

CONSTITUTION

1. NAME

1.1 The name of the club shall be UWA German Club.

2. OBJECTIVES

2.1 To encourage and facilitate cultural and social interaction in regards to German language and culture at the University of WA;

2.2 To become and remain affiliated to Societies Council.

2.3 To encourage and promote co-operation between the Club and other affiliated societies representative of University interests.

2.4 To do all such things as would appear necessary and proper for the benefit or advancement of objectives of the Club.

2.5 The property and income of the society 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.

3. ORDINARY MEMBERSHIP

3.1 Ordinary membership shall be confined to:

- (a) Members of the Guild
- (b) Associates of the Guild
- (c) Honorary Life Associates of the Guild
- (d) Members of the University Senate
- (e) Members of the University Staff
- (f) Students enrolled at the University of Western Australia.

3.2 Outside membership will be available to the wider community, however while enjoying the same benefits as Ordinary Members, which include but are not limited to taking part in meetings and a discount on club events, will not be allowed to vote for the executive committee.

4. ASSOCIATESHIP OF THE CLUB

4.1 The Club in General Meeting may from time to time admit persons to associateship that are, or have been:

- (a) Members of the Guild
- (b) Associates of the Guild
- (c) Honorary Life Associates of the Guild
- (d) Members of the University Senate
- (e) Members of the University Staff
- (f) Students enrolled at the University of Western Australia.

5. SUBSCRIPTIONS

- 5.1 The Annual subscription for ordinary membership shall be a minimum of \$4.00 (with \$2.00 Guild discount).
- 5.2 The Annual subscription for outside membership will be a minimum of \$5.00 (without Guild discount).

6. HONORARY LIFE MEMBERSHIPS

- 6.1 The Club may in General Meeting by two-thirds majority of those present and voting confer Honorary Life Membership upon any member who has performed outstanding service to the Club.

7. PRIMACY OF ORDINARY MEMBERS

- 7.1 Members other than Ordinary Members shall not:
 - (a) Be voting members of the Club.
 - (b) Nominate candidates for the offices and Committee of the Club.
 - (c) Become or remain office bearers of the Club with exception to positions regarding outside members.
 - (d) But shall otherwise have all the rights and privileges of ordinary membership.

8. GENERAL MEETINGS OF THE CLUB

- 8.1 The Club shall hold its Annual General Meeting in October of each academic year.
- 8.2 The Club shall hold at least one General Meeting of the club in each academic semester.
- 8.3 The Committee may at any time call a Special Meeting of the Club. The Secretary shall forthwith call a Special Meeting upon receiving a written requisition from at least five financial ordinary members of the Club, and such a meeting shall be held no later than ten days immediately following receipt of such a requisition.
- 8.4 If the Secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all the other business.

9. PROVISIONS GOVERNING GENERAL MEETINGS

- 9.1 The Secretary shall cause written notice of any General Meeting to be posted on the notice boards of the Guild and of the Club, at least ten days before the date appointed for that meeting.
- 9.2 No General Meeting may be held while a Guild General Meeting is in progress. This shall not apply where written notice of the meeting was given before written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of a disciplinary officer of the Guild.

- 9.3 The quorum of General Meeting shall consist of the lesser of half of current Financial Ordinary Membership of the Club, or fifteen Financial Ordinary Members.
- 9.4 All General Meeting of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

10. PATRON

- 10.1 The Club may, at the Annual General Meeting, elect a patron who shall, if they indicate their willingness to do so, hold office until the succeeding Annual General Meeting; nominations shall close at that meeting.

11. NOMINATIONS

- 11.1 Before the Annual General Meeting, the Secretary shall call for nominations for the Executive Office Bearers and Committee of the Club.
- 11.2 Included in the same notice shall be details of the Annual General Meeting. Nominations shall close at that meeting.

12. EXECUTIVE OFFICE BEARERS

- 12.1 The Executive Office Bearers of the Club shall be elected by the Ordinary Members of the Club at the Annual General Meeting and shall consist of, in order of seniority:
- (a) The President
 - (b) The Vice President
 - (c) The Secretary
 - (d) The Treasurer
 - (e) The Language Officer
- 12.2 These members will be representatives of the appropriate Guild Sub-committee/s and Guild Meetings.
- 12.3 Only financial Ordinary Members of the Club who are also members of the Guild shall be eligible for election as Executive Office Bearers.
- 12.4 Election shall be conducted by optional preferential ballot for each office in the order shown above.
- 12.5 A Candidate defeated for one office may stand for any office lower on the list.
- 12.6 No Executive Office Bearer can hold more than one position simultaneously.

13. THE COMMITTEE

- 13.1 The Committee of the Club shall consist of:
- (a) The Executive Office Bearers;
 - (b) The First Year Representative;
 - (c) Three Ordinary Committee Members;

(d) The Immediate Past President.

- (i) Only the person who held the position of President immediately preceding the commencement of the current President's term shall be appointed Immediate Past President.

13.2 The Committee shall be elected by the financial Ordinary Members of the Club by optional preferential ballot of the Annual General Meeting, subsequent to the election of the Executive Office Bearers.

14. DURATION OF OFFICE

14.1 The members of the Committee shall remain in office until the next Annual General Meeting.

15. VACANCIES

15.1 If a member of the Committee resigns or ceases to hold office for any reason, the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee from the Ordinary Membership, subject to review at the next General Meeting.

16. MEETINGS

16.1 The Committee shall meet at such times and places as the President shall determine.

16.2 The Secretary shall cause all members of the Committee to receive two days' notice before the date fixed for the meeting together with an agenda of the business to be discussed.

16.3 The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least two members thereof, and such a Special Meeting shall be held not later than seven days immediately following receipt of requisition.

16.4 If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business.

17. QUORUM AND PROCEDURE OF COMMITTEE

17.1 The quorum of the Committee shall be five, of whom at least three shall be Executive Office Bearers.

17.2 All meetings of the Committee shall be conducted in accordance with the procedure described in the Standing Rules and Orders of the Guild Council.

18. POWERS OF THE COMMITTEE

18.1 Subject to this Constitution, the Committee shall be responsible to the Club in General Meeting for giving effect to the Objectives of the Club as set out in Article 2

and elsewhere in this Constitution and for carrying on its everyday business, have the power to:

- (a) Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of General Meeting, however, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of the Club to a greater amount than five dollars for each and every then existing financial Ordinary Member of the Club.
- (b) Make regulations for the orderly and proper management of the affairs of the Club, ensuring that no regulation is inconsistent or repugnant with this Constitution.
- (c) Make, alter or repeal By-Laws and impose fines for the breach thereof. All By-Laws and any alterations or amendment shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.
- (d) The Committee in meeting may dismiss a member of the Committee where, in the opinion of three quarters of the members of the Committee present and voting, that person has:
 - (i) Consistently failed adequately to discharge the duties of that position; or
 - (ii) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
 - (iii) Been given at least seven days' notice of that Committee Meeting; and
 - (iv) Been accorded the opportunity to be present and to speak at that Committee Meeting.
- (e) By a three-quarter majority of Committee members present and voting, appoint or dismiss a sub-committee member.

19. CHAIR

- 19.1 The President shall have the right to take the Chair at any meeting of the Club or of the Committee.
- 19.2 If the President is absent or does not wish to exercise his right at any meeting, that right shall develop upon the Vice President.
- 19.3 In the event of absence of both the President and the Vice President, or in event of them both not wishing to exercise their right, that meeting shall elect its own Chair.

20. PRESIDENT

- 20.1 In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the President to:
 - (a) Coordinate and supervise the work of the Executive Office Bearers, subject to the authority of the Club in General Meeting.
 - (b) See that all Office-Bearers are conversant with the Constitution and their respective Duties and Responsibilities
 - (c) Generally carry out the policy of the Club.

