

The Constitution of the UWA Photography Club



April 2022

1. Name

1. The name of the Club shall be ***UWA Photography Club***.
2. The Club may also go by the names ***UWAPC*** and ***Photography Club*** where the meaning is clear.

2. Definitions

1. ***the University*** – the University of Western Australia (UWA).
2. ***the Guild*** – the UWA Student Guild.
3. ***the Club*** – the UWA Photography Club.
4. ***the Committee*** – the group established by this Constitution to manage the business of the Club.
5. ***Affiliated Society*** – a society, club or other association affiliated to the Societies Council of the Guild.
6. ***Regulation*** – a rule passed by the Committee with ongoing consequences to the Club.
7. ***Fresher*** – a first-time member of the Club.

3. Objectives

1. To encourage and facilitate exposure to photography for students at the University and within the wider community;
2. To encourage and facilitate photography education at the University and within the wider community;
3. To hold and promote events beneficial to the Objectives of the Club;
4. To cooperate where possible with other Affiliated Societies and community-based organisations of similar aims; and
5. To become and remain affiliated to the Societies Council of the Guild.

4. Not for Profit

1. The property and income of the Club shall be applied solely towards the promotion of the Objectives of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in the promotion of those Objectives.

5. Membership

1. Membership of the Club shall be made available to, but not necessarily restricted to:
 - 1.1. Students of the University;
 - 1.2. Members of the Guild; and
 - 1.3. Past members of the Club.
2. The Committee may make membership available to any person who shares the aims of the Club and agrees to be bound by all rules applicable to members of the Club (including those imposed by this Constitution, any Regulations, and by the Guild).
3. Membership shall not be made available to persons who have been expelled (see section 15).
4. Honorary Life Membership may be conferred by a two-thirds majority of a General Meeting upon any member who has performed outstanding service to the Club.
5. The annual subscription for membership shall be set by the Committee, subject to any restrictions set by the Guild.
6. A financial member is a member who has paid their annual subscription for this year.
7. An annual subscription expires 1 day prior to the holding of the Annual General Meeting in the subsequent year from its payment (see section 8).

6. The Committee

1. The Committee of the Club shall consist of:
 - 1.1. The executive Office Bearers:
 - 1.1.1. The President,
 - 1.1.2. The Vice President,
 - 1.1.3. The Treasurer, and
 - 1.1.4. The Secretary;
 - 1.2. The non-executive Committee members:
 - 1.2.1. One (1) Work Experience Manager
 - 1.2.2. One (1) Social Media Manager
 - 1.2.3. One (1) Fresher Representative, and

1.2.4. Between two (2) and Six (6) Ordinary Committee Members, inclusive (see items 10-13); and

2. The Immediate Past President (optional, nonvoting, see item 9).
3. Except as elsewhere provided in this Constitution, Committee members shall remain in office until the next Annual General Meeting, at which their position is declared vacant.
4. If a Committee member ceases to meet the eligibility requirements for their position, as detailed in section 8, they shall cease to hold office and the position shall be declared vacant.
5. No member of the Committee may fill two roles simultaneously. Upon being appointed to a second position, they immediately cease to hold the first.
6. The Committee in a meeting may dismiss a Committee member when, in the opinion of three-quarters of the members present and voting, that member:
 - 6.1. Has consistently failed adequately to discharge the duties of that position, or been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
 - 6.2. Has been given at least 7 days' notice of the meeting; and
 - 6.3. Has been accorded the opportunity to be present and to speak at the meeting.
7. If a Committee member resigns or ceases to hold office due to item 3, 4 or 5, the vacancy shall either:
 - 7.1. Be filled through appointment by Committee from the financial membership of the club, subject to review at the next General Meeting.
 - 7.2. Remain vacant and be filled by election (as per section 8) at the next General Meeting, which must be held within the next 2 weeks.

