

## Club Affiliation Guide 2023

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### 1. The Club Affiliation Guide

This Club Affiliation Guide is the single-stop handbook designed to assist all clubs who are looking to become affiliated to the UWA Student Guild. In this guide we'll set out some important information about the Guild and its Sub-Councils, the benefits of becoming affiliated, and the process for a club to apply for affiliation. The process of becoming affiliated to the Guild may seem a little daunting, but we can assure you that the Societies Council and Public Affairs Council Committees are here to help you through that process. To get in contact just shoot us an email at [soc-president@guild.uwa.edu.au](mailto:soc-president@guild.uwa.edu.au) and [pac@guild.uwa.edu.au](mailto:pac@guild.uwa.edu.au) respectively.

### 2. What are SOC and PAC (and ED)?

As an affiliated club, you'll quite often hear the terms 'SOC' and 'PAC' being thrown around, but what do they actually mean? Put simply, SOC is the Societies Council, and PAC is the Public Affairs Council. Both are sub-councils of the UWA Student Guild. The vast majority (over 90%) of clubs which are affiliated to the Guild are affiliated to SOC and PAC, with the remaining few being 'Faculty Societies' which are affiliated to the third sub-council of the Guild, the Education Council. If your club is related to a specific school or degree, we highly recommend getting in contact with your representative Faculty Society as they may also be able to provide some support when you're getting your club started.

The Societies Council is the wing of the Guild which oversees clubs, and it's the mechanism via which clubs receive funding and support from the Guild. The Societies Council is governed by the Societies Council Committee, a seven-person team of students (including a President, Vice President, Secretary, Treasurer, and three ordinary committee members) who are elected each year and serve as the main point of contact between clubs and the Guild. The Public Affairs Council is a subsection of SOC, and many clubs which have a strong focus on social impact, multiculturalism, faith, and volunteering are affiliated to PAC as well as SOC. Like SOC, the Public Affairs Council is governed by the PAC Committee, which is also made up of

seven elected representatives, and they oversee about one third of SOC-affiliated clubs which are also PAC-affiliated. A PAC-affiliated club must also be affiliated to SOC, and clubs can run for affiliation to PAC at the same time as they initially run for SOC affiliation, or later on down the road.

### **3. Why become affiliated?**

On top of lending some legitimacy to your club, becoming affiliated to the Guild also opens a lot of doors for you. Affiliated clubs are eligible to apply for regular grants from the Guild, their events are protected under the Guild's public liability insurance, it's much easier to engage with Guild-run functions such as O-Day, Club Carnival, and Spring and Autumn Feast, it's much easier to network and collaborate with Guild departments and other affiliated clubs, they may apply for a clubroom or locker, and they are able to discounted or even free venue-hire at UWA and Guild venues.

### **4. How to become affiliated**

The process of becoming affiliated may seem a little daunting, so if you have any questions at any stage, please don't hesitate to reach out to the Societies Council President at [soc-president@guild.uwa.edu.au](mailto:soc-president@guild.uwa.edu.au) at any time.

To start with, simply read through this guide! We've tried to include all of the important information in this document, but if you have any questions or if anything is unclear, just send an email to the SOC President for some clarification. The forms to submit for affiliation are below in parts six and seven, but before you submit these forms to the Societies Council President, there's a few broad milestones you'll have to have achieved.

These milestones are quite simple and one is quite broad, as each applicant will have a different background coming into the affiliation process. Put simply, to run for affiliation you must be able to demonstrate that your club has the support of students, and that your leadership team has experience running events through the club. Illustrating compliance with the former is as simple as receiving signatures from twenty UWA Student Guild members who are interested in signing up as financial members for your club (there's a section of the forms specifically for this). All you need to do for the latter is be able to show that you have run at least a handful of events in recent months, that these events were well-managed, and that they were attended by a strong membership base. These events can be as simple as a stall on campus, a study night, or a social mixer. You are more than welcome to run more large-scale and complex events if you wish, however it's important to note that the Guild's public liability insurance will not cover your club's events unless you are formally affiliated.

When you feel that your club meets these requirements, and is ready to run for affiliation, you'll be able to go ahead and fill out the forms below in part six. These forms set out some important information relating to your club, including its acting executive committee members, its membership, the niche it fills,

and its experience running events for the benefit of students. Once these forms are completed, simply submit them to the SOC President via their email, and also to the PAC President if you're running for PAC affiliation as well. The President or Presidents will consult with their committee to determine whether the forms meet all of the applicable requirements. Something that's worth noting is that your club's name and acronym cannot be the same as that of an existing club, so keep that in mind.

