## 1. Club Name

1.1. The name of the club or society, hereafter referred to as "the Club", is [*Insert Club name*].

## 2. Club Aims and Objectives

2.1. The aims and objectives of the club are:

2.1.1. To be inclusive of all University of Newcastle Students, in good faith

2.1.2. [*List aims and objectives of club*]

2.1.3. [*List aims and objectives of club*]

2.1.4. [*List aims and objectives of club*]

2.2. The Club shall be empowered to do all things necessary for the attainment of its aims and objectives. In doing so, the Club will at all times adhere to the University of Newcastle's Code of Conduct and UNSA's Clubs Guidelines, and at no time bring the University or UNSA into disrepute

2.3. The Club must affiliate with UNSA annually in order to be recognised by the Association, and to receive all affiliation benefits

2.4. Affiliation benefits will be determined by UNSA at its discretion, and may include:

2.4.1. Funding

2.4.2. Advice in planning events

2.4.3. Promotion of the club through UNSA's engagement channels

## 3. Open Access and Inclusion

3.1. The Club must be open to all students who wish to join in good faith

3.2. The Club embraces diversity and promotes inclusion amongst its Executive Committee and members

3.3. The Club shall not discriminate against another person on the grounds of race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin, in line with the Universities Code of Conduct

## 4. Membership

4.1. Membership to the club is valid from date of purchase until 31 December that same year. After which membership will need to be renewed.

4.2. The Club must set an annual membership fee at their discretion, determined at a Club General Meeting and reviewed at each AGM. The membership fee must be greater than or equal to $1.

4.3. Membership of the Club is only considered official and valid when the individual has registered through, and is recorded on, the UNSA-approved membership platform. No other form of registration or record shall constitute valid membership.

4.4. The Club Executive must not give or sell member details to any other person or organisation without the express consent from members

4.5. The Club and all its members shall comply with the University of Newcastle's Diversity and Inclusiveness Policy and Code of Conduct, all relevant UNSA policies, and Responsible Service of Alcohol legislation

4.6. Membership must be open to all students currently enrolled at the University of Newcastle

4.7. Membership ceases if a member:

- 4.7.1. Resigns
- 4.7.2. Fails to pay their membership fee (if applicable)
- 4.7.3. Is expelled from the Club
- 4.7.4. Dies.

## 5. Expulsion from the Club

5.1. The Executive Committee shall have the power to suspend or expel any member of the club if they believe that the member is guilty of violating:

- 5.1.1. The Club's aims and objectives
- 5.1.2. The Club's Code of Conduct
- 5.1.3. UNSA's policies
- 5.1.4. The University's Code of Conduct
- 5.1.5. Australian or NSW Law.

5.2. This power may only be executed following consultation with UNSA and a majority vote of the club's executive committee.

5.3. Any member who is expelled or suspended from the Club has the right to appeal the committee's decision by presenting their case to UNSA.

5.4. The right to appeal must be lodged within 48 hours of notice of expulsion/suspension

## 6. Executive Committee

6.1. The Club is governed and managed by the Executive Committee

6.2. The Executive Committee shall have day to day general control over the finances and activities of the Club in accordance with the Club aims and objectives

6.3. The Executive Committee is at all times bound by the decisions of a General Meeting

6.4. The Executive Committee shall be free from undue influence from external (that is, non-student) bodies, groups and organisations.

6.5. The Executive Committee will consist of:

- 6.5.1. President
- 6.5.2. Treasurer
- 6.5.3. Secretary
- 6.5.4. *[insert additional positions as needed]*

6.6. The aforementioned positions:

- 6.6.1. Must be held by a current University of Newcastle student
- 6.6.2. Shall not be filled by more than one person at a time
- 6.6.3. Shall be filled
- 6.6.4. Must be filled for the continued affiliation of the club with UNSA

6.7. The Executive Committee may also consist of: *[insert additional positions as needed]*

- 6.7.1. Events Director
- 6.7.2. Marketing Director
- 6.7.3. Faculty Liaison
- 6.7.4. Central Coast Representative

6.8. The aforementioned positions, set out in s6.6:

- 6.8.1. May not have signatory control of the club bank account
- 6.8.2. Are otherwise not bound by the requirements of s6.5 unless specified in their obligations set out in s7.