8. When reviewing an appointment made under item 5.1, a simple majority vote of the General Meeting will confirm the appointment. If such a vote fails then the position must be immediately filled by election (as per section 8).
9. By two-thirds majority vote, a General Meeting may remove any member of the Committee from office. The Meeting must then elect a member to that role, following the rules laid out in section 8.
10. The Immediate Past President may, by executive decision of the new President, be granted a non-voting advisory position on the Committee for the duration of the President's term.
11. Unless otherwise declared, there shall be two (2) Ordinary Committee Members.
12. The President may, by executive declaration, alter the number of Ordinary Committee Members, subject to the limits defined in item 1.2.4.
13. Such a declaration:
 - 13.1. Remains in force until the positions are declared vacant at the next Annual General Meeting, or until superseded by a subsequent declaration; and
 - 13.2. Must not alter the number of Ordinary Committee Members to be lower than the current number at the time of the declaration.
14. Any additional Ordinary Committee Member positions created by such a declaration are considered vacant and must be filled by election (as per section 8) at a General Meeting, which must be held within the next 2 weeks.

7. General Meetings

1. All General Meeting shall be open to all members of the Club.
2. The quorum of a General Meeting shall consist of 15 financial members of the Club.
3. The Committee may, at any time, call an Ordinary General Meeting of the Club.
4. The Secretary shall call a Special General Meeting upon receiving a written requisition from at least 8 financial members

of the Club.

- 4.1. The meeting shall be held no later than 14 days after receipt of the requisition.
- 4.2. If the secretary fails to call the meeting within that time, any of the signatories of the requisition may do so.
- 4.3. Any business set out in the requisition shall have priority over all other business.
5. The Secretary shall make all reasonable attempts (including but not limited to publications required by the Guild, any official club publications, and other usual communication channels of the club) to notify all members of:
 - 5.1. Any General Meeting at least 7 days prior to the date appointed for that meeting; and
 - 5.2. That meeting's agenda at least 3 days prior to the date appointed for that meeting.
6. The agenda of a General Meeting may be changed during the meeting, subject to the restriction in item 4.3 if appropriate.
7. No General Meeting may be held while a Guild General Meeting is in progress, except where written notice of the meeting was given before the written notice of the Guild General Meeting. Any such meeting being conducted in contravention of this requirement shall disband immediately on the order of a disciplinary officer of the Guild.
8. All General Meetings of the Club shall be conducted in accordance with the procedures in the Standing Rules and Orders of the Guild Council.
9. The General Meeting shall, in addition to the powers expressly granted to it by this Constitution, have all powers which are granted to the Committee.

8. Annual General Meetings

1. The Club shall hold its Annual General Meeting within the last 4 weeks of each academic year.
2. The Club may, at the Annual General Meeting, select a patron who, willing to do so,

shall hold office until the succeeding Annual General Meeting.

3. At least 7 days before the Annual General Meeting, the Secretary shall call for nominations for the positions of the Committee of the Club. Nominations shall close at the meeting.
4. The election of the Committee of the Club shall be conducted by optional preferential voting in the order listed in section 6, item 1, subject to the following conditions:
 - 4.1. Only financial members of the Society may nominate, vote, or be nominated.
 - 4.2. All executive Office Bearers must be students at the University and Guild members for the duration of their term.
 - 4.3. Only Freshers shall be eligible for the position of Fresher Representative.
 - 4.4. Any candidate defeated for a position shall be allowed to stand for election to any subsequent position.

9. Committee Meetings

1. The Committee shall meet as such times and places as the President, in consultation with other Committee members shall determine.
2. The quorum of a Committee Meeting shall be half the number of voting Committee members, rounded up, and of which at least 2 must be executive Office Bearers.
3. The Committee shall only exercise its powers (as defined in this Constitution or in Regulations) at a properly convened Committee Meeting, except as elsewhere provided in the Constitution.
4. The Secretary or President shall cause all members of the Committee to receive 3 days notice of any Committee Meeting, including an agenda of business to be discussed. This agenda may be expanded upon during the meeting.
5. A meeting may be called without notice if three-quarters the number of voting Committee members, of which at least 3 are executive Office Bearers, are present.
6. The Secretary shall call a Special Committee Meeting upon receiving a written requisition from at least 2 Committee members.