Once approved by the SOC (and PAC, if applicable) President(s) your leadership team will have the opportunity to give a short presentation at a Societies Council General Meeting – a monthly meeting of all existing clubs affiliated to the Guild. This presentation should run for no more than four or five minutes, and a successful presentation should clearly set out the following:

- An introduction of your club
- The aims and objectives of your club
- Your goals and plans for the club upon affiliation
- Your club's current membership level
- Your club's history running events
- Why your club would like to affiliate to the Guild
- How the Guild can benefit from your club's affiliation
- How the UWA community can benefit from your club's affiliation

Following your presentation, currently affiliated clubs will have the chance to ask your presenting team questions about the club, most of which will relate to the above dot points.

Following your presentation, the Societies Council will conduct a vote. Each club which attends the Societies Council General Meeting holds one vote, and if a simple majority of those votes are in favour of your club's affiliation, your club will become affiliated!

Following the Societies Council's approval of your club's affiliation, the acting executive committee members included in your submitted forms will begin running the club. To ratify your club's affiliation to the Guild it must hold its first General Meeting within forty University Working Days (roughly two months) of the date it gave its presentation to the Societies Council General Meeting. The business of this General Meeting must include an election to ratify your club's proposed constitution and electing the club's committee. Following that election, the club will have to submit an Executive Registration Form to Guild Finance within twenty University Working Days (roughly one month).

Following this initial General Meeting and Election your club may choose to run its regular Annual General Meeting (and Election) at any point throughout the year – most clubs have theirs either in the first month of semester one, or the last month of semester two.

If an existing club which is SOC-affiliated decides it would also like to run for PAC affiliation, the process is relatively simple. First, your club will need to hold a general meeting of the club, at which a majority of attendees vote to approve a motion stating that the club would like to run for PAC affiliation. Following that vote, your club's executive team will reach out to the PAC President (via their email [pac@guild.uwa.edu.au](mailto:pac@guild.uwa.edu.au)) expressing the club's wish to affiliate to the Public Affairs Council. This email must include a copy of the club's constitution, a copy of the minutes from the general meeting affirming the club's desire to run for PAC affiliation, and a brief written summary of how the club meets the aims of the Public Affairs Council. Like clubs running for SOC affiliation, this correspondence must be sent at least seven days before the Societies Council General Meeting at which you would present for affiliation. The Public Affairs Council Committee will then review the application. If the committee accepts the application, your executive committee members will get a chance to give a short presentation at the next possible Societies Council General Meeting. This presentation should only run for four-to-five minutes and set out the following:

- An introduction of your club and its history
- How the aims of your club align with the aims of the Public Affairs Council (social impact, multiculturalism, faith, and volunteering)
- Your goals and plans for the club upon affiliating to the Public Affairs Council
- Your club's current membership level
- Your club's experience running events which promote community involvement and awareness of the arts, culture, faith, performance, and volunteering opportunities
- Why your club would like to affiliate to the Public Affairs Council specifically
- How the Public Affairs Council can benefit from your club's affiliation
- How the UWA community can benefit from your club's affiliation to PAC

Following your presentation existing PAC-affiliated clubs will be able to ask you some questions about the topics above, and then a vote of existing PAC-affiliated clubs will be conducted, with a simple majority being required to accept your club to PAC or otherwise. If accepted, your club will need to update its constitution accordingly, and register that updated constitution with the Societies Council President and Secretary, in accordance with the regular SOC rules.

## **5. How to stay affiliated**

Once your club is affiliated, there are a few base-level requirements which must be met in order for your club to remain affiliated to the Guild.

To remain actively affiliated to the Societies Council your club must:

- Hold an Annual General Meeting each year
- Hold at least one event per semester (in addition to the AGM)
- Submit Event Management Plans for all events held by the club
- Attend at least 3 Societies Council General Meetings each year
- Comply with all applicable rules, regulations, by-laws, standing orders, policies at all times, as well as its constitution

- Submit any amendments to its constitution to the Societies Council President for ratification
- Submit an updated Executive Registration Form to the Guild at least once per year
- Have no outstanding debts with the Guild
- Declare all donations and in-kind support received to the Guild

At the end of each semester the Societies Council Committee goes through the Guild's records to ensure that every club complies with all of the above requirements. If your club has failed to do so it will be 'lapsed'.

A club being lapsed means that it becomes no longer actively affiliated to the Guild, and as such cannot receive any of the benefit which affiliation normally provides (see part three of this guide). If a club is lapsed for one whole year a motion to disaffiliate that club will be presented to the Societies Council.

A lapsed club can become actively affiliated again simply by demonstrating to the Societies Council Committee that it is once again compliant with all of the activity requirements set out above. For a disaffiliated club to once again become affiliated to the Guild, it will need to be restarted from scratch.