21. VICE PRESIDENT

21.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the Vice President to assist the President wherever possible.

22. SECRETARY

22.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the Secretary:

- (a) To record the proceedings of all General Meetings and meetings of the Committee and make these minutes available in an easily accessible portion of the Club online presence.
- (b) To conduct and keep copies of all correspondence of the Club.
- (c) To supply the Secretary of the Societies Council before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
- (d) To notify the Secretary of the Societies Council within fourteen days of the alterations in the foregoing information.
- (e) To lodge with the Secretary of the Societies Council a copy of the Constitution and any By-Laws made under its authority.
- (f) To ensure that an accurate copy of the Club constitution is maintained in an easily accessible portion of the Club online presence.
- (g) To notify the Secretary of the Societies Council within fourteen days from the making therefore of any alterations to this Constitution of such By-Laws.
- (h) To notify the Secretary of Societies Council and Public Affairs Council of the names of the delegate and deputy delegate to Societies Council and Public Affairs Council at least four days before meetings of these respective councils in each calendar year.
- (i) In the event of the Club being de-registered, to present to the Secretary of the Societies Council within thirty days a duly audited statement of the financial position of the Club together with a copy of the resolution, which may have been passed by the Club as to the disposition of its funds.

23. TREASURER

23.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the Treasurer:

- (a) To keep proper books of account dealing with the property and finances of the Club and to furnish the Committee with such accounts and information relating to the finances and property of the Club as the Committee from time to time may require.
- (b) To arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.
- (c) To prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditor's report to the Annual General Meeting.

- (d) To produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so require.
- (e) To prepare necessary forms, and receipts for Societies Council in accordance with Semester & O-day Grant Policies.

24. LANGUAGE OFFICER

24.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the Language Officer:

- (a) Liaise with the Department of German Studies at the University.
- (b) To organise events to facilitate the language objectives of the Club.

25. FIRST YEAR REPRESENTATIVE

25.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the First Year Representative:

- (a) To look out for the needs, and rights of the First Year Members.
- (b) To be aware of, and acquainted with all First Year Members of the Club, insofar as is reasonable.
- (c) To be involved, insofar as is possible, in any First Year Member targeted activity the Club may run.

26. ORDINARY COMMITTEE MEMBERS

26.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made thereunder, it shall be the duty of the Ordinary Committee Members:

- (a) To assist the other Committee Members in the executions of their duties;
- (b) To bear any responsibilities that the Committee shall from time to time decide.

27. DEPOSITS AND WITHDRAWAL OF MONIES

27.1 All monies due and payable to the Club shall be received by the Treasurer who shall lodge them without undue delay in the Central Banking of Guild Council for the credit of the Club.

27.2 Any two members of the Executive may jointly sign cheques and forms of authority for the payment of funds of the Society.

27.3 Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.

28. PAYMENTS

28.1 No payment shall be made on behalf of or in the name of the Club unless it has been authorised by the Committee.

29. MAJOR OBLIGATIONS TO THE GUILD

29.1 The Club shall comply with the Regulation of the Guild, the Rules of Societies Council, and all other provisions enrolled upon the Guild Statutes book.

29.2 All Office Bearers and committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

30. EXPULSION OF MEMBERS

30.1 The Committee may by unanimous vote request any member or associate member to resign from the Club, and in the event shall cause written notice of such request to be served upon the member concerned.

30.2 Should such a request prove ineffectual after fourteen days, the Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned seven days after, the Committee may by unanimous vote expel him or her from the Club; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.

31. INTERPRETATION

31.1 Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, Societies Council or Public Affairs Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Club in General Meeting.

32. AMENDMENT OF THIS CONSTITUTION

32.1 Any two financial Ordinary Members of the Club may not less than seven days before the day appointed for the next General Meeting submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards alongside notice of the General Meeting.

32.2 The motion may then be considered by the Club at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.

32.3 The motion of any amendment thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.

32.4 The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.