- 6.1. The meeting shall be held no later than 7 days after receipt of the requisition.
- 6.2. If the secretary fails to call the meeting within that time, any of the signatories of the requisition may do so.
- 6.3. Any business set out in the requisition shall have priority over all other business.
7. All meetings of the Committee shall be conducted in accordance with the procedures prescribed in the Standing Rules and Orders of the Guild Council.

10. Chair

1. The following people, in order of precedence, shall have the right to take the Chair at any meeting of the Club or Committee:
 - 1.1. The President, and
 - 1.2. The Vice President.
2. In the event of absence of both the President and the Vice President from a meeting, or neither of them wishing to exercise their right, the meeting shall elect its own Chair as the first order of business.

11. Duties and Powers

1. Subject to this Constitution, the Committee shall be responsible to the Club in General Meeting for giving effect to the Objectives of the Club (see section 3) and for carrying on its everyday business.
2. Towards this end, the Committee shall have the power to:
 - 2.1. Acquire and dispose of property, dispose of money, open banking accounts, and enter into contracts;
 - 2.2. Make Regulations for the orderly and proper management of the affairs of the Club, so long as no Regulation is in conflict with this Constitution; and
 - 2.3. Impose fines, subject to any restrictions set by the Guild, for the breach of this Constitution or Regulations.

3. The Committee shall not borrow money or incur debts or liabilities on behalf of or in the name of the Club to an amount greater than \$2 per existing financial member.
4. The President shall have the following duties and powers, in addition to those provided elsewhere in this Constitution and in any Regulations:
 - 4.1. To coordinate and supervise the work of the Committee;
 - 4.2. To ensure that all Committee members are conversant with the Constitution and their respective duties and powers;
 - 4.3. To generally carry out the will of the Club; and
 - 4.4. When immediate action is required in any matter affecting the interests of the Club, to take such actions upon seeking the advice and agreement of another executive Office Bearer (preferably the Vice President).
5. Any actions taken by the President under item 4.4, or by anyone executing the President's powers (see item 6.2), shall be subject to review at the next Committee Meeting.
6. The Vice President shall have the following duties and powers, in addition to those provided elsewhere in this Constitution and in any Regulations:
 - 6.1. To assist the President wherever possible; and
 - 6.2. Whenever the President is unavailable, to take on the duties and powers of the President as detailed in item 4.
7. The Treasurer shall have the following duties and powers, in addition to those provided elsewhere in this Constitution and in any Regulations:
 - 7.1. To keep proper books of account dealing with the property and finances of the Club and to provide the Committee with such information upon request;
 - 7.2. To arrange and be responsible for the handling of the petty cash, and to provide an account to the Committee of all petty cash;
 - 7.3. To prepare a financial statement detailing income and expenses during their term of office, for presentation at the Annual General Meeting;
 - 7.4. To produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild for the purpose of conducting and audit, insofar as