## Club Affiliation Cover Sheet

**Date of pack submission:**

**Details of student submitting application:**

Name:

Student number:

Email address:

Phone number:

Are you a Guild member:

**Details of your club:**

Club name:

Club acronym (if applicable):

Number of current financial members:

Number of current non-financial members:

**Affiliation information:**

Have you contacted the SOC President regarding this application:

Have you attempted affiliation before:

Preferred date of Societies Council General Meeting presentation:

Aims of your club:

Reasons for seeking affiliation to the Societies Council:

**20 interested members list**

	NAME	UWA STUDENT NO.	EMAIL	PHONE NO.	GUILD MEMBER? Y/N
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

## Acting Office Bearer Form

### Acting President:

Name:

Student number:

Email address:

Phone number:

Are you a Guild member:

Signature:

### Acting Vice-President:

Name:

Student number:

Email address:

Phone number:

Are you a Guild member:

Signature:

### Acting Treasurer:

Name:

Student number:

Email address:

Phone number:

Are you a Guild member:

Signature:

### Acting Secretary:

Name:

Student number:

Email address:

Phone number:

Are you a Guild member:

Signature:



# [INSERT CLUB NAME] Constitution.

Current as at [insert date].

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## 1. Name

- 1.1 The formal name of the Club shall be “[insert club name]”.
- 1.2 The Club may also be known as “[insert club acronym]”.
- 1.3 The Club shall henceforth be referred to as “[insert club name]” or “the Club”.

## 2. Preliminary

- 2.1 “[insert club name]” is a not-for-profit Student Society established pursuant to Chapter 5 of the Student Guild Regulations. “[insert club name]” seeks to affiliate to the University of Western Australia Student Guild (“Guild”) Societies Council [insert “and Public Affairs Council” if applicable].
- 2.2 This Constitution (“Constitution”) shall govern the operation of the Club and is established pursuant to Rule 144 of the Societies Council Rules.
- 2.3 Where a capitalised term is used in this Constitution but not defined, the definition shall be taken from the Societies Council Rules. Where no such definition is available the interpretation panel established under article 22.1 of this Constitution shall have the power to determine the definition of the term in question.
- 2.4 In the event of an inconsistency between this Constitution and the Societies Council Rules the provision of the Societies Council Rules shall prevail.

## 3. Objectives

- 3.1 The objective of the Club shall be to [insert club objectives].
- 3.2 An objective of the Club shall be to create a welcoming community of students which is inclusive to all, regardless of their degree, race, religion, sexual orientation or identification.
- 3.3 An objective of the Club shall be to remain affiliated to the Societies Council [insert “and Public Affairs Council” if applicable] of the Guild.
- 3.4 An objective of the Club shall be to act in a way which promotes cooperation between the Club and other Affiliated Societies, the Societies Council, the Guild, and all of its Departments.

- 3.5 An objective of the Club shall be to do all such things necessary and proper for the benefit or advancement of Financial Members of the Club.
- 3.6 An objective of the Club shall be to apply the property and income of the Club solely to the promotion of its expressed objectives, and not, directly or indirectly, to its members, except in good faith and for the promotion of these objectives.
- 3.7 The Club must comply with this Constitution, all applicable statutes, by-laws, rules, regulations, Standing Orders, and policies in force at any given time.

## 4. Membership

- 4.1 The Club's membership shall be confined to Financial Members, Ordinary Committee Members, Executive Committee Members, Associate Members, and Honorary Life Members.
- 4.2 Only Financial Members may hold voting rights at Club Elections and meetings of the Club.
- 4.3 To be eligible to be a Financial Member a person must:
  - 4.3.1 Have purchased an annual membership to the Club for \$5AUD;
  - 4.3.2 Be a current member of the Guild; and
  - 4.3.3 Be an enrolled UWA student, with full rights and privileges, for the duration of their Financial Membership.
- 4.4 Financial Members are entitled to:
  - 4.4.1 Attend and hold speaking rights at meetings of the Club;
  - 4.4.2 Vote on matters presented at meetings of the Club; and
  - 4.4.3 Stand for an Election held under the authority of and in accordance with this Constitution.
- 4.5 To be an Ordinary Committee Member a person must:
  - 4.5.1 Be a Financial Member of the Club;
  - 4.5.2 Have been elected to be an Ordinary Committee Member by Financial Members in an Election held under the authority of and in accordance with this Constitution;
  - 4.5.3 Comply with the provisions of this Constitution and all applicable rules, regulations, and by-laws at all times; and

