

The University Science Fiction and Fantasy Association Constitution

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1. General Provisions

- 1.1. The name of the club shall be: University Science Fiction and Fantasy Association.
 - 1.1.1. In this constitution, and in other club materials, the club may also be referred to as UniSFA.
- 1.2. All meetings and processes of UniSFA shall be conducted in accordance with the procedures in the Guild Standing Orders made under 3.2.6 of the Guild Regulations and the Orders of the Guild Council insofar as they do not conflict with this Constitution.
- 1.3. The Committee shall, upon request, make [this Constitution, and all policies](#) available to all Members for no more than the cost required to provide such a copy.
- 1.4. The interpretation of this Constitution is the sole responsibility of the current UniSFA Committee.
- 1.5. UniSFA prohibits any form of discrimination on the basis of race, gender identity or expression, biological sex, religion, nationality, disability status, age, sexual orientation, or other characteristics.
- 1.6. The 2023-2024 UniSFA Financial Year began on the 3rd of March 2023 and will end on the 28th of February 2024.

- 1.7. Each subsequent Financial Year of UniSFA begins on the day immediately succeeding the 28th of February and ends on the 28th of February of the following calendar year.

2. Definitions

- 2.1. The following definitions shall be used in this Constitution
 - 2.1.1. ban – a disciplinary measure whereby a club member is temporarily prohibited from interacting with physical and/or virtual UniSFA spaces for a maximum of 14 days
 - 2.1.2. candidate - an Ordinary Member who is running for a position on the Committee (i.e., an Ordinary Member who has accepted a nomination or nominated themselves for election to a Committee position, and has not withdrawn their nomination).
 - 2.1.3. the Committee – the elected Committee of UniSFA
 - 2.1.4. conflict of interest – an interest or relationship that influences or appears to influence an individual's ability to exercise objectivity. Including but not limited to financial, working, or personal interests, personal conflicts and conflicts of loyalties.
 - 2.1.5. the Constitution – this document and all copies
 - 2.1.6. expulsion – a long term disciplinary measure whereby a club member is prohibited from all UniSFA spaces, physical and virtual
 - 2.1.7. General Meeting – a meeting consisting of a representative number of members that is empowered to make decisions on behalf of UniSFA as a whole
 - 2.1.8. the Guild – The University of Western Australia Student Guild
 - 2.1.9. the Library – the UniSFA collection of science-fiction and fantasy materials, including but not limited to books, DVDs, and graphic novels
 - 2.1.10. Member – any ordinary, associate, or honorary life member of UniSFA
 - 2.1.11. Policy – regulations implemented by the Committee in order to ensure uniform application of the Constitution and smooth functioning of the club.
 - 2.1.12. resign – the act of voluntarily giving up a club position, including but not limited to club membership or a committee role
 - 2.1.13. the University – The University of Western Australia

3. Objectives

- 3.1. To encourage and facilitate the appreciation, creation and analysis of science fiction, fantasy, and other speculative fiction in all of their forms within the University
- 3.2. To facilitate a community of members
- 3.3. To encourage the advancement of members of the club
- 3.4. To remain affiliated to the Societies Council of the Guild
- 3.5. To encourage and promote cooperation between the club and other affiliated societies representative of the University's interests
- 3.6. To encourage and promote cooperation between the club and other community-based organisations
- 3.7. To ensure that UniSFA must not by way of gift, transmit any monies, grants, or properties except as detailed in Section 11 and Section 12.

