

CONSTITUTION FOR THE UNIVERSITY OF WESTERN AUSTRALIA SOCIETY FOR CREATIVE ANACHRONISM

1. NAME

1.1 The name of the club shall be

THE UNIVERSITY OF WESTERN AUSTRALIA SOCIETY FOR CREATIVE ANACHRONISM

OTHERWISE KNOWN AS:

THE COLLEGE OF ST BASIL THE GREAT

2. OBJECTIVES

2.1 The objectives for the club shall be as follows:

- (a) To encourage and facilitate the recreation of aspects of pre-seventeenth century culture. This includes combat, armouring, music, dance, art, feasting, brewing, and all other appealing aspects of the era.
- (b) To promote equality, inclusivity, tolerance, and acceptance, and to speak out against hatred and intolerance.
- (c) To promote our influence, expansion and growth.
- (d) To encourage and promote co-operation between the Club and other affiliated societies representative of University interests.
- (e) To become and remain affiliated to Societies Council.

2.2 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. 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 The club may, from time to time, admit persons who do not qualify for ordinary membership, to an associate membership

3.3 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.

3.4 The Annual subscription for members shall be \$7 with a \$2 guild discount, subject to change with any price changes from the guild.

4. GENERAL MEETINGS OF THE CLUB

4.1 The Club shall hold its Annual General Meeting within 13 months of the previous Annual General Meeting. There shall be 2 Ordinary General Meeting(s) of the club in each year: one during summer holidays and one during second semester.

4.2 The Committee may at any time call a Special Meeting of the Club. The Scribe shall forthwith call a Special Meeting upon receiving a written requisition from at least 10 members of the Club or one third of the membership (whichever is smaller), and such a meeting shall be held no later than 14 days immediately following receipt of such a requisition.

4.3 If the Scribe 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.

5. PROVISIONS GOVERNING GENERAL MEETINGS

5.1 The Scribe shall cause written notice of any Annual General Meeting or Ordinary General Meeting, together with the agenda, to be distributed to the members, and in the case of the AGM, the guild, via the mailing list and appropriate channels at least 7 days before the date appointed for that meeting.

5.3 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 disciplinary officer of the Guild.

5.4 The quorum of a General Meeting shall consist of 20% of all current financial members, three of which must be current Executive Office Bearers.

5.5 All General Meetings of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

5.6 Members unable to attend may submit to the scribe absentee votes relating to agenda items. This may not include voting for themselves for any committee positions.

6. NOMINATIONS

6.1 Before the Annual General Meeting, the Scribe shall call for nominations for all offices no less than 2 weeks prior to the meeting.

6.2 Included in the same notice shall be details and agenda of the Annual General Meeting. Nominations shall close at that meeting.

7. OFFICE BEARERS

7.1 The Executive Office Bearers of the Club shall be elected by members of the Club at the Annual General Meeting and shall consist of, in order of seniority:

- (a) The Seneschal (President)
- (b) The Deputy Seneschal (Vice President)
- (c) The Scribe (Secretary)
- (d) The Reeve (Treasurer)

7.2 The Ordinary Office Bearers of the Club shall be elected by the members of the Club at the Annual General Meeting and shall consist of, in order of priority:

- (a) Webminister
- (b) Quartermaster
- (c) Herald
- (d) Marshal
- (e) Arts and Sciences Officer
- (f) Novice

7.3 These executives will be representatives of the appropriate Guild Sub-committee/s and Guild Meetings.

7.4 Only financial Ordinary Members of the Club who are also members of the Guild shall be eligible for election as Executive Office Bearers.

7.5 No Executive Office Bearer can hold more than one executive position simultaneously.

7.6 Ordinary Offices may be held by both Ordinary and Associate Members, who may hold more than one of these offices.

7.7 Election shall be made by simple majority for each office in the order shown above, absent votes must be made to the chair of the meeting.

7.8 A Candidate defeated for one office may stand for any office lower on the list.

7.9 The powers and duties of Executive Office Bearers are defined in Articles 20-25, the powers and duties of Ordinary Office Bearers are defined in articles 26-30.

7.10 The Committee in meeting may dismiss an Elected Office-Bearer where, in the opinion of three quarters of the members of the Committee present and voting, that Elected Office-Bearer has:

- (a) Consistently failed adequately to discharge the duties of that position; or
- (b) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
- (c) Been given at least seven days notice of that Committee Meeting; and
- (d) Been accorded the opportunity to be present and to speak at that Committee Meeting.

7.11 The Executive Office Bearers and the Ordinary Committee members shall remain in office until the next Annual General Meeting.

8. THE COMMITTEE

8.1 The Committee of the Club shall consist of:

- (a) The Executive and Ordinary Office Bearers;
- (b) The immediate past Seneschal; and
- (c) The first-year representative, being the Novice.

9. VACANCIES

9.1 If an Office Bearer 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.

10. COMMITTEE MEETINGS

10.1 The Committee shall meet at such times and places as the Seneschal shall determine.

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

10.3 The Scribe 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 14 days immediately following receipt of requisition.