- 4.5.3 Agree to be bound by and comply with all applicable Codes of Conduct.
- 4.6 Ordinary Committee Members are, in addition to their entitlements as Financial Members, entitled to:
  - 4.6.1 Attend and hold speaking rights at meetings of the committee;
  - 4.6.2 Vote on matters presented at meetings of the committee; and
  - 4.6.3 Stand for election to become an Executive Committee Member.
- 4.7 To be an Executive Committee Member a person must, in addition to all other requirements set out in this Constitution:
  - 4.7.1 Be a Financial Member of the Club;
  - 4.7.2 Have been elected to be an Executive Committee Member by Financial Members in an Election held under the authority of and in accordance with this Constitution;
  - 4.7.3 Agree to represent the Club positively in all arenas;
  - 4.7.4 Comply with the provisions of this Constitution and all applicable rules, regulations, and by-laws at all times; and
  - 4.7.5 Agree to be bound by and comply with all applicable Codes of Conduct.
- 4.8 Executive Committee Members are, in addition to their entitlements as Financial Members and Ordinary Committee Members and other entitlements set out in this Constitution, entitled to:
  - 4.8.1 Attend and hold speaking rights at meetings of the executive committee; and
  - 4.8.2 Vote on matters presents at meetings of the executive committee.
- 4.9 The Executive Committee shall comprise of:
  - 4.9.1 The President;
  - 4.9.2 The Vice President;
  - 4.9.3 The Secretary;
  - 4.9.4 The Treasurer; and
  - 4.9.5 The Immediate Past President.
- 4.10 The be eligible to be an Associate Member a person must:
  - 4.10.1 Have purchased an annual membership to the Club for \$5AUD; and
  - 4.10.2 Be or have been a Member of the Guild; or

- 4.10.2 Be or have been an Associate of the Guild; or
- 4.10.3 Be an Honorary Life Associate of the Guild; or
- 4.10.4 Be or have been a student at the University of Western Australia.
- 4.11 Associate Members are entitled to:
  - 4.11.1 Attend meetings of the Club.
- 4.12 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 during their tenure in office as an Ordinary Committee Member and an Executive Committee Member.
- 4.13 Members other than Financial Members shall not:
  - 4.13.1 Hold speaking rights at meetings of the Club;
  - 4.13.2 Hold voting rights at meetings of the Club;
  - 4.13.3 Nominate Candidates and be nominated as a Candidate in an Election held under the authority of and in accordance with the provisions of this Constitution; or
  - 4.13.4 Become or remain an Executive Committee Member of the Club, or act as such.
- 4.14 No University staff member may enlist or act as a member of the Club, Financial or otherwise.

## 5. Meeting of the Club

- 5.1 The Club shall hold an Annual General Meeting each year no later than the end of the second semester of the academic year as determined by the University of Western Australia from time to time.
- 5.2 The Club shall hold no less than one Ordinary General Meeting of Members per semester of the academic year.
- 5.3 The committee may at any time call a Special General Meeting of Members.
- 5.4 The Secretary shall forthwith call a Special General Meeting of Members upon receipt of a written request from no less than [insert number e.g. 15] Financial Members or no less than [insert percentage e.g. 50%] of all Committee Members from time to time.

- 5.4.1 The Secretary must, within ten University Working Days of receiving such a written request, call a Special General Meeting of Members. If the Secretary fails to call such a meeting within the allotted time period any signatory to the written request may do so.
- 5.4.2 Any business set out in the written request shall take priority over all other business at that Special General Meeting of Members.

## 6. Provisions governing general meetings of the Club

- 6.1 All General Meetings of the Club (“General Meeting”), including Annual General Meetings, Ordinary General Meetings, and Special General Meetings, shall be chaired by the President.
- 6.2 Where the President is unable to chair a General Meeting the Vice President shall do so.
- 6.3 Where neither the President nor the Vice President is able to chair a General Meeting another Executive Committee Member shall do so.
- 6.4 Where no Executive Committee Member is able to chair a General Meeting an Ordinary Committee Member may nominate to do so. This nomination may be approved by simple majority of the Financial Members present and eligible to vote at the General Meeting.
- 6.5 All reports made by Executive Committee Members for the meeting must be submitted to the Secretary no less than three University Working Days prior to the meeting.
- 6.6 All motions, minutes, and supporting documentation for consideration at a General Meeting must be submitted to the Secretary no less than five University Working Days prior to the meeting, who must prepare a formal agenda therewith.
- 6.7 An agenda for the General Meeting including reports made by Executive Committee Members for the meeting and all motions, minutes, and supporting documentation submitted to the Secretary shall be distributed via all reasonable means by the Secretary no less than three University Working Days prior to the commencement of the General Meeting.

- 6.8 Subject to 6.9 a General Meeting shall only consider business of which notice has been given on the agenda, or which arises out of minutes or reports.
- 6.9 The agenda for a General Meeting may only be altered or suspended by a Procedural Motion.
- 6.10 All Financial Members, including Ordinary Committee Members and Executive Committee Members, shall be entitled to an equal vote in all motions presented to a General Meeting.
- 6.11 Any attendee of a General Meeting deemed by simple majority of Financial Members present, including Ordinary Committee Members and Executive Committee Members, to not be in their right state of mind or deemed to be disrupting the meeting may be asked to leave the General Meeting.
- 6.12 Quorum of a General Meeting shall consist of [insert percentage e.g. 20%] of Financial Members.

## 7. Elections

- 7.1 No less than once per Guild Year the Club must hold an Election in which Ordinary Committee Members may stand for election to become Executive Committee members and then Financial Members may stand for election to become Ordinary Committee Members (“Election”).
- 7.2 All club Elections shall be conducted in accordance with the Student Guild Election Regulations and Student Guild Standing Orders.
- 7.3 All club Elections shall be conducted by optional-preferential secret ballot in accordance with Schedule 2 of the Student Guild Election Regulations.
- 7.4 All club Elections shall be supervised by a Returning Officer.
  - 7.4.1 The Returning Officer shall be appointed by the Executive Committee.
  - 7.4.2 The Returning Officer must not have a perceived or actual conflict of interest which could reasonably give rise to bias for or against any Candidate standing for election.
  - 7.4.3 The Returning Officer must not have ever been an Ordinary Committee Member or Executive Committee Member.

- 7.4.4 The Returning Officer is responsible for ensuring the fair conduct and administration of the Election, the electoral process of ballot creation and counting, and winner declaration.
- 7.4.5 The Returning Officer shall have the power to issue any determination in whatever terms they see fit in order to ensure the fair conduct and administration of the Election, and act on their own motion to prevent a breach or attempted breach of any applicable rule or regulation
- 7.4.6 Where a Returning Officer contravenes any provision of any applicable rule or regulation, they may be dismissed by special resolution approved by a two-thirds majority of all active committee members.
- 7.5 Nominations shall be open for no less than five University Working Days and shall close no later than one University Working Day before the Election is to occur (“Nomination Period”).
- 7.6 All Financial Members at the close of the Nomination Period shall be entitled to an equal vote in each contested position in an Election.
- 7.7 To be eligible to stand for Election a person must:
- 7.7.1 Be a Financial Member of the Club;
  - 7.7.2 Be an enrolled UWA student, with full rights and privileges, for the twelve-month period during which they would hold office; and
  - 7.7.3 Agree to be bound by and comply with all applicable Codes of Conduct.
- 7.8 An eligible person may nominate for more than one position in the same Election, in which case they must notify the Returning Officer of the order of their preferred positions.
- 7.9 Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer. By submitting a nomination, the nominee agrees to be bound by and comply with all applicable Codes of Conduct.
- 7.10 Nominations must have a proposer and a seconder to proceed. A Candidate may propose themselves provided there is a seconder of the nomination. Both the proposer and the seconder must be enrolled UWA students and Financial Members of the Club.



- 7.11 The Returning Officer may accept a nomination which, in their opinion, substantially complies with the nomination requirements. The Returning Officer may allow a Candidate to correct any Formal Defect in their nomination before the close of the Nomination Period.
- 7.12 If a nominee is ineligible to stand for election under a provision of an applicable statute, by-law, regulation, or rule the Returning Officer must declare that nomination to be invalid.
- 7.13 A person nominated as a Candidate may withdraw their nomination by lodging a written notice of withdrawal with the Returning Officer before the declaration of the results of the Election.
- 7.14 The Returning Officer shall publicise a notice containing the names of all Candidates in the Election immediately following the close of the Nomination Period.
- 7.15 Subject to all applicable rules, regulations, and standing orders, the Candidate who receives the most votes in an Election shall be elected to the relevant position. Where two or more Candidates receive an equal amount of the highest votes, another vote must be conducted with respect of those Candidates.
- 7.16 Any position left vacant at the close of the Nomination Period shall remain vacant until such time as they may be filled in accordance with the casual vacancy provisions set out in article 10.1 of this Constitution.
- 7.17 Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
- 7.18 The Immediate Past President position set out in 4.9.5 is not won in an Election. The outgoing President is automatically appointed as the Immediate Past President.
- 7.19 A person may appeal the outcome of an Election to the Guild Governance Committee on the grounds that there was an error in the procedure when a vote was conducted or there was a contravention of any applicable rule, regulation, or standing order in respect of the Election. If the Governance Committee rules that the Election was not conducted in accordance with the applicable rules,

regulations, or standing orders another Election must be called. The outcome of an Election may only be appealed once.

## 8. Patron

- 8.1 In the absence of nominations for any Ordinary or Executive Committee position, the Club's elected executive committee may appoint a temporary patron who shall hold office until the position may be elected or appointed.

## 9. Executive Committee

- 9.1 The Executive Committee ("Executive Committee") shall comprise of those positions set out in article 4.9 of this Constitution.
- 9.2 The Executive Committee shall actively govern the Club's direction during their term in office. The responsibilities of the Executive Committee include but are not limited to:
  - 9.2.1 Ensuring compliance with the Club's objectives as set out in articles 3.1 to 3.6 of this Constitution;
  - 9.2.2 Running at least one event per semester, in addition to an Annual General Meeting, in accordance with the Club's stated objectives and for the benefit of the Club's Financial Members;
  - 9.2.3 Liaising with the Societies Council Committee;
  - 9.2.4 Representing the Club at Societies Council General Meetings;
  - 9.2.5 Overseeing the Club's Ordinary Committee Members;
  - 9.2.6 Ensuring Executive Committee Members are compliant with training requirements set out by the Guild from time to time;
  - 9.2.7 Ensuring that neither the Club nor any person thereunder takes any action which represses any student's implied right to academic freedom and freedom of speech;
  - 9.2.8 Managing the Club's administration; and
  - 9.2.9 Managing the Club's finances.
- 9.3 No Executive Committee Member may hold more than one Executive Committee position at one time, or act as such at any time.

- 9.4 In addition to any provisions set out elsewhere in this Constitution or in any applicable by-law, rule, or regulation the President's duties shall include but shall not be limited to:
- 9.4.1 Supervising, coordinating, delegating, and overseeing the work of the Executive Committee Members;
  - 9.4.2 Ensuring that each Executive Committee Member is conversant with this Constitution and their respective role;
  - 9.4.3 Directing the general policy of the Club;
  - 9.4.4 Chairing all General Meetings and meetings of the committee and the Executive Committee and reporting on the status of the Executive Committee and the Club generally at all meetings;
  - 9.4.5 Serving as the main point of contact between the Club and the Societies Council Committee and the Guild; and
  - 9.4.6 Ensuring that the Club's events and committee are inclusive environments in which members and patrons may feel safe and accepted regardless of their race, religion, sexual orientation, gender, gender presentation, and presented identity.
- 9.5 In addition to any provisions set out elsewhere in this Constitution or in any applicable by-law, rule, or regulation the Vice President's duties shall include but shall not be limited to:
- 9.5.1 Supporting the President in all endeavours;
  - 9.5.2 Approaching, at the beginning of their term, potential sponsors and partners for the Club;
  - 9.5.3 Serving as the main point of contact between the Club and other Affiliated Societies; and
  - 9.5.4 Ensuring, in conjunction with the President, that the Club's events and committee are inclusive environments in which members and patrons may feel safe and accepted regardless of their race, religion, sexual orientation, gender, gender presentation, and presented identity.

- 9.6 In addition to any provisions set out elsewhere in this Constitution or in any applicable by-law, rule, or regulation the Secretary's duties shall include but shall not be limited to:
- 9.6.1 Preparing and keeping agendas and minutes of all club meetings;
  - 9.6.2 Managing administrative tasks related to the Club's operation;
  - 9.6.3 Supplying the Guild Finance Office with all required paperwork whenever there is a change to the Club's Executive Committee Members within twenty University Working Days of that change;
  - 9.6.4 Lodging any alterations made to this Constitution or any documents created under its authority with the Societies Council President for ratification within twenty University Working Days of that change;
  - 9.6.5 Attending Societies Council General Meetings on behalf of the Club; and
  - 9.6.6 Providing to the Societies Council Secretary, in the case that the Club disbands or otherwise ceases to exist, a duly audited statement of the financial position of the Club.
- 9.7 In addition to any provisions set out elsewhere in this Constitution or in any applicable by-law, rule, or regulation the Treasurer's duties shall include but shall not be limited to:
- 9.7.1 Directing the Club's financial affairs;
  - 9.7.2 Ensuring that all events hosted by the Club are financially viable;
  - 9.7.3 Keeping records of all of the Club's incomes and expenditures throughout their term;
  - 9.7.4 Paying all invoices charged to the Club in a timely manner;
  - 9.7.5 Preparing a thorough budget for every event hosted by the Club;
  - 9.7.6 Preparing and submitting all required forms and receipts such that the Club may receive grants from the Societies Council Committee;
  - 9.7.7 Declaring to Guild Finance and the Societies Council Committee any donation or in-kind support received from sources other than grants provided to the Club by the Guild, regardless of the source or amount; and
  - 9.7.8 Ensuring that grants provided to the Club are used only for the purposes of providing services or amenities to the Club's membership, that all

expenditure of funds received via grants complies with conditions attached to that grant, and that the Club complies with all applicable financial regulations.