4. Major Obligations to the Guild and University

- 4.1. UniSFA must comply with all University Regulations and Bylaws
- 4.2. UniSFA must comply with the Rules and Regulations of all bodies that UniSFA falls under, including but not limited to the Guild, the Societies Council, and all other provisions enrolled upon the Guild Statute Book
- 4.3. The Office Bearers are jointly responsible for such compliance, and shall be deemed liable in the event of non-compliance

5. Membership of UniSFA

- 5.1. The following rights and privileges are conferred to any Member of UniSFA
 - 5.1.1. The ability to borrow materials from the Library
 - 5.1.2. The ability to attend events run by UniSFA
 - 5.1.2.1. In the case of collaborative events, any of the organising bodies may enforce attendance restrictions as per their own policies
 - 5.1.2.2. Events may be subject to appropriate attendance restrictions; such as an 18+ age requirement for events serving alcohol, or other venue restrictions.
 - 5.1.3. The ability to redeem member discounts from UniSFA where applicable
 - 5.1.4. The ability to redeem member discounts from UniSFA's sponsors and community supporters

- 5.1.5. The ability to access and contribute to media produced by UniSFA
- 5.1.6. The ability to apply for available special roles within UniSFA, as created through 8.9.4
- 5.2. Any and all rights and privileges set out in 5.1 are subject to s 8.9.6.
- 5.3. The purchase of an Ordinary UniSFA Membership may be conducted at any point by any person who is currently a student at The University of Western Australia
- 5.4. A UniSFA Ordinary Membership confers the following additional rights and privileges, in addition to those already outlined
 - 5.4.1. The ability to vote at UniSFA's General Meetings
 - 5.4.2. The ability to nominate candidates for the offices and committee of UniSFA
 - 5.4.3. The ability to become or remain an office bearer of UniSFA
 - 5.4.4. The ability to be listed as one of the signatories calling for an SGM
- 5.5. The purchase of an Associate UniSFA Membership may be conducted at any point by any person who is not currently a student at The University of Western Australia
- 5.6. An Associate UniSFA Membership confers the following additional rights and privileges, in addition to those already outlined
 - 5.6.1. The ability to vote at UniSFA's General Meetings in the case of a conferral or removal of an Honorary Life Membership according to 5.7
- 5.7. Honorary Life Memberships may be conferred by a two-thirds majority of a General Meeting upon any member who has performed outstanding service to UniSFA
 - 5.7.1. An Honorary Life Membership confers all the rights and privileges of an Associate Membership, and does not expire
 - 5.7.2. In exceptional circumstances, Honorary Life Membership may be removed through a two-thirds majority vote at a General Meeting
- 5.8. All purchased memberships will expire during the following calendar year at the commencement of the academic year
- 5.9. The annual cost of Membership will be equivalent to or above the minimum subscription set by the Guild, and no greater than five dollars above this minimum subscription
- 5.10. Any disputes that arise shall be resolved fairly and with due consideration to all parties involved via the regulations outlined in the [Code of Conflict Resolution](#)

5.11. Expulsion of a club member may be considered only after all processes in the Code of Conflict Resolution have been exhausted, or at the recommendation of the Guild or the University.

5.11.1. Expulsion of a club member may only be undertaken in accordance with advice from the University.

5.12. At any time, a UniSFA member may submit written notice of their resignation from the club and they will henceforth no longer be considered a Member

6. Meetings of UniSFA

6.1. The following provisions shall govern General Meetings of UniSFA

6.1.1. The Committee may at any time call an Ordinary General Meeting of UniSFA.

6.1.2. The Secretary must distribute written notice of any General Meeting together with the proposed agenda at least two weeks before the date appointed for that meeting

6.1.3. Members may submit additions to the agenda to the Secretary no later than one week before the date appointed for that meeting.

6.1.4. The Secretary must distribute a finalised agenda no later than 4 days before the date appointed for that meeting.

6.1.4.1. In the case that a restriction of a member's access to the club or the dismissal of a committee member is to be discussed, the Secretary must distribute a proposed agenda including this item no later than 10 UWA business days before the date appointed for that meeting.

6.1.5. No General Meeting may be held while a Guild General Meeting is in progress, except in the circumstance that written notice of the meeting was given before the written notice of the Guild General Meeting

6.1.6. The quorum of a General Meeting shall consist of nineteen Ordinary Members

6.1.6.1. In the case that an Ordinary Member declares a conflict of interest for an agenda item at a General Meeting, they will cease to be counted towards quorum for the duration of that agenda item.

6.2. An Ordinary Member who is unable to attend a General Meeting may submit absentee votes to the Secretary, the Returning Officers or other Office Bearer as specified by Committee where appropriate,

6.2.1. Absentee votes may be:

- 6.2.1.1. Submitted in writing with an accompanying signature and date by the relevant Ordinary Member, or
- 6.2.1.2. Submitted by such electronic means as specified by Committee or the Returning Officers.
 - 6.2.1.2.1. Absentee votes submitted by electronic means must be submitted no later than 2 hours prior to the scheduled start of the General Meeting.
- 6.2.2. Absentee votes on motions must specify the motion and a vote in favour of or against
 - 6.2.2.1. For any motion amended during the General Meeting, absentee votes will not be counted, except if the meeting chair determines that they can still be said to apply.
- 6.2.3. Absentee votes in an election must be submitted to the Returning Officers and specify the candidate and position to which each vote applies.
- 6.2.4. These votes will be provided to the chair or the Returning Officers prior to the commencement of the vote.
- 6.3. The Committee must call an Annual General Meeting to be held no more than three weeks after the end of the Financial Year, and such meetings shall have a full election of the Committee as governed by Section 7.
- 6.4. The Committee must call at least one General Meeting of UniSFA, to be held during each University academic semester
- 6.5. The Committee may at any time call a Special General Meeting of UniSFA. Special General Meetings must finalise all business related to, or arising from, the reason for the meeting's requisition before any further business may be discussed.
 - 6.5.1. The Secretary must call a Special General Meeting upon receiving written requisition from at least ten Ordinary Members of UniSFA
 - 6.5.1.1. This requisitioned Special General Meeting must be held no more than thirty days after the Secretary's receipt of the requisition
 - 6.5.1.2. If the Secretary fails to call the meeting within that time, any one of the Ordinary Members signing the requisition may do so
 - 6.5.2. The Secretary must call a Special General Meeting upon receiving written requisition from at least two Committee members
 - 6.5.2.1. This requisitioned Special General Meeting must be held no more than thirty days after the Secretary's receipt of the requisition

- 6.5.2.2. If the Secretary fails to call the meeting within that time, any one of the Committee members signing the requisition may do so

7. Elections

- 7.1. All committee elections must be conducted by two Returning Officers.

- 7.1.1. It is the duty of the Returning Officers to conduct the election in a fair and unbiased manner and with the correct procedure.

- 7.1.2. The Returning Officers may not be part of the Committee nor be a nominee for the upcoming election.

- 7.1.2.1. People nominated for the position of Returning Officer must disclose any potential conflicts of interest before their appointment or election.

- 7.1.3. When an election is to take place at a General Meeting, the Returning Officers must be appointed by the Committee before notice of the General Meeting is distributed.

- 7.1.3.1. In the case that an election is added to the agenda of a General Meeting after notice of the General Meeting has been distributed, the Returning Officers must be appointed by the Committee before the finalised agenda is distributed.

- 7.1.4. Should a committee vacancy occur at a General Meeting, the Returning Officers shall be elected at that General Meeting.

- 7.1.5. The Returning Officers may resign their role at any time.

- 7.1.5.1. If a Returning Officer resigns prior to the opening of the General Meeting, they must do so in writing to the President or Secretary.

- 7.1.6. Where a Returning Officer is reasonably believed by the Committee to have an irreconcilable conflict of interest or to be unable to discharge the duties of the Returning Officer, the Committee may remove them with a two-thirds majority vote.

- 7.1.7. Where a Returning Officer is reasonably believed by a General Meeting to have an irreconcilable conflict of interest or otherwise unable to discharge the duties of the Returning Officer, the General Meeting may remove them with an absolute majority vote.

- 7.1.8. Where a Returning Officer has been removed or has resigned prior to the opening of the General Meeting, the Committee must appoint another Returning Officer as soon as practical. Where the vacancy occurs at a General Meeting, the General Meeting shall elect another Returning Officer.

- 7.2. Nominations for elections shall open once notice of the General Meeting where an election is taking place is distributed.
- 7.3. Any Ordinary Member may nominate any Ordinary Member, including themselves, for a position on Committee, and nominations must be made to the Returning Officers.
 - 7.3.1. In all cases except when an Ordinary Member has nominated themselves, the nominee must accept the nomination to the Returning Officers before the closure of nominations. If a nomination is not accepted, that nominee will not be a candidate in the election.
 - 7.3.2. Candidates may withdraw their candidacy at any time.
- 7.4. Notwithstanding Section 7.3, only Ordinary Members who became an Ordinary Member for the first time that year are eligible for the position of First Year Representative.
- 7.5. The Returning Officers shall close nominations 24 hours before the start of the General Meeting.
 - 7.5.1. The nominations for the positions of First Year Representative and Ordinary Committee Member shall reopen immediately before the election of those roles occur at the General Meeting.
 - 7.5.2. The ballots for election of President, Vice President, Librarian, Secretary and Treasurer shall include an option to “Reopen Nominations” (RON).
 - 7.5.3. Where there are no nominations for a given position, nominations shall reopen at the General Meeting, and the ballot shall not include RON.
- 7.6. Elections for all positions of the Committee shall be taken by secret ballot, and using approval voting.
 - 7.6.1. Elections will occur in the order of President, First Year Representative, Vice President, Librarian, Secretary, Treasurer, Ordinary Committee Members, unless otherwise determined by the General Meeting.
 - 7.6.2. Approval voting requires Ordinary Members to list all candidates of which they approve of on their ballot.
 - 7.6.3. The winner of the election shall be the candidate who received the most approvals.
 - 7.6.4. In the case that RON receives more approvals than any individual candidate or RON receives approval from a majority of ballots submitted, then Returning Officers shall reopen nominations for that role at the General Meeting and a fresh election shall take place.

- 7.6.4.1. 7.6.4.1 Where there is only one candidate, the electors shall vote for either the candidate or RON, with the candidate being elected only if they receive more votes than RON.
 - 7.6.4.2. 7.6.4.2 After nominations are reopened, Ordinary Members may not vote to reopen nominations again. That is, one of the candidates must be elected to the vacant role.
 - 7.6.4.3. 7.6.4.3 Candidates who were on the first ballot shall be automatically re-nominated to be on the second ballot.
- 7.6.5. Where two or more candidates are tied in number of approvals, a second ballot comprising solely the tied candidates shall be taken.
 - 7.6.5.1. For the election of the Ordinary Committee Members, Section 7.6.4 shall only apply if the tie would affect the awarding of the role.
 - 7.6.5.2. If the re-vote returns another tie, the winner shall be determined by lot.
- 7.7. Absentee votes for First Year Representative or Ordinary Committee Member shall only be counted at the discretion of the chair. This decision must occur before the Returning Officers count the votes.
- 7.8. Absentee votes for President, Vice President, Librarian, Secretary and Treasurer shall not be counted should nominations be reopened.
- 7.9. Elected candidates shall assume office at the end of the General Meeting.
- 7.10. At the conclusion of all elections at a General Meeting, the office of Returning Officer shall be declared vacant.

8. The Committee

- 8.1. The Committee shall consist of the President, the Vice President, the Librarian, the Secretary, the Treasurer, three Ordinary Committee Members, and the First Year Representative.
- 8.2. The Committee members shall remain in office until the next Annual General Meeting, or their position is declared vacant
- 8.3. A Committee member's position shall be declared vacant if;
 - 8.3.1. 8.2.1 the committee member resigns their role
 - 8.3.2. 8.2.2. the committee member ceases to meet the necessary eligibility requirements
 - 8.3.3. 8.2.3 a motion to dismiss the Committee member from their role as a matter of a General Meeting passes with an absolute majority,