10.4 If the Scribe 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.

11. QUORUM AND PROCEDURE OF COMMITTEE

11.1 The quorum of the Committee shall be 4 of whom at least 3 shall be Executive Office Bearers.

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

11.3 Unless otherwise stated, all motions need to be seconded to be considered unless otherwise on the agenda and will require a simple majority to be passed. Items on the agenda take priority other motioned items.

12. POWER OF THE COMMITTEE

12.1 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, and without prejudice to the generality of the foregoing, have the power to:

12.2 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.

12.3 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.

12.4 Make, alter or repeal By-Laws and impose fines for the breach therefore. All By-Laws and any alterations or amendment therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.

13. CHAIR

13.1 The Seneschal shall have the right to take the Chair at any meeting of the Club or of the Committee.

13.2 If the Seneschal is absent or does not wish to exercise their right at any meeting, that right shall develop upon the Vice Seneschal.

13.3 In the event of absence of both the Seneschal and the Vice Seneschal, or in event of them both not wishing to exercise their right, that meeting shall elect its own Chair.

14. SENESCHAL

14.1 In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Seneschal 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.

15. VICE SENESCHAL

15.1 In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice Seneschal to assist the Seneschal wherever possible, and provide comment.

16. SCRIBE

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

- (a) To record all proceedings of the Club and the Committee in a Club Minute Book which they shall cause to be provided for that purpose:
- (b) To conduct and keep copies of all correspondence of the Club:
 - (i) To supply the Scribe of the Guild before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
 - (ii) To notify the Scribe of the Guild within fourteen days of the alterations in the foregoing information.
 - (iii) To lodge with the Scribe of the Guild a copy of the Constitution and any By-Laws made under its authority.
- (c) To notify the Scribe of the Guild within fourteen days from the making therefore of any alterations to this Constitution of such By-Laws.
- (d) In the event of the Club being de-registered, to present to the Guild Scribe 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.

17. REEVE

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

- (a) 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 require.
- (b) Arrange and be responsible for handling of the petty cash and to render an account to each Committee member of all petty cash.

- (c) Prepare a financial statement showing all receipts and payments during their term of office, for presentation with auditors report to the Annual General Meeting.
- (d) 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) Prepare necessary forms and receipts for Societies Council in accordance with Semester & O-day Grant Policies.

18. DEPOSITS AND WITHDRAWAL OF MONIES

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

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

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

19. PAYMENTS

19.1 No payments shall be made on behalf or in the name of the Club unless it has been authorised by the Executive Office Bearers, in accordance with Article 2.2

20. WEBMINISTER

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

- (a) Monitor the currency of the website and provide accurate information regarding officers, members and club activities.
- (b) Endeavour to increase the aesthetic appeal of the site, subject to comment from the Committee.

21. QUARTERMASTER

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

- (a) Provide hospitality in the areas of garb and feast equipment and maintain a record of said equipment.

22. Herald

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

- (a) Act as a court tournament Herald when necessary. Or find a suitable replacement when unable to meet this duty.
- (b) Assist members in registering names and devices, and acquiring the necessary knowledge to do so.
- (c) Overseeing any changes made to College heraldry.

23. MARSHAL

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

- (a) Communicate with the Marshallate of the Society for Creative Anachronism Australia Inc. and comply with the duties, powers and responsibilities that the Marshallate of the Society for Creative Anachronism Australia Inc. demands of its marshals.
- (b) See the development of fighting in the Society at all times adhering to the safety standards specified by the Society for Creative Anachronism Australia Inc.
- (c) See to it that all armour, weapon and safety standards in all forms of combat within the society are at an acceptable level.
- (d) Maintain a logbook of combat equipment on loan.

24. ARTS AND SCIENCES OFFICER

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

- (a) Responsible for the development, encouragement and teaching of Medieval Arts and Sciences within the Society, and all responsibilities relevant to them as specified by the Society for Creative Anachronism Australia inc.

25. MAJOR OBLIGATIONS TO THE GUILD

25.1 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.

25.2 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.

26. EXPULSION OF MEMBERS

26.1 The Committee may by unanimous vote request any member or associate member to resign from the Club, and in the event shall cause written notification of such request along with relevant explanation to be served upon the member concerned.

26.2 Should such a request prove ineffectual after 14 days of written notification, the Committee may serve written notice of intended expulsion of the member concerned and should they not have resigned 7 days after, the Committee may by unanimous vote expel them from the Club; but such expulsion shall be subject to review at the next General Meeting with the member present and to be heard.

27. AVAILABILITY OF CONSTITUTION

27.1 The Committee shall make the Constitution available on request to all Ordinary Members copies of this Constitution.

28. INTERPRETATION

28.1 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 Seneschal 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.

29. AMENDMENT OF THIS CONSTITUTION

29.1 Any two financial Ordinary Members of the Club may not less than 7 days before the day appointed for the next General Meeting submit to the Scribe a notice of motion signed by them proposing an alteration to this Constitution. This shall be made known to the members through the appropriate channels.

29.2 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.

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

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

Adopted by General Meeting _____ (date)

Amendments to Section:

Date:
