

2017 CONSTITUTION FOR BENDIGO STUDENT ASSOCIATION

SPECIAL INTEREST CLUBS

1. NAME

1. This Club shall be known as the _____
_____ of the Bendigo Student Association Incorporated.

2. PURPOSE

- 2.1 The purpose of the Club is to _____ by:

(Write down specific secondary purposes)

- _____
- _____
- _____

- 2.2 The Club may only use its income, assets and profit for its purpose.

The Club must not distribute any profit, income or assets directly or indirectly to its Members

3. AFFILIATION TO THE BSA

- 3.1 The Club is affiliated to and funded by the Bendigo Student Association Incorporated (in this Constitution "BSA").
- 3.2 It is a condition of affiliation that the Club and its Members must comply with all directions given by the BSA and the Clubs and Societies Policies.
- 3.3 The Club must as far as practicable adhere to BSA Marketing Guidelines, including logo usage and sponsorship recognition, as outlined by the BSA in the Clubs Manual.
- 3.4 The Club shall not discriminate on the basis of gender, marital status, race, age, religion or sexual preference.

4. MEMBERSHIP OF A CLUB

- 4.1 Membership of the Club is open to all:

- (i) Current students (see definition in clause 14),
- (ii) Associate Members of the BSA,

who:

- (a) Support the purpose of the Club; and
 - (b) Pay the Membership fee;
- (Subject to clause 4.2).

4. MEMBERSHIP OF A CLUB (CONT.)

- 4.2 At least **three-quarters** of Members must be current students.
- 4.3 The Secretary must keep a register of Members, which shows the date on which each Member last paid their Membership fee. A copy of this should be given to the Clubs Officer.
- 4.4 Members may resign by writing to the Secretary. Members whose Membership fee is more than 12 months overdue are taken to have resigned.
- 4.5 The Secretary and the BSA must make copies of this Constitution freely available to Members on request.
- 4.6 It shall be a condition of affiliation to the BSA that a Club shall have at least 10 financial Members who are current students unless permission is granted by the BSA Board.

5. GENERAL MEETING OF MEMBERS

- 5.1 The Executive must call at least three general meetings of Members each year, including the Annual General Meeting (in this Constitution "AGM").
- 5.2 The AGM must be held on an academic day during the second semester. Its business includes:
 - (a) To confirm the minutes of the last AGM and any subsequent general meetings;
 - (b) To consider reports from Executive Members, including the Treasurer's financial report;
 - (c) To elect the Executive; and
 - (d) Any other business of which notice has been given.
- 5.3 The Executive must appoint a **Returning Officer** at least two weeks before the AGM, who is responsible for the conduct of the Executive elections.
- 5.4 The Executive may call a Special General Meeting (in this Constitution "SGM") at any time, and must do so if requested in writing by at least 25% of Members. The SGM must be held within 21 academic days of an Executive Member receiving the request.
- 5.5 The Executive must give at least a **written five academic days' notice** of the date, time and place of all general meetings to each Member. The notice must state the business to be considered, including any item that a Member has in writing requested to be included. Only business of which notice has been given may be considered at the general meeting. The Executive must also **advertise the meeting** as far as practicable **in any BSA publication/s generally available to students for at least one week before the meeting**.
- 5.6 The quorum for general meetings is 15% of Members or 6 people, whichever is the greater. Quorum for Clubs with a Membership greater than 100 Members will be 10 people.
- 5.7 The President is entitled to chair the meetings. If the President is not present, or does not wish to chair the meeting, the Vice-President is entitled to chair. If neither the President nor the Vice-President is present, or if neither wishes to chair the meeting, the meeting must elect another Member to chair.
- 5.8 Each Member present has one vote. Proxies are not allowed. Motions are passed by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.
- 5.9 Only during a SGM may Club policy be amended or new positions may be elected (refer to clause 6.1)

6. EXECUTIVE POSITIONS

- 6.1 The Executive of the Club consists of at least the following positions:
- (a) President;
 - (b) Vice-President
 - (c) Treasurer, and
 - (d) Secretary
- 6.2 A general meeting may establish other Executive positions.
- 6.3 Executive Members may only hold one Executive position at a time

7. ELECTION AND TERM OF OFFICE OF EXECUTIVE

- 7.1 Only Members who are current students are eligible to be elected to and hold Executive positions.
- 7.2 Executive Members may serve an unlimited number of terms.
- 7.3 All Executive positions must be elected by secret ballot at the AGM
- 7.4 Executive Members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.5.
- 7.5 Executive Members cease to hold office if they:
- (a) Resign by writing to the Secretary (or, in the case of the Secretary, to the President);
 - (b) Cease to be a current student;
 - (c) Are removed by a resolution of no confidence passed by a two-thirds majority of Members present and voting at a SGM; or
 - (d) Fail to attend two consecutive meetings of the Executive without giving apology to the Executive.
- 7.6 The executive may fill a single vacancy in its Membership. If there is more than one vacancy, the Executive must convene a SGM to fill the vacancies by secret ballot.

8. RESPONSIBILITIES OF EXECUTIVE

- 8.1 The Executive is responsible for the management of the Club, including its financial management.
- 8.2 The Executive must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 10.3(e)
- 8.3 The Executive is also responsible for:
- (a) Organising Club activities;
 - (b) Representing the Club and its Members within the BSA and to the public
 - (c) Recommending policy to general meetings
- 8.4 The Executive is bound by Club policy, and subject to direction by general meetings

9. PROCEEDINGS OF EXECUTIVE

- 9.1 The Executive must meet at least **twice** during each semester.
- 9.2 Executive meetings may be called by the Secretary, President or any two Executive Members.
- 9.3 At least **five academic days' notice** in writing of the date, time and place of Executive meetings must be given to each Executive Member.
- 9.4 The quorum for Executive meetings is the presence of a majority of Member of the Executive at the time, including at least one of the President, Vice-President and Secretary.
- 9.5 Clauses 5.7 and 5.8 apply to Executive meetings.
- 9.6 The Executive may establish committees and delegate its powers as it thinks appropriate.

10. DUTIES OF EXECUTIVE MEMBERS

- 10.1 The duties of the **President** include:
 - (a) to co-ordinate Club activities;
 - (b) to be chief spokesperson for the Club; and
 - (c) to chair general and Executive meetings.
 - (d) to act as the Club's first representative to all external bodies
 - (e) to be a signatory for the Club's budget
 - (f) to help, advise, and support all Members of the Club
- 10.2 The duties of the **Vice-President** include assisting the President.
- 10.3 The duties of the **Secretary** include:
 - (a) To keep the register of Members;
 - (b) to arrange general and Executive meetings;
 - (c) To take minutes of all general and Executive meetings;
 - (d) To be responsible for the inward and outward correspondence of the Club.
 - (e) To maintain up to date records of the Club Membership including contact details for Members.
 - (f) To arrange events, book facilities, equipment, transport etc.
- 10.4 The duties of the **Treasurer** include:
 - (a) To be responsible for all of the Club's money and to record all income received and payments made by the Club;
 - (b) To keep a register of all assets held by the Club;
 - (c) To prepare an annual budget for the Club;
 - (d) To present a financial report to each Executive meeting;
 - (e) To present a financial report to the AGM for:
 - (i) the last financial year, and
 - (ii) the period since the end of the 1st financial year; and
 - (f) To keep the financial records of the Club, in conjunction with the CSO.
 - (g) To be a signatory for the Club's budget.
 - (h) To keep the Club's committee and Members informed of the Club's financial situation.

11. FINANCIAL

- 11.1 The Club indemnifies Executive Members against any liability incurred in that capacity (other than to the Club), unless the liability arises out of conduct involving a lack of good faith.
- 11.2 The financial year of the Club is from 1 January to 31 December.
- 11.3 The minimum Membership fee is \$10.00 for current students and \$15.00 for Associate Members, unless a motion is passed by Club Members, to approve a higher fee or additional fees. **The Club's Membership fee of \$_____ (insert your Membership fee here) covers the period from 01/01/17 to 31/12/17 (or insert other Membership period here _____) and is due at the date set by the Club Executive. All rights (including voting) of Members who have not paid their Membership fee by the date set by the Club Executive are suspended until the fee is paid.**
- 11.4 All income (including Membership fees) received by the Club must be promptly paid into the BSA Clubs account via the Clubs' Officer.
- 11.5 All payments must be authorised by the Executive or a general meeting, and all payment slips must be signed by at least two Executive Members, including the Treasurer.**
- 11.6 All assets held by the Club are the property of the BSA, including those purchased by the Club. Except that items purchased by the Club with funds raised independently of the BSA, such as sponsorship, remain the property of the Club as long as it continues to exist. Property will then become the BSA's if the Club ceases to exist.
- 11.7 The Executive must ensure that the Treasurer:
- (a) Records all income received and payments made by the Club in accordance with clause 10.3(a); and
 - (b) Keeps a register of all assets held by the Club in accordance with clause 10.3(b).
- 11.8 All assets held by a Club that has been inactive for 12 months or more must be returned to the BSA.

12. AMENDMENT

- 12.1 This Constitution may only be amended:
- (a) By resolution passed by two-thirds majority of Members present and voting at a SGM of which notice in accordance with clause 5.5 (including of the proposed amendment) has been given; and
 - (b) With approval of the BSA.

13. WINDING UP

- 13.1 The Club may be wound up voluntarily by resolution passed by a two-thirds majority of Members present and voting at a SGM of which notice in accordance with clause 5.5 (including of the proposed resolution) has been given.
- 13.2 If the Club is wound up (whether voluntarily, by a court or the BSA due to breach of Clubs and Societies Policies), any remaining assets must not be distributed to any Member, but must instead be returned to the BSA.

14. DEFINITIONS AND INTERPRETATION

14.1 In this Constitution:

- (a) “current student” and “student” both have the same meaning as “student” in the BSA Constitution;
- (b) References to meetings include meetings held by telephone and video conference; and
- (c) References to written communications include email or other online platforms.