9.8 Executive Committee Members' term in office shall begin immediately following their election and shall end at the next Club Election.

9.9 Executive Committee Members may be impeached where the member in question has committed any act or omission which constitutes Guild misconduct, or where a vote of no confidence is approved in accordance with the procedures set out in articles 9.9.1 to 9.9.3 of this Constitution.

9.9.1 Where a vote of no confidence is approved by unanimous vote of the Executive Committee Members (excluding the member whose impeachment is being considered) the member in question shall be impeached.

9.9.2 No less than [insert percentage e.g. two thirds] Financial Members may call a Special General Meeting with the intent to impeach an Executive Committee Member. The member in question must be granted the opportunity to present a case for their own defence. Where a vote of no confidence is approved by no less than [insert percentage e.g. two thirds] Ordinary Committee Members the member in question shall be impeached.

## 10. Casual vacancies

10.1 Where an Executive Committee Member resigns, is impeached, or ceases to hold office during their expected term for any other reason, the casual vacancy shall be filled by an Ordinary Committee Member being appointed by the remaining Executive Committee until the vacant position may be filled at an Election.

## 11. Ordinary Committee

11.1 Included in the Club's Ordinary Committee Membership at all times except before the first committee intake of the calendar year, there shall be no less than [insert number] "First Year Representatives," [insert "at least 50% of which are female or gender diverse" where number is above 1].

11.2 To be eligible to be elected as a “First Year Representative” a person must be in the first year of their university degree.

## 12. Non-Discrimination

12.1 The Club and its committee always act in a manner which gives no special treatment, favour, advantage or disadvantage to any group of people, and shall vigorously defend the right of all members to feel safe and accepted within the community.

## 13. Expulsion from committee

13.1 Any Financial, Ordinary, or Executive Committee Member who, in the unanimous opinion of the Executive Committee, or a two-thirds majority opinion of the ordinary committee, contravenes article 12.1 to such an extent that the Club or another individual is directly and detrimentally harmed, may immediately have their membership revoked.

13.2 Any Financial, Ordinary, or Executive Committee Member who is found to be encouraging or enforcing disciplinary measures for non-participation in any sort of initiation ceremony or encourages or requires participation in any sort of initiation ceremony as a precondition of membership to the committee may immediately have their membership revoked.

13.3 Any Financial, Ordinary, or Executive Committee Member who is found to be taking or have taken any action which represses any student’s implied right to academic freedom and freedom of speech may immediately have their membership revoked.

13.4 Any member, Financial, Ordinary, Executive, or Associate, only have their membership suspended or removed in accordance with articles 13.1 to 13.3 of this Constitution, or in the following circumstances:

13.4.1 They are no longer eligible to be a member under the provisions of this Constitution; or

13.4.2 They are subject to suspension, expulsion, or other disciplinary action by the University.

## 14. Power and responsibilities of the committee

- 14.1 Subject to other articles of this Constitution, the committee shall be responsible for:
- 14.1.1 Pursuing the Club's objectives set out in article 3 of this Constitution;
  - 14.1.2 Carrying out the day-to-day business of the Club; and
- 14.2 Without prejudice to the generality of the foregoing, the committee shall, in cases where the committee has approved by simple majority a motion providing such authority, have the power to:
- 14.2.1 Acquire and dispose of property;
  - 14.2.2 Deposit and receive sums of money;
  - 14.2.3 Open bank accounts;
  - 14.2.4 Enter into contracts;
  - 14.2.5 Make, alter, and repeal regulations for the orderly and proper management of the Club's affairs, to the extent that no provision of such regulations is repugnant with this constitution; and
  - 14.2.6 Make, alter, and repeal by-laws specifying any part of this constitution, to the extent that no provision of such by-laws is repugnant with this constitution.
- 14.3 Unless acting under a special enabling resolution of a general meeting, the committee shall not incur debts or liabilities on behalf of or in the name of the Club.
- 14.4 The Executive Committee may hold records of the Club's members, including private information as it relates to the individual's membership of the Club.
- 14.4.1 Records must be used only for purposes relating to the Club and its activities. The Club and its Executive Committee must protect the security and privacy of members' personal information which it holds records of.
- 14.5 The committee shall be responsible for reporting suspected Guild Misconduct in relation to the Club's Financial, Ordinary Committee, Executive Committee, Associate, or Honorary Life Members to the appropriate Guild, University, or Government authorities. The committee shall not have the power to take disciplinary action against a member of its own accord past revoking that person's membership.

## 15. Deposits and withdrawals of monies

- 15.1 All monies due and payable to the Club must be received by the Treasurer. In cases where the Treasurer is unable to receive the payment the President may do so on their behalf.
- 15.2 All withdrawals from the Club's bank accounts must be authorised by the Treasurer.
- 15.3 All payments from the Club's bank accounts must be authorised and processed by the Treasurer in a timely manner.

## 16. Payments

- 16.1 No payment shall be made on behalf of or in the name of the Club unless it has been authorised by the Treasurer or approved by simple majority by the committee.

## 17. Major obligations to the Guild

- 17.1 The Club shall at all times comply with all regulations and directions of the Guild and the Societies Council Committee, including but not limited to compliance with mandatory training as required by the Guild or Societies Council Committee including but not limited to Guild Student Leadership Training.
- 17.2 All Executive and Ordinary Committee Members shall be jointly and severally responsible for such compliance and shall be deemed liable in the event of noncompliance therewith.
- 17.3 An Executive Committee Member must be present at every Societies Council General Meeting hosted by the Guild.

## 18. Dispute resolution

- 18.1 Where a dispute arises, the parties to the dispute must attempt to resolve the dispute between themselves within ten University Working Days of the dispute coming to the attention of each party.



- 18.2 If the parties to a dispute are unable to resolve the dispute between themselves within the time period set out in article 18.1 of this Constitution, any party to the dispute may start the dispute resolution process set out herein by providing written notice of the dispute to the parties to the dispute and to the following, who shall act as Mediator (“Mediator”) in relation to the dispute:
- 18.2.1 Where the dispute is between the Club and another Affiliated Society, the Governance Committee;
- 18.2.2 Where the dispute is with the Societies Council, the Societies Council President, or if they are unable to act, another Executive Member of the Societies Council Committee;
- 18.2.3 Where the dispute is between a Financial Member and the Club, the Executive Committee Members;
- 18.2.4 Where the dispute is between Financial Members of the Club, the Executive Committee Members;
- 18.2.5 Where the dispute is between Financial Members of the Club in respect of a Financial Member’s expulsion from Financial Membership, the Governance Committee.
- 18.3 The Mediator to a dispute must act in compliance with the articles 72 to 80 of the Societies Council Rules.

## 19. Transparency of documentation

- 19.1 The Secretary must, upon request, provide the minutes of any committee meeting and all records of the committee’s decisions and policy to any Financial, Ordinary Committee, or Executive Committee Member who makes such a request.
- 19.2 The Treasurer must, upon request, provide financial records of any decision, policy, or payment to any Financial, Ordinary Committee, or Executive Committee member who makes such a request.
- 19.3 The Executive Committee must, upon request, provide any record or documentation requested to any member of the Societies Council Committee Executive or Guild Executive who makes such a request.

## 20. Availability of this constitution

- 20.1 The committee shall make this Constitution freely available upon request to any Financial Member or Guild Member at any time.

## 21. Alteration of this constitution

- 21.1 Any alteration proposed to be made to this Constitution must be submitted in writing to the Secretary no less than five University Working Days before the General Meeting in which the alteration is to be proposed.
- 21.2 Any Financial Member of the Club, with a seconder (also being a Financial Member), may propose an alteration to this Constitution. Both the proposer and seconder must be present at the General Meeting at which the alteration is to be discussed.
- 21.3 Any alteration made to this Constitution must be authorised by two-thirds of the Financial Members present and eligible to vote at the General Meeting at which the alteration is to be discussed.
- 21.4 Any alteration made to this Constitution shall come into effect upon ratification by the Societies Council President.
- 21.5 This Constitution replaces all previous rules governing the administration of the Club.

## 22. Interpretation of this constitution

- 22.1 In the event of a contest regarding the interpretation of any part of this Constitution the contest shall be reviewed by a panel consisting of the President, Vice President, and three Ordinary Committee Members selected by the committee.
- 22.1.1 In the event that a decision of the panel is contested, a Financial Member may raise the contested part at a General Meeting, at which time the interpretation of the disputed part will be decided by simple majority.

## 23. Dissolution of the Club

23.1 In the case that the Club dissolves, disbands, or otherwise ceases to exist, if any property of the Club remains after the satisfaction of any debts or liabilities that the Club may have, that property shall be transferred into liquid assets by the Club's final Treasurer and transferred to the Societies Council Committee.

## 24. Adoption

24.1 This Constitution has been adopted by the Club at its General Meeting on

24.1.1 \_\_\_\_\_ (date)

24.2 This Constitution has been ratified by the Societies Council President being

24.2.1 \_\_\_\_\_ (signed) on

24.2.2 \_\_\_\_\_ (date)