notice/s of Motion
- Urgent general business
- Closure

9.2 General meetings

9.2.1 General meetings may be called by the Executive Committee or at the request of the president and secretary or on the written request of members of the club.

9.2.2 The secretary shall give at least seven (7) days notice, in writing, of the date of the General meeting to the members. Notice of General meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General meeting.

9.2.3 The quorum at the General meeting shall be a minimum of the Executive Committee members.

10. VOTING

10.1 Voting powers at the Annual General meeting and general meetings:

10.1.1 The president shall be entitled to a deliberate vote, and, in the event of a tied vote, the president shall exercise a casting vote.

10.1.2 Each individual financial member present shall have one (1) vote.

10.2 Voting powers at Executive Committee Meetings;

10.2.1 The president shall be entitled to a deliberate vote, and, in the event of a tied vote, the president shall exercise a casting vote.

10.2.2 Each individual committee member present shall have one (1) vote.

11. FINANCE

11.1 All funds of the club shall be deposited into the club's accounts at such bank or recognised financial institution as the Executive Committee may determine.

11.2 All accounts due by the club 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.

11.3 The secretary shall not spend more than a set amount Petty Cash without the consent of the Executive Committee, and shall keep a record of such expenditure in a Petty Cash Book.

11.4 A statement showing the financial position of the club shall be tabled at each Executive Committee Meeting by the treasurer.

11.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General meeting. The auditor's report shall be attached to such financial report.

11.6 The financial year of the club shall commence on January 1st each year. The accounts, books and all financial records of the club shall be audited each year.

11.7 The signatories to the club's account/s will be the Treasurer and any one (1) from the following;

- President
- Vice President
- Secretary

11.8 All property and income of the club will apply solely to the promotion of the objects of the club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

12. ALTERNATIONS TO THE CONSTITUTION AND BY-LAWS:

12.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General meeting, or General meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General meeting, or seven (7) days prior to a general meeting called for such purpose.

12.2 The secretary shall forward such notices of motion to each Executive Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a general meeting.

12.3 Alterations to the By-laws can be made only at Executive Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

12.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (special resolution) of those present and entitled to a vote at the Annual General Meeting, general meeting or Executive Committee Meeting, as the case may be.

13. DISSOLUTION

If, on the closure of the club, any property of the club remains after satisfaction of the debts and liabilities of the club and the costs, charges and expenses of that winding up, that property shall be distributed:

- (a) To another incorporated club having objectives similar to those of the club; or
- (b) For charitable purposes, which incorporated club or purposes, as the case requires, shall be determined by resolution of the members.