

Melbourne University Psychology Association Constitution

1)

- a) The name of the club shall be Melbourne University Psychology Association.
- b) This club is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of UMSU and the Clubs & Societies Regulations shall apply.
- c) During the course of affiliation with UMSU this club shall comply with any requirements of the Clubs & Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

2) The aims of the club are:

- a) To provide students of psychology and those interested in the field, with social opportunities.
- b) To assist students through lectures and navigating potential job opportunities, volunteer work and other opportunities available to undergraduates in the field of psychology.
- c) To liaise with the Faculty in regards to student welfare.
- d) To broaden students' understanding of the many areas of psychology.
- e) To foster a community of psychology students to potentially build cross-university relationships with psychology groups based at universities outside of the University of Melbourne.

3)

- a) Membership shall be open to all students of the University of Melbourne;
- b) Associate membership shall be open to any other persons who subscribe to the aims of the club.

4) A person shall be considered a member having:

- a) Paid a membership fee exacted at the committee's direction; and
- b) completed a membership form as prepared by the committee.

5) The committee shall have the following members:

- a) An executive consisting of:

- i) two Presidents as a part of the Co-Presidency, who shall both be University of Melbourne students;
- ii) the Director of Administration and Finance, who shall be a University of Melbourne student;
- iii) the Director of Internal Education Affairs, who shall be a University of Melbourne student;
- iv) the Director of External Education Affairs, who shall be a University of Melbourne student;
- v) the Director of Events & Activities, who shall be a University of Melbourne student;
- vi) the Director of Media & Communications, who shall be a University of Melbourne student.
- vii) the Director of Sponsorships, who shall be a University of Melbourne student;
- b) Any interested club members as non-voting members of the Committee

6) The committee shall have the following powers:

- a) Control over the finances of the club;
- b) Control over the activities of the club.

7) The committee is at all times bound by the decisions of a club general meeting. Any committee decision may be overturned by a club general meeting.

8) There shall be one Annual General Meeting every calendar year, which shall be held during the academic period, but no later than the end of September.

a) At this meeting:

- i) Written reports shall be presented by the Presidents, Director of Administration and Finance, Director of Internal Education Affairs, Director of External Education Affairs, and any other pertinent persons;
- ii) Ratification of the club's constitution;
- iii) A full financial report will be presented and adopted for the financial period from AGM to AGM;
- iv) Elections will be held for a new committee, to take charge of the club from the close of the meeting;
- v) Other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting;

b) The club shall submit all the AGM documents to the C&S Office within two weeks of the AGM.

- 9) There shall be such general meetings as the committee sees fit, or as are petitioned. The procedure of such meeting will be as for the Annual General Meeting, except committee elections will not be held unless specifically notified.
- 10) If fifteen members, or one-third of the membership, whichever is the smaller, should petition the committee for a general meeting, such meeting must be held within fifteen academic days, at a date to be set by the committee.
- 11) The quorum shall be:
 - a) At a General Meeting or Annual General Meeting, a minimum of twenty University of Melbourne student members of the club.
 - b) At a committee meeting, at least three executive committee members
- 12)
 - a) The committee shall be required to give at least five academic days' notice of a General Meeting (GM), Annual General Meeting (AGM) or Special General Meeting (SGM). Such notice must be email notification and given to both the Clubs and Societies Office and club members.
 - b) A committee meeting may be called by any executive member of the committee, subject to such limitations on notice and spending as the committee may from time to time set.
- 13)
 - a) Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.
 - b) Constitutional changes require a simple majority of members voting at a Special General Meeting or Annual General Meeting and take effect immediately. These constitutional motions must be presented in writing to the committee at least five academic days before the meeting, and notice of these shall be given to the membership. Constitutional changes shall be approved by the UMSU Clubs & Societies Office Bearer(s) before they are presented to a general meeting.
- 14) Any committee member absent from two consecutive committee meetings without due cause or previous apology may, at the committee's discretion, be deemed to resign from her/his position by a motion of the committee, and a general meeting must be called to elect a successor.

- 15) If it is deemed that a committee member should be stood down, by a motion of the committee, or a petition bearing the names of at least fifteen members, impeachment proceedings will take place against the nominated committee member. At the next general meeting or Annual General Meeting, a motion shall be put to impeach the committee member, provided that at least five academic days' notice has been given to the membership and to the member concerned in writing. If this is passed by a two-thirds majority, that committee position will become vacant and a new election held immediately. The committee member to be impeached will be given at least five minutes to speak before the vote is taken.
- 16) If deemed by a motion of the committee, or a petition bearing the names of at least fifteen members, any member of the club can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No member may be expelled on the ground of race, sex, gender or religion; political, moral or sexual views.
- 17) A motion to wind up the club must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.
- 18) In the event that the club is wound up, or ceases to be affiliated to UMSU the control of assets which have been 50% or more funded by UMSU Clubs & Societies Committee grants and which are less than 3 years old will revert to UMSU and be held in trust by UMSU Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.
- 19) In the event that the club has not been able to organise a quorate meeting within the 12 month period, the UMSU Clubs & Societies Committee may wind up the club by passing a motion to do so under the rules of UMSU. Any member of the club who wished to oppose the winding up of the club should make submissions to the committee. The decision of the committee is final subject only to appeal under UMSU rules.
- 20) For all purposes herein, an Academic Day will be considered as a day in the teaching period of Semester 1 and Semester 2.

- 21) The profits (if any) or other income and property of the club must be applied solely towards the promotion of the aims of the club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any member of the club whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the club for the payment or reimbursement of out-of-pocket expenses incurred by a member of the club on behalf of the club.
- 22) If the club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the members but must be transferred to the C&S Committee of UMSU.
- 23) Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed.