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CLUB/SOCIETY NAME

CONSTITUTION

# 

# SECTION 1: THE CLUB/SOCIETY

## Name

The name of the Club/Society shall be the Insert name of society here “Club/Society”, hereafter referred to as the Club. (Please do not use UTAS or University of Tasmania in your name, you may use TUSA or Tasmanian University).

The Club is not incorporated and formally agrees that it must follow the guidance and control of TUSA regarding governance, finances, risk management and policies.

## Club’s Office

The office of the Club is to be at the Tasmanian University Student Association Choose a location.

## Objects and Purposes of the Club

The objects and purposes of the Club shall be:

* X
* X
* X
* X

## Affiliations

The Club shall be affiliated with the Tasmanian University Student Association Inc., and anything in this constitution or any act of this Club or its officer-bearers which is inconsistent with the constitution or regulations of the Tasmanian University Student Association, or any amendment thereto or any special rule thereunder, shall be null and void insofar as it is inconsistent.

The Club shall also be affiliated with the Insert name of national affiliating body if appropriate (insert acronym or abbreviation of national affiliating body if appropriate); otherwise remove.

SECTION 2: CLUB MEMBERSHIP

1. **Membership**
2. The annual membership period for the Club shall be from sign up until the end of February of the following year.
3. All Club members must abide by the TUSA Code of Conduct Policy.
4. The Club shall be open to currently enrolled students at the University of Tasmania, who are at least 18 years of age (full members) upon payment of the prescribed annual subscription fee as determined by the Club.
5. Persons between the ages of \_\_\_\_ and 18 years of age who are excluded by 5(3) may instead join as a junior member of the Club upon payment of the junior member subscription fee as determined by the Club. If you don’t intend to have junior members, please remove (4) and any reference to juniors in the membership section below, then adjust numbering & numbering references.
6. Persons 18 years or older who are excluded by 5(3) may join as an associate member of the Club upon payment of the associate member subscription fee as determined by the Club.
7. Upon receipt of the appropriate membership fee listed in 6., the secretary is required to enter the applicant’s name in a register of members.
8. All full, junior members aged 16-17 and associate members are entitled to the same rights and privileges, except where rules and regulations direct otherwise.
9. All full, junior, and associate members may participate in the Club’s activities if by doing so they are not likely to affect:
   1. The safety of themselves, other participants, bystanders, or the general public; *or*
   2. the integrity of the Club’s property; *or*
   3. the viability of the Club’s activities.
10. **Membership Fees**
11. The membership fee payable by full members of the Club as described in 5(3) is the following amount: $\_\_\_\_.
12. The membership fee payable by junior members of the Club as described in 5(4) is the following amount: $\_\_\_\_. Remove (2) if no junior members and adjust numbering and numbering references below.
13. The membership fee payable by associate members of the Club as described in 5(5) is the following amount: $\_\_\_\_.
14. The members of the Club may alter the membership fee detailed in 6(1), 6(2) and/or 6(3) by special resolution.

# SECTION 3: FINANCIAL MATTERS RELATING TO THE CLUB’S OPERATIONS

## 7. Financial Year

The financial year shall be from January 1st to December 31st.

## 8. Income and property

**(1)**  The income and property of the Club is to be applied solely towards the promotion of the objects and purposes of the Club.

**(2)**  No portion of the income or property of the Club is to be paid or transferred to any member of the Club unless the payment or transfer is made in accordance with this rule.

**(3)** The Club may pay a servant or member of the Club remuneration in return for services rendered to the Club, or for goods supplied to the Club, in the ordinary course of business of the servant or member.

**(4)** Despite subrule (3), the Club is not to pay a person any amount under that subrule unless the Club or committee has first approved that payment.

## 9. Accounts of receipts and expenditure

**(1)** True accounts are to be kept of the following:

**(a)** each receipt or payment of money by the Club and the matter in respect of which the money was received or paid; *and*

**(b)** each asset or liability of the Club.

**(2)** The accounts are to be open to inspection by the members of the Club at any reasonable time, and in any reasonable manner, determined by the committee.

**(4)** The treasurer is to keep all accounting books, and general records and records of receipts and payments, connected with the business of the Club in the form and manner the committee determines.

**(5)** The accounts, books and records are to be kept at the Club's office or at any other place the committee determines.

## 10. Banking and finances

**(1)** On behalf of the Club, the treasurer of the Club is to –

**(a)** receive any money paid to the Club; *and*

**(b)** immediately after receiving the money, issue an official receipt in respect of the money; *and*

**(c)** cause the money to be paid into the account opened under subrule (2) as soon as practicable after it is received.

**(2)** The committee is to open with the Commonwealth Bank of Australia an account in the name of the Club.

**(3)** The committee may –

**(a)** receive from an authorised deposit-taking institution a cheque drawn by the Club on any of the Club's accounts with the authorised deposit-taking institution; *and*

**(b)** release or indemnify the authorised deposit-taking institution from or against any claim, or action or other proceeding arising directly or indirectly out of the drawing of that cheque.

**(4)** Except with the authority of the committee, a payment of an amount exceeding $50 is not to be made from the funds of the Club otherwise than by direct money transfer or cheque drawn on the Club's account.

**(5)** The committee may provide the treasurer with an amount of money to meet urgent expenditure, subject to any conditions the committee may impose in relation to the expenditure.