- 8.3.3.1. 8.2.3.1 Written notice of the motion to dismiss a Committee member must be provided to the Committee member proposed to be dismissed not less than ten University Working Days prior to the motion being presented to a General Meeting.
 - 8.3.3.2. 8.2.3.2 The Committee member must have an opportunity to present a case for their defence to the General Meeting, verbally or by written notice.
 - 8.3.4. 8.2.4 the Committee Member is continuously absent, where:
 - 8.3.5. 8.2.4.1 The Committee member is absent from three consecutive formal Committee meetings without providing prior notice, and;
 - 8.3.6. 8.2.4.2 The Committee then declares that Committee member's position vacant by an absolute majority vote.
- 8.4. If an office bearer position is vacant for any reason, then the Committee shall fill the vacancy by appointing an existing Committee member as an interim office bearer to take on the powers and responsibilities of that position until it can be filled by election at a General Meeting.
 - 8.4.1. A General Meeting to hold such an election must be held within 21 days.
 - 8.4.2. If an office bearer position is vacant during a General Meeting, then it shall instead be filled immediately by election at that General Meeting.
- 8.5. If an Ordinary Committee Member or First Year Representative position is vacant, then the committee may fill the vacancy by appointing an eligible Ordinary Member to that position, subject to ratification at the next General Meeting.
 - 8.5.1. Such appointments shall be decided using such a process as is determined by the Committee.
 - 8.5.2. If the Committee does not seek to fill the vacancy by appointment, then it must be filled by election at the next General Meeting, which must be held within 21 days.
 - 8.5.3. If an Ordinary Committee Member or First Year Representative position is vacant during a General Meeting, then it shall instead be filled immediately by election at that General Meeting.
- 8.6. Committee appointments as made under Section 8.5 are confirmed by a ratification vote at the next General Meeting, which passes if a majority vote in favour of the appointment.
 - 8.6.1. Should the ratification vote fail to pass, the position shall be declared vacant

- 8.7. No member of committee may hold multiple Committee positions simultaneously.
 - 8.7.1. A Committee member who begins to hold a new Committee position immediately vacates their previous position.
 - 8.7.2. Committee members are not considered to be holding an additional Committee position for the purposes of Section 8.7 when they are doing so as an interim office bearer under Section 8.4.
- 8.8. The Committee shall meet at such times as the President determines, in consultation with Committee
 - 8.8.1. The Secretary shall cause all Committee members to receive 24 hours notice of any Special Committee Meeting, and three days notice of any other Committee meeting called, with no less than 24 hours notice of the business to be discussed.
 - 8.8.1.1. A meeting may be called without this notice, if seven or more Committee members are present, at least four of whom are office bearers.
 - 8.8.2. The Secretary must call a Special Committee Meeting upon receiving written requisition from at least two Committee members
 - 8.8.2.1. This requisitioned Special Committee Meeting must be held no less than 24 hours and no more than seven days after the Secretary's receipt of the requisition.
 - 8.8.2.2. If the Secretary fails to call the meeting within that time, any one of the Committee members signing the requisition may do so
 - 8.8.2.3. Special Committee Meetings must finalise all business related to, or arising from, the reason for the meeting's requisition before any further business may be discussed.
- 8.9. The quorum of the Committee is five, at least three of whom must be Office Bearers
- 8.10. Subject to this Constitution, the Committee is responsible for giving effect to the objectives of the club as set down in Section 3 and for carrying on UniSFA's general business.
 - 8.10.1. The Committee may conduct business via electronic circular.
 - 8.10.2. The Committee is responsible for the implementation of policies for the management of the affairs of UniSFA insofar as they do not conflict with this Constitution. Such policies must include but are not limited to: [Banning Policy](#), [Code of Conduct](#); [Code of Conflict Resolution](#); [Guardian Policy](#); and [Library Policy](#).

- 8.10.3. The Committee may, if necessary, discipline or temporarily ban club members according to the procedures outlined in the [Code of Conduct and the Banning Policy](#).