6.9. Nomination for an Executive Committee position must be forwarded in writing to the Secretary before the AGM, and must be seconded by another club member during the meeting

6.10. The club can allow nominations to be opened to the floor at the AGM

6.11. All positions on the Executive Committee will be elected at the Annual General Meeting with all previous Office Bearers being eligible for re-election

6.12. In the event of a single casual vacancy within the Executive Committee, the remaining Committee may appoint a club member to fulfil the position

6.13. In the event of two or more executive resignations, the remaining committee members must call a full general meeting to fill the vacancies as soon as possible

## 7. Obligations of the Executive Committee

7.1. Executive Committee roles and obligations include, but are not limited to:

7.1.1. President

7.1.1.1.1. Chairing meetings

7.1.1.1.2. Speaking on behalf of the Club

7.1.1.1.3. Liaising with UNSA and fellow Executives

7.1.1.1.4. Ensuring that all relevant forms are submitted to UNSA

7.1.1.1.5. Working with the Executive to set membership fees

7.1.1.1.6. *[Other responsibilities as needed]*

7.1.2. Treasurer

7.1.2.1.1. Maintaining all financial records

7.1.2.1.2. Keeping the Financial Journal up to date

7.1.2.1.3. Keeping the Club informed of its financial position

7.1.2.1.4. Providing a Treasurer's report to the Club and UNSA at the end of each year

7.1.2.1.5. *[Other responsibilities as needed]*

7.1.3. Secretary

7.1.3.1.1. Organising meetings and setting agendas

7.1.3.1.2. Recording minutes at each meeting

7.1.3.1.3. Overseeing all Club communication

7.1.3.1.4. Coordinating elections

7.1.3.1.5. *[Other responsibilities as needed]*

*7.1.4. Central Coast Representative*

7.1.4.1.1. Organising & executing events and activities on the Central Coast Campuses

7.1.4.1.2. Be an ambassador and liaison for the club's members who are based on these campuses

7.1.4.1.3. Be a currently enrolled UON Student who is based on these campuses.

7.1.4.1.4. Manage and work alongside any established Central Coast sub-committee.

7.1.4.1.5. *[Other responsibilities as needed]*

## 8. Election of Executive Committee Positions

8.1. Executive Committee Members are to be elected by Club members

8.2. At the AGM those nominated for a position on the Executive Committee will be elected by majority vote

8.3. If only one person has been nominated for a particular position on the Executive Committee, they are considered to be elected

8.4. A member may not move or second themselves for a position on the Executive Committee

8.5. Vacation of an Executive position shall occur if the Committee Member:

8.5.1. Resigns their position

8.5.2. Resigns their membership

8.5.3. Ceases to be a student at the University

8.5.4. Has acted in a manner that is disruptive to the successful and effective functioning of the Club

8.5.5. Has refused to comply with the Club constitution, the University's Code of Conduct, UNSA's Clubs & Societies Handbook, RSA legislation, or any NSW or Australian law

8.5.6. Dies

## 9. Annual General Meeting (AGM)

9.1. There shall be one Annual General Meeting every affiliation year

9.2. The Secretary (or other Executive member) must give at least 14 days' written notice of the date and location of the AGM to all club members. Official written notice must be in the form of email.

9.3. The AGM must be open to all members of the club

9.4. The Agenda of the AGM must include:

9.4.1. Confirmation of the previous AGM's minutes

9.4.2. Presentation of reports from the Executive Committee

9.4.3. Confirmation of the Constitution

9.4.4. Presentation of financial accounts

9.4.5. Election of Executive Committee members

9.4.6. General business

9.5. At an AGM quorum is to be at least 6 Club members or twice the size of the executive committee (whichever is higher). If quorum has not been reached half an hour into the scheduled meeting time, the meeting must be recalled and another 14 days written notice given to club members and prospective attendees.

