

UniSFA 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 regulations, and bylaws 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.

2. Definitions

- 2.1. The following definitions shall be used in this Constitution
 - 2.1.1. ban – a short-term disciplinary measure whereby a club member is temporarily prohibited from interacting with physical and/or virtual UniSFA spaces
 - 2.1.2. bylaws – Rules or policies governing UniSFA's internal affairs
 - 2.1.3. the Committee – the elected Committee of UniSFA

- 2.1.4. the Constitution – this document and all copies
- 2.1.5. expulsion – a long term disciplinary measure whereby a club member is prohibited from all UniSFA spaces, physical and virtual
- 2.1.6. General Meeting – a meeting consisting of a representative number of members that is empowered to make decisions on behalf of UniSFA as a whole
- 2.1.7. the Guild – The University of Western Australia Student Guild
- 2.1.8. the Library – the UniSFA collection of science-fiction and fantasy materials, including but not limited to books, DVDs, and graphic novels
- 2.1.9. Member – any ordinary, associate, or honorary life member of UniSFA
- 2.1.10. regulations – Rules that are established by Committee in order to ensure uniform application of the Constitution
- 2.1.11. resign – the act of voluntarily giving up a club position, including but not limited to club membership or a committee role
- 2.1.12. the University – The University of Western Australia

3. Objectives

- 3.1. To encourage and facilitate science fiction and fantasy and analysis thereof in all its 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

4. Major Obligations to the Guild and University

- 4.1. 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
- 4.2. UniSFA must comply with all University Regulations and Bylaws
- 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 regulations
 - 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 no other privileges than those awarded by membership in general
- 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. Membership may be revoked under specific circumstances as outlined in Section 1
- 5.12. Membership will not be conferred to such people as have been expelled from UniSFA through the process outlined in Section 14
 - 5.12.1. At any time beyond the end date of their expulsion, such a person may rejoin the club
- 5.13. 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.
 - 6.1.5. 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
- 6.2. An Ordinary Member who is unable to attend a General Meeting may submit absentee votes to the Secretary, or other Office Bearer as specified by Committee
 - 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

- 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 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 during the first three weeks of each University academic year, or as close to such a date as possible, and such meetings are governed by the following provisions and those stated in Section 7 as applicable
 - 6.3.1. At the point wherein a full re-election of Committee is to occur, the following procedure shall be applied
 - 6.3.1.1. Two Returning Officers shall be elected, neither of whom can be part of the outgoing Committee or be a nominee in the election in question
 - 6.3.1.2. The responsibility of the Returning Officers is to conduct the election in a fair and unbiased manner and with the correct procedure
 - 6.3.1.3. People nominated for the position of Returning Officer must disclose any potential conflicts of interest before their election
 - 6.3.2. The current Committee will then be declared dissolved, and a new one is to be summarily elected according to the procedure outlined in 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
 - 6.5.2. This requisitioned Special General Meeting must be held no more than thirty days after the Secretary's receipt of the requisition
 - 6.5.2.1. If the Secretary fails to call the meeting within that time, any one of the Ordinary Members signing the requisition may do so
 - 6.5.3. The Secretary must call a Special General Meeting upon receiving written requisition from at least two Committee members

- 6.5.3.1. This requisitioned Special General Meeting must be held no more than thirty days after the Secretary's receipt of the requisition
- 6.5.3.2. If the Secretary fails to call the meeting within that time, any one of the Committee members signing the requisition may do so
- 6.6. A General Meeting shall, in addition to all powers expressly granted to it by this Constitution, have all the powers that are granted to the Committee

7. Elections

- 7.1. During the Annual General Meeting, or any other time such that any Committee positions have been rendered vacant, the Returning Officers shall call for nominations for the Office Bearers and Committee of UniSFA
- 7.2. The Office Bearers of UniSFA shall be elected by Ordinary Members of UniSFA
 - 7.2.1. The Office Bearers consist of President, Vice President, Librarian, Secretary, and Treasurer
 - 7.2.2. The Office Bearers' powers and duties are defined in Section 9
- 7.3. All other Committee positions shall be elected by the Ordinary Members of UniSFA and
 - 7.3.1. Consist of three Ordinary Committee Members and the First Year Representative
- 7.4. The following provisions govern the election for the Office Bearers and Committee of UniSFA
 - 7.4.1. Elections for all positions will be conducted by approval voting in the order of President, First Year Representative, Vice President, Librarian, Secretary, Treasurer, Ordinary Committee Members
 - 7.4.2. Only Ordinary Members of UniSFA who are members of the Guild shall be eligible as Office Bearers
 - 7.4.3. Only Ordinary Members of UniSFA are eligible for Ordinary Committee Member positions
 - 7.4.4. Only Ordinary Members of UniSFA who became Ordinary Members for the first time that year are eligible for the position of First Year Representative
 - 7.4.5. [Repealed]