such persons require; and

- 7.5. To produce and deliver all necessary books, receipts and other documents to the persons appointed by the Guild for the purpose of obtaining grants, insofar as such persons require.
8. The Secretary shall have the following duties and powers, in addition to those provided elsewhere in the Constitution and in any Regulations:
 - 8.1. To conduct and keep copies of all correspondence of the Club;
 - 8.2. To record and distribute all proceedings of the Club in all meetings;
 - 8.3. To provide the Guild with any information about the Club required by Guild Regulations or upon request;
 - 8.4. To keep record of all Club members, and their contact information;
 - 8.5. To keep record of any members granted special powers, rights, or responsibilities by the Committee; and
 - 8.6. To keep record of any Regulations passed by Committee;
9. The Fresher Representative(s) shall have the following duties, in addition to those provided elsewhere in this Constitution and in any Regulations:
 - 9.1. To look out for the needs and rights of the Freshers;
 - 9.2. To be aware of, and acquainted with all Freshers of the Club, insofar as is possible; and
 - 9.3. To be involved, insofar as is possible, in any Fresher-targeted activity the Club may run.
10. The Ordinary Committee Members shall have the following duties and powers, in addition to those provided elsewhere in this Constitution and in any Regulations:
 - 10.1. To assist the other members of Committee upon request, wherever possible.
11. Should any of the Committee members be temporarily unable to fulfill their duties, as defined above, another willing member of Committee shall, at the request of Committee take on some or all of their duties.

12. Finances

1. All monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay in the Club Banking Account for the credit of the Club.
2. Any 2 Committee members shall be empowered to jointly sign or otherwise approve forms of authority for the withdrawal of any money from the Club Banking Account or the payment of any funds of the Club.
3. With exception of the executive power of the President (section 11, item 4.4), no payment shall be made on behalf or in the name of the Club unless that payment has been authorised by the Committee.

13. Major Obligations to the Guild

1. The Club shall comply with the rules of the Guild and the Societies Council of the Guild, and all other provisions enrolled upon the Guild Statutes Book.
2. The executive Office Bearers shall be jointly and severally responsible for such compliance.
3. Such rules supersede the Regulations of the Club, and this Constitution, if and where any contradiction occurs.

14. Suspension of Members

1. The Committee shall have the ability to suspend any member if they believe it in the best interests of the Club.
2. Such suspensions shall be reviewed at the next General Meeting, with the suspended member given the opportunity to be present and heard.
3. While suspended, a member shall be unable to exercise any right as a member and shall not be permitted to take part in any activities or events run by the Club.
4. The Committee, or General Meeting, may discontinue suspension and restore a member to normal standing, or impose other sanctions such as expulsion (see section 15) or continued suspension for a fixed amount of time.

5. If for any reason a Committee member is suspended, a General Meeting must be held within 14 days to resolve the situation.

15. Expulsion of Members

1. A General Meeting may, by two-thirds majority vote, expel any member of the Club.
2. While expelled, a former member shall be unable to exercise any right as a member.
3. Expulsion may be repealed by a two-thirds majority vote of a General Meeting.
4. An expelled member remains expelled indefinitely and, unless the expulsion is repealed, is barred from future membership.

16. Availability of this Constitution

1. The Committee shall make this Constitution available upon request to any member of the Club, by (at that member's option) hard copy or in electronic form.
2. The Committee may impose a reasonable fee, reflective of printing cost, for the provision of a hard copy of this Constitution.

17. Alteration of this Constitution

1. Any 2 financial members of the Club may not less than 3 days before the day appointed for the next General Meeting submit to the Secretary a notice of motion proposing an alteration to this Constitution.
2. Such a motion shall be considered at the next General Meeting of the Club.
3. Further amendments which are relevant to the subject matter of the motion may be moved without notice at that meeting.
4. Such a motion, or any amendment thereto, shall be adopted if it receives a two-thirds majority vote of the General Meeting.
5. The motion, as adopted with any amendments, shall come into force upon receiving the approval of the Societies Council of the Guild.

6. The Committee shall maintain a history of any revisions to this Constitution and make it available to members upon request, in a manner similar to that specified in section 16.

18. Dissolution

1. In the event of the Club's disaffiliation from the Societies Council of the Guild and cessation of activity, the resources of the Club shall be given into the holding of the Societies Council of the Guild.
2. These resources are given with the understanding that they shall be at the first opportunity passed on to another Affiliated Society having similar objectives to those of the Club (see section 3), as judged by the Societies Council of the Guild.

Adopted by General Meeting *01st April 2022*