9.6. Minutes must be taken and kept on record, and publicised to club members and UNSA within 14 days of the meeting

## 10. Alterations to the Constitution

10.1. Alterations or additions to the Constitution may only be made at an AGM or General Meeting

10.2. Alterations to the Constitution must be put to a vote

10.3. If motions to change the constitution are passed during the meeting, they must be approved by the UNSA Clubs team for approval before being enacted.

## 11. Voting

11.1. All voting at club and Executive meetings must be democratic, with a simple majority required for a motion to be successful

11.2. All Club members can cast one vote for each motion

11.3. If voting results in a tie, the President shall provide the deciding vote

11.4. Only enrolled University of Newcastle Students can vote

## 12. Extraordinary General Meeting (EGM)

12.1. The Club may also convene Extraordinary General Meetings outside of the regular AGM

12.2. Quorum and Notice periods for these meetings must meet the same minimum requirements outlined for AGMs

12.3. These meetings are convened to address urgent or significant matters, including:

12.3.1. Ad hoc Executive elections

12.3.2. Constitutional Amendments

## 13. Finance

13.1. The Club must have a designated bank account, at a bank determined by the Executive

13.2. All incoming funds must be deposited directly into the Club's bank account

13.3. Reimbursements and funding to the club will be approved and processed in line with UNSA's Funding Guidelines.

13.4. Records of all Club income and expenses, including receipts, shall be kept by the elected Treasurer

13.5. A statement showing the financial position of the Club shall be tabled at each Executive Committee Meeting

13.6. The Club's financial year shall commence on January 1 each year. A statement showing yearly income and expenditure of the Club shall be presented at the AGM

13.7. An Annual Financial Statement shall be presented by the Treasurer to UNSA each year

13.8. All funds, property and income of the Club will apply solely to the promotion of its aims and objectives, and no part of these funds, property and income shall be distributed, directly or indirectly, to members unless in compensation for payments made on behalf of the Club

13.9. If the Club is dissolved, the bank account must be closed and all remaining funds and assets transferred to UNSA.

13.10. UNSA is entitled to view the Club's financial records on request

13.11. The Club must cooperate completely if an audit is requested. The audit will be carried out by an independent auditor selected by UNSA

13.12. The Executive Committee is individually and jointly liable for the management of the Club's finances, and for ensuring that the Club does not incur any debt

13.13. UNSA is in no way responsible or liable for the Club's finances, and will not cover any losses or debt accumulated by the Club

## 14. Dissolution or Disaffiliation

15.1 UNSA may take reasonable steps to ensure that the Club is being administrated correctly and is acting in accordance with their aims and objectives.

15.2 Executives of the Club must comply with any reasonable requests made by UNSA

15.3 The Club may be disaffiliated if UNSA determines the Club:

15.3.1 Is not operating for the benefit of the general membership

15.3.2 Is in breach of the University's Code of Conduct or UNSA's policies

15.3.3 Is not reasonably cooperating with UNSA's requests

15.3.4 Is acting in breach of their constitution

15.3.5 Has breached the terms and agreements of their affiliation

15.3.6 Is acting illegally

15.4 When the Club is dissolved or disaffiliated, the Executive must ensure that:

15.4.1 Any debts or liabilities are paid in total

15.4.2 All remaining SSAF-acquired funds and assets are transferred to UNSA

15.4.3 UNSA is supplied with the necessary information to assist future students in restarting the club. This could include logins, marketing assets and bank account information.

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| **Prepared by:** | *Your name and role in the club* | Date |
| **Approved by:** | *AGM, IGM* | Date |
| **Edit and amendment history:** | *N/A if this is the first time your club is submitting the constitution. If you have altered your constitution, you need to specify this was* | Date |

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| | *voted on by members at an AGM or SGM.* | |