8. The Committee

- 8.1. The Committee members shall remain in office until the next Annual General Meeting, or their position is declared vacant
- 8.2. A Committee Member's position shall be declared vacant if the committee member
 - 8.2.1. Resigns their committee role

- 8.2.2. Ceases to meet the necessary eligibility requirements
- 8.2.3. Loses the confidence of a General Meeting
 - 8.2.3.1. A vote of no confidence can be scheduled as a matter of General Meeting business.
 - 8.2.3.2. Such a vote only succeeds with an absolute majority in favour
 - 8.2.3.3. Should the vote succeed, the position shall be declared vacant.
- 8.2.4. Is continuously absent, where:
 - 8.2.4.1. The Committee member is absent from three consecutive formal Committee meetings without providing prior notice, and;
 - 8.2.4.2. The Committee then declares that Committee member's position vacant by an absolute majority vote.
- 8.3. 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.
 - 8.3.1. A General Meeting to hold such an election must be held within 21 days.
 - 8.3.2. If an office bearer position is vacant during a General Meeting, then it shall instead be filled immediately by election at that General Meeting.
- 8.4. 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.
 - 8.4.1. Such appointments shall be decided using such a process as is determined by the Committee.
 - 8.4.2. 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.
 - 8.4.3. 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.
- 8.5. Committee appointments as made under section 8.4 are confirmed by a ratification vote at the next General Meeting, which passes if a majority vote in favour of the appointment.
 - 8.5.1. Should the ratification vote fail to pass, the position shall be declared vacant
- 8.6. No member of committee may hold multiple Committee positions simultaneously.
 - 8.6.1. A Committee member who begins to hold a new Committee position immediately vacates their previous position.

- 8.6.2. Committee members are not considered to be holding an additional Committee position for the purposes of section 8.6 when they are doing so as an interim office bearer under section 8.3.
- 8.7. The Committee shall meet at such times as the President determines, in consultation with Committee
 - 8.7.1. The Secretary shall cause all members of the Committee to receive three days notice of any meeting called, with no less than twenty-four hours notice of the business to be discussed
 - 8.7.1.1. A meeting may be called without this notice, if seven or more Committee members are present, at least four of whom are office bearers.
 - 8.7.2. The Secretary must call a Special Committee Meeting upon receiving written requisition from at least two Committee members
 - 8.7.2.1. This requisitioned Special Committee Meeting must be held no more than seven days after the Secretary's receipt of the requisition
 - 8.7.2.2. If the Secretary fails to call the meeting within that time, any one of the Committee members signing the requisition may do so
 - 8.7.2.3. 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.
- 8.8. The quorum of the Committee is five, at least three of whom must be Office Bearers
- 8.9. 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, such that their power includes but is not limited to
 - 8.9.1. The acquisition and disposal of property; the disposal of monies; the opening and management of banking accounts; and the entering into of contracts
 - 8.9.1.1. 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 Member of the club, with the single exception that a resolution carried out at a General Meeting may enable the Committee to do so
 - 8.9.2. The implementation of regulations and bylaws for the orderly and proper management of the affairs of UniSFA insofar as they do not conflict with this Constitution
 - 8.9.2.1. Such regulations and bylaws must include but are not limited to: Banning Policy, Code of Conduct; Code of Conflict Resolution; Guardian Policy; and Library Policy.
 - 8.9.3. The Committee is empowered to vote on matters related to club management and business as appropriate to the club's objectives

- 8.9.4. The Committee is empowered with the ability to create roles within the club by regulation in order to affect the club's objectives, and these roles may have additional duties and powers as the Committee deems it appropriate to bestow
 - 8.9.4.1. No such empowered member may have more power than a Committee member
 - 8.9.4.2. The Committee will create regulations, where appropriate, to govern the appointment and function of each role created in this way
- 8.9.5. The Committee may conduct business via electronic circular; in the case of
 - 8.9.5.1. Urgent business
 - 8.9.5.2. Business which, because of its nature, could not be set on the agenda
 - 8.9.5.3. Business which, by procedural motion, the Committee decided not to address at a Committee meeting
- 8.9.6. 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; these disciplinary measures may include, but are not limited to
 - 8.9.6.1. Restriction of privileges, including access to the Library
 - 8.9.6.2. Restriction of access to UniSFA's physical spaces and events
 - 8.9.6.3. Restriction of access to UniSFA virtual spaces
 - 8.9.6.4. Reporting misconduct to the Guild or University
 - 8.9.6.5. The imposition of fines
- 8.9.7. The Committee may, by unanimous vote, choose to begin the process of expelling a member from the club as outlined in Section 14

9. Office Bearers (The Executive)

- 9.1. The President has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.1.1. To coordinate and supervise the work of the office bearers subject to the authority of the UniSFA General Meeting
 - 9.1.2. To generally carry out the policy of UniSFA
 - 9.1.3. To chair Committee and General Meetings of UniSFA
- 9.2. The Vice President has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.2.1. To assist the President wherever possible