9. Office Bearers (The Executive)

- 9.1. The Office Bearers consist of the President, the Vice President, the Librarian, the Secretary, and the Treasurer.
- 9.2. The President has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.2.1. To coordinate and supervise the work of the office bearers subject to the authority of the UniSFA General Meeting
 - 9.2.2. To generally carry out the policy of UniSFA
 - 9.2.3. To chair Committee and General Meetings of UniSFA
- 9.3. The Vice President has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.3.1. To assist the President wherever possible
 - 9.3.2. Where the President is unavailable, to take on the duties and responsibilities of the President
 - 9.3.3. To supervise and delegate the organisation of all events run by the club
- 9.4. The Librarian has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.4.1. To maintain the Library
 - 9.4.2. To maintain the catalogue and borrowing record
 - 9.4.3. To enforce policies regarding the Library as set by UniSFA in a General Meeting or by Committee
 - 9.4.4. To research and enact methods of expanding the library, with respect to the desires of UniSFA members
- 9.5. The Secretary has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.5.1. To record all proceedings of UniSFA meetings and make those records available to the club
 - 9.5.2. To conduct and keep copies of all correspondence of UniSFA
 - 9.5.3. To provide the Guild with information about UniSFA that it requests

- 9.5.4. To keep record of any members assigned special privileges, rights, or responsibilities by Committee
- 9.6. The Treasurer has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.6.1. To keep proper books of account dealing with the property and finances of UniSFA and to provide the Committee with such accounts and information relating to the finances and property of UniSFA as the Committee from time-to-time requests
 - 9.6.2. To arrange and be responsible for the handling of petty cash and to render and account each Committee
 - 9.6.3. To prepare a financial statement summarising all club expenditure and revenue during the prior University academic semester, for presentation at the upcoming Annual General Meeting or Ordinary General Meeting
 - 9.6.4. To produce and deliver all necessary books, vouchers, and documents to the persons appointed by Guild Finance committee for the purpose of conducting an audit, insofar as such persons require

10. Guardians

- 10.1. As often as deemed appropriate to UniSFA's interests, the Committee may appoint from among the membership a group known as the Guardians
 - 10.1.1. Members that apply for this position may be accepted after a simple majority vote by the Committee
- 10.2. Guardians shall have responsibilities including but not limited to
 - 10.2.1. Facilitating members' use of the Library
 - 10.2.2. The operation and maintenance of physical UniSFA spaces
 - 10.2.3. Enforcement of the Code of Conduct and Banning Policies across all UniSFA spaces
 - 10.2.4. Assistance in the organisation and supervision of UniSFA events
- 10.3. Guardians are a committee-created role, and as such
 - 10.3.1. Are governed by Section 8.10.2
 - 10.3.2. Guardians can only be appointed or dismissed as per the Guardian Policy

11. Transactions and Handling of Monies

- 11.1. All monies due and payable to UniSFA must be received by the Treasurer who must, where appropriate, lodge them without undue delay in the UniSFA Banking Account for the credit of UniSFA
- 11.2. The Office Bearers are each empowered to sign cheques or forms of authority for the withdrawal of any money standing to credit of the club in the UniSFA Banking Account
- 11.3. No payments will be made on behalf of or in the name of UniSFA unless it has been authorised by Committee
- 11.4. All physical monies in possession or in the care of UniSFA, must be counted every 15 days, where possible, by the President, Vice President, or Treasurer.
- 11.5. All counts of physical monies in the possession or in the care of UniSFA must be done in the presence of another member of the Committee, a Guardian, or other member of UniSFA as approved by majority vote of the Committee.
- 11.6. The Committee must not borrow money or incur debts or liabilities on behalf of or in the name of UniSFA to an amount no greater than five dollars for every Ordinary or Associate Member of the club, with the single exception that a resolution carried out at a General Meeting may enable the Committee to do so.

