Constitution of [NAME OF CLUB]

[INSERT CLUB LOGO]

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# Name

* 1. The name of the club or society (hereafter referred to as “the Club” is [INSERT CLUB/SOCIETY NAME].

# Club/Society Aims and Objectives

* 1. The aims and objectives of the club are:
		1. [LIST AIMS AND OBJECTIVES OF CLUB]
		2. [LIST AIMS AND OBJECTIVES OF CLUB]
		3. [LIST AIMS AND OBJECTIVES OF CLUB]
		4. [LIST AIMS AND OBJECTIVES OF CLUB]
		5. [LIST AIMS AND OBJECTIVES OF CLUB]

# Membership

* 1. Membership shall fall into one of two categories
		1. Full Member – open to all currently enrolled Federation University Australia students
		2. Associate Member – open to Alumni, staff and other community members
	2. Associate members must not comprise more than 25% of the total club membership
	3. The Club must set an annual membership fee to be determined at a Club General Meeting which is reviewed once per calendar year
	4. The annual membership fee is set out in Schedule 1 of this constitution
	5. The Club must maintain an up to date register of the members of the Club

# Expulsion from the Club

* 1. The Executive Committee shall have the power to suspend or expel any member of the club for:
		1. Unpaid membership fees
		2. Breach of any Club rule or by-law
		3. By any act that may bring the Club or the University into disrepute
		4. Misconduct relating to violence, aggression or assault
	2. Any member who is expelled or suspended from the Club has the right to appeal by presenting their case to a general meeting called for such a purpose, with the decision of the general meeting being final

# Executive Committee

* 1. The Club is governed and managed by the Executive Committee made up of Office Bearers
	2. The Executive Committee will consist of a minimum of:
		1. President
		2. Vice President
		3. Secretary
		4. Treasurer
	3. Additional Executive Committee positions may be created by the full Club membership as voted on at a General Meeting however these additional positions may not have signatory control of the club bank account
	4. The Executive Committee must consist of 75% Full Members (see section 3)
	5. All positions on the Executive Committee will be re-elected at the Annual General Meeting with all previous Office Bearers being eligible for re-election
	6. In the event of a single casual vacancy within the Executive Committee, the remaining Committee may appoint a club member to fulfil the position for the reminder of the term
	7. In the event of two or more executive resignations, it is the responsibility of the remaining committee to call a full general meeting to fill the vacancies as soon as possible

# Election of Executive Committee Positions

* 1. Executive Committee Members are to be elected by Club members in a General Meeting
	2. At the AGM those nominated for a position on the Executive Committee will be elected by a majority vote in a secret ballot, with the votes to be counted and result declared by the Returning Officer
	3. If only one person has been nominated for a particular position on the Executive Committee, a secret ballot is not required and they are elected unopposed
	4. A member may not move or second themselves for a position on the Executive Committee

# Powers of the Executive Committee

* 1. The Executive Committee shall have day to day general control over the finances and activities of the Club in accordance with the Club aims and objectives
	2. Ensure Club records and meeting minutes are created and maintained
	3. The Executive Committee is at all times bound by the decisions of a General Meeting

# Obligations of the Executive Committee

* 1. An Executive Committee Member must:
		1. Comply with the obligations under this constitution and ensure that the Club and its members comply with the obligations of this constitution
		2. Abide by the policies of the University
		3. Abide by the guidelines as set out in the Clubs & Societies Guidelines document
		4. Act with the best interests of the Club and the University
		5. Not misuse their position on the Executive Committee
		6. Not misuse information they gain in their role on the Executive Committee
		7. Ensure that the financial aspects of the Club are managed responsibly
		8. Coordinate the Club’s annual re-affiliation process
		9. Maintain an up to date asset register

# Annual General Meeting (AGM)

* 1. There shall be one Annual General Meeting every affiliation year, which shall be held during the FedUni academic period
	2. The Secretary is required to give members at least 14 days notice of the date of the AGM
	3. All financial members may attend the AGM
	4. The Agenda of the AGM must include:
		1. Presentation of reports from the President and Treasurer
		2. Ratification of the Club constitution including the setting of membership fees for the following year
		3. Election of Executive Committee members
		4. Other business
	5. A Returning Officer who is impartial and not themselves being nominated for positions must be appointed to facilitate the election of the Executive Committee
	6. At an AGM quorum is to be at least 8 members of the Club. 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. At this subsequent meeting, if there is no quorum met, those members present shall be competent to discharge the business of the meeting

# Other meetings

* 1. A General Meeting is defined as any meeting open to all members of the Club
	2. A Special General Meeting is defined as a general meeting that is open to all members of the club and has been called to address a set item of importance
	3. At a Special General Meeting, quorum is to be at least 8 members of the club. 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. At this subsequent meeting, if there is no quorum met, those members present shall be competent to discharge the business of the meeting
	4. A Committee Meeting is defined as a meeting that is open to the Executive Committee only

# Voting

* 1. Voting at all Club meetings shall be democratic, with a simple majority required for a motion to be successful
	2. At a General Meeting all current members of the Club are permitted to vote
		1. No proxy votes will be permitted
		2. In the situation of a tied vote the President shall exercise a casting vote
	3. During Executive Committee Meetings all current members of the committee are permitted to vote
		1. No proxy votes will be permitted
		2. In the situation of a tied vote the President shall exercise a casting vote

# Finance

* 1. The Club shall decide on a financial institution to open an account at an AGM
	2. All funds of the club shall be deposited into the Club’s bank account
	3. Records of all Club income and expenses, including receipts, shall be kept by the elected Treasurer
	4. A statement showing the financial position of the Club shall be tabled at each Executive Committee Meeting
	5. A statement showing the financial position of the Club shall be presented at the AGM

# Alterations to the Constitution

* 1. No alterations or additions shall be made to the Constitution except at the AGM or a Special General Meeting that has been called for the purpose
		1. Club Members must be informed of this meeting and the proposed changes at least seven days before the date of the meeting
	2. All alterations or additions must be firstly approved by the University before going to a vote at a meeting

# Open Access and Inclusion

* 1. Where possible the Society will actively promote and encourage representation of both male and female committee members at the time of elections and during any replacement elected positions.
	2. The Society embraces diversity and promotes inclusion amongst its Executive Committee and membership base.
	3. The Society does not discriminate against another person in relation to sex, gender, age, sexual orientation, race or religion

# Dissolution

* 1. If there comes a time when the club/society need to close then the following must be adhered to:
		1. Any debts or liabilities need to be paid in total
		2. All remaining funds or assets shall be transferred to another affiliated FedUni club/society whose objectives are similar to those of the club.

# Schedule 1

## Annual Membership Fees are as follows:

Full Member (as per Section 3.1.1) – [$ PER YEAR]

Associate Member (as per Section 3.1.2) – [$ PER YEAR]

Membership Fees are to be paid by the [INSERT DATE] of each academic year