- 9.2.2. Where the President is unavailable, to take on the duties and responsibilities of the President
- 9.2.3. To supervise and delegate the organisation of all events run by the club
- 9.3. The Librarian has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.3.1. To maintain the Library
 - 9.3.2. To maintain the catalogue and borrowing record
 - 9.3.3. To enforce regulations and bylaws regarding the Library as set by UniSFA in a General Meeting or by Committee
 - 9.3.4. To research and enact methods of expanding the library, with respect to the desires of UniSFA members
- 9.4. The Secretary has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.4.1. To record all proceedings of UniSFA meetings and make those records available to the club
 - 9.4.2. To conduct and keep copies of all correspondence of UniSFA
 - 9.4.3. To provide the Guild with information about UniSFA that it requests
 - 9.4.4. To keep record of any members assigned special privileges, rights, or responsibilities by Committee
- 9.5. The Treasurer has the following duties, in addition to those listed elsewhere in this Constitution
 - 9.5.1. 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
 - 9.5.2. To arrange and be responsible for the handling of petty cash and to render and account each Committee 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
 - 9.5.3. 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 8.9.4
 - 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.

12. The Library

- 12.1. The Library is one of UniSFA's primary assets and as such
 - 12.1.1. Activities detrimental to the Library's contents or use are not permitted
 - 12.1.2. It is one of the main duties of UniSFA and the Committee to maintain the Library and expand it
 - 12.1.3. The term 'maintain' where used in Sections 12 and 13, means to broadly improve the Library with regards to its cataloguing, aesthetics, accessibility, operation, and management system
 - 12.1.4. At least 50% of revenue gained via UniSFA's Annual Membership fees should be spent on improving the Library and attendant materials

- 12.2. The Library shall be available to all members except as determined by UniSFA Regulations

13. Disposal of Library Items

- 13.1. In the event of UniSFA dissolution or cessation of activity, items donated to UniSFA shall be returned to their donors where reasonably practical
- 13.2. The librarian may declare an item in the library to be a double and consider it for removal
 - 13.2.1. A "double" is any library item, the contents of which is wholly contained elsewhere within the library.
 - 13.2.2. The decision of which instance (or instances) will be disposed of is to be made by the Librarian in consultation with Committee, having regard to the value, condition, or other significance of the items
- 13.3. Library items may be considered for disposal after a simple majority vote of Committee
 - 13.3.1. The Committee must make all reasonable attempts to provide a list of the items and the reasoning for their proposed removal from the Library to the membership for consideration and appeal of removal from the Library for at least two weeks after Committee approves their proposed disposal
 - 13.3.1.1. Should an item receive appeals by five or more members it must be retained in the Library until such time as one Annual General Meeting has passed
 - 13.3.2. After the appeals process in 13.3.1 has been followed, any Library items that did not receive adequate appeals may be removed via a simple majority vote passed by Committee
 - 13.3.3. Any item disposed of in this way must first be offered to the donor, where applicable and reasonably practical, and then the membership at no cost for at least four weeks
 - 13.3.4. After four weeks, if any item or items remain unclaimed, they may be disposed of by the Librarian without discussion
 - 13.3.5. 100% of the monies raised via the removal of Library items are to be spent on the acquisition of new Library items
- 13.4. The librarian may declare an item in the library to be seriously damaged and consider it for removal
 - 13.4.1. For an item to be considered seriously damaged, the Librarian must deem it not feasible to repair, or deem repairs to be more expensive than the cost of replacement.
 - 13.4.2. Items which the librarian declares to be seriously damaged may be removed from the library by a simple majority vote of committee

13.4.2.1. Any item removed in this way may be disposed of by the Librarian without discussion

13.5. 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. Expulsion of Members

14.1. Expulsion of a club member may be considered only after all processes in the Code of Conflict Resolution have been exhausted with no resolution

14.1.1. If the dispute that gave rise to the potential expulsion can be considered a serious concern, Committee will consult with the University Complaints Department before the earnest consideration of expulsion

14.2. The exact terms of the expulsion must be decided upon by consultation with the Guild and the University

14.3. To confirm an expulsion, Committee must vote unanimously in the affirmative

14.4. In the event that someone believes that they should no longer be permitted to interact with UniSFA, they may submit written notice of their voluntary expulsion to the President or Secretary

14.4.1. Such a voluntary expulsion will only take effect after being ratified by the Committee

14.5. Anyone who has been expelled may appeal their expulsion with the Guild or the University.

14.5.1. An expelled person may send written notice of their appeal to the Guild Societies Council President to be directed to an appropriate body (i.e. the Guild Executive, the UWA Complaints Resolution Unit, etc) based on the nature of the appeal and the original cause for expulsion

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