12. UniSFA as a Not-for-Profit Entity

- 12.1. UniSFA must not distribute any surplus, income or assets directly or indirectly to its Members unless otherwise authorised by this Section.
- 12.2. UniSFA may use its funds to pay Members if:
 - 12.2.1. the payment is in good faith to the Member as reasonable remuneration for any services provided to UniSFA, or for goods supplied to UniSFA, in the ordinary course of business; or
 - 12.2.2. the payment is of interest, on money borrowed by UniSFA from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - 12.2.3. the payment is of reasonable rent to the Member for premises leased by the member to UniSFA; or
 - 12.2.4. the payment is the reimbursement of reasonable expenses properly incurred by the Member on behalf of UniSFA.
- 12.3. UniSFA may distribute its assets for the removal of library items from UniSFA as outlined in Section 14.

13. The Library

- 13.1. The Library is one of UniSFA's primary assets and as such

- 13.1.1. Activities detrimental to the Library's contents or use are not permitted
- 13.1.2. It is one of the main duties of UniSFA and the Committee to maintain the Library and expand it
- 13.1.3. The term 'maintain' where used in Sections 13 and 14, means to broadly improve the Library with regards to its cataloguing, aesthetics, accessibility, operation, and management system
- 13.1.4. At least 50% of revenue gained via UniSFA's Annual Membership fees should be spent on improving the Library and attendant materials
- 13.2. The Library shall be available to all members except as determined by UniSFA policies

14. Disposal of Library Items

- 14.1. Library items may be removed from the UniSFA Library using a process as determined by the Committee and defined in the Library Policy.
 - 14.1.1. Wherever reasonable, before items are removed from the UniSFA Library, the Committee must attempt to provide a list of the proposed items and the reasoning for their removal to the membership for consideration and appeal.
 - 14.1.2. The removal of any library item must be recorded by the Secretary and made available to the members of UniSFA alongside records of committee meeting proceedings.
- 14.2. Wherever reasonable, any item removed from the UniSFA Library must be offered to the membership at no cost.
- 14.3. Monies raised through the removal of Library items are to be spent on the acquisition of new Library items or maintenance of the Library.

15. Constitutional Amendments

- 15.1. To amend this Constitution, the following steps must be taken
 - 15.1.1. Any Ordinary Member of UniSFA may submit a proposal to amend the Constitution at a date not less than seven days before the day appointed for the next General Meeting
 - 15.1.1.1. Such a proposal must be submitted to the Secretary, or other nominated Committee member
 - 15.1.2. The motion may then be considered by UniSFA at this General Meeting and amendments which are relevant to the subject matter thereof may be moved without notice
 - 15.1.3. The motion or any amendment thereto shall not be adopted unless it passes with an absolute majority vote

- 15.1.4. The motion and any amendments thereto shall come into force as per Guild rules

16. Dissolution

- 16.1. In the event of UniSFA's disaffiliation to the Societies Council and cessation of activity ("dissolution"), the resources of UniSFA, including the Library, shall be given into the holding of Unigames.
 - 16.1.1. This is given with the understanding that upon the formation of a club of similar spirit and objectives to UniSFA, as judged by Unigames, comes into being, that these resources shall be passed on to them.
- 16.2. In the event of Unigames no longer existing at the time of UniSFA's dissolution, the resources of UniSFA, including the Library, shall be given into the holding of the University Computer Club Inc., hereby referred to as 'UCC'.
 - 16.2.1. This is given with the understanding that upon the formation of a club of similar spirit and objectives to UniSFA, as judged by UCC, comes into being, that these resources shall be passed on to them.
- 16.3. In the event that both Unigames and the University Computer Club Inc. no longer exist at the time of UniSFA's dissolution, the resources of UniSFA, including the Library, shall be given into the holding of the Societies Council of the Guild.
 - 16.3.1. This is given with the understanding that upon the formation of a club of similar spirit and objectives to UniSFA, as judged by the Societies Council of the Guild, comes into being, that these resources shall be passed on to them.