**(6)** A direct money transfer or cheque is not to be drawn on the Club's account except for the purpose of making a payment that has been authorised by the committee.

**(7)** A cheque, draft, bill of exchange, promissory note or other negotiable instrument is to be signed by the treasurer and one other executive committee member or, in the treasurer's absence, by any 2 other members of the committee the committee nominates for that purpose.

**(8)** A direct money transfer is to be electronically authorised by the treasurer and one other executive committee member or, in the treasurer's absence, by any 2 other members of the committee that the committee nominates for that purpose;

**(9)** If the Club is wound up**,** the last executive of the Club shall undertake:

**(a)** to close that Club’s bank account(s) and transfer any remaining balance, plus any remaining petty cash, to the Tasmanian University Student Association; *and*

**(b)** to transfer all remaining assets to the Tasmanian University Student Association.

**(c)** should the Club become defunct (refer TUSA Clubs & Societies Policies, Part 1: General Policy, 11 Defunct Clubs and Societies) and the committee of the Club cannot or does not close the existing bank account, the Tasmanian University Student Association’s Clubs and Societies Officer is entitled to close the bank account in accordance with the Bank Management Policy Part 3:3.

## 11. Liability of Members or the Club

**(1)** The liability of non-executive members of the Club is at all times limited to the prescribed membership fee for that Club.

**(2)** Any Club member who purports to incur a debt or obligation on behalf of the Club while acting without authorisation will be personally liable for such a debt or obligation.

**(3)** Executive committee members cannot be held liable for debts or obligations incurred on behalf of the Club prior to their period of office unless they knowingly accept those debts and/or obligations.

**(4)** The executive committee of the Club and/or the President of the Tasmanian University Student Association may at their discretion indemnify in whole or in part an individual who has incurred such a debt and/or obligation if they believe that in all circumstances it is justified to do

SECTION 4: THE COMMITTEE

## Officers of the Committee

1. There must be a minimum of three committee members.
2. The officers of the committee shall consist of:
   1. one president
   2. one treasurer
   3. one secretary
   4. enter ‘two general committee members’ if you choose. This is optional.
3. The duties of each committee officer shall be as follows: –
   1. **President**: the president is to be the chairperson during general meetings and/or meetings of the committee, and to act as a spokesperson.

* 1. **Treasurer**: The treasurer is to maintain financial oversight of the activities on behalf of the executive committee, to maintain accurate financial records of the funds and assets, to prepare and present budgets for new or ongoing projects. In the absence of the president, the treasurer is to be the chairperson during general meetings and/or meetings of the committee.
  2. **Secretary**: the secretary is to ensure meetings are effectively organised and minuted, maintain effective membership records, and to document committee communication and correspondence. This can include liaising with the chairpersons to plan meetings, prepare and circulate agendas and reports, and take minutes.

## Affairs of Club to be managed by a committee

**(1)** The affairs of the Club are to be managed by a committee of management as constituted in rule 12.

**(2)** The committee: –

**(a)** is to control and manage the business and affairs of the Club; *and*

**(b)** has the power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Club.

## Meetings of the committee

**(1)** The committee is to meet at least once in each month (during the academic year) at any place and time the committee determines.

**(2)** A meeting of the committee, other than a meeting referred to in subrule (1), may be convened by the President or half the members of the committee.

**(3)** Written notice of any special committee meeting is to be served on members of the committee and is to specify the general nature of the business to be transacted.

**(4)** A special committee meeting may only transact business of which notice is given in accordance with subrule (3).

**(5)** A quorum for the transaction of the business of a meeting of the committee is more than half the members of the committee.

**(6)** Business is not to be transacted at a meeting of the committee unless a quorum is present.

**(7)** If a quorum is not present within half an hour after the time appointed for the commencement of: –

**(a)** a meeting of the committee (other than a special committee meeting), the meeting is to be adjourned to the same day in the next week at the same time and at the same place; *or*

**(b)** a special committee meeting, the meeting is dissolved.

**(8)** At each meeting of the committee, the chairperson is to be: –

**(a)** the president; *or*

**(b)** in the absence of the president, the treasurer; *or*

**(c)** in the absence of the president and treasurer, a member of the committee elected to preside as chairperson by the members of the committee present at the meeting.

**(9)** Any question arising at a meeting of the committee is to be determined –

**(a)** on a show of hands; *or*

**(b)** if demanded by a minimum of 2 members, by a poll taken at that meeting in the manner the chairperson determines.

**(10)** On any question arising at a meeting of the committee, a member of the committee (including the chairperson) has one vote only.

**(11)** Despite subrule (10), in the case of an equality of votes, the chairperson has a second or casting vote.

**(12)** Written notice of each committee meeting is to be served on each member of the committee by any means of written communication.

## Election of Officers

* + 1. Officers of the committee shall be selected by self-nominations and be elected by a majority vote in accordance with rule 20.
    2. A nomination of a candidate for election as an Officer of the Club is to be:
    3. delivered directly by the nominee via email to the Secretary of the Club at least 2 days before the day on which the annual general meeting is to be held: *or*
    4. made in person at the annual general meeting.

The ballot for the election of Club Officers is to be conducted at the annual general meeting of the Club in the manner determined by the committee.

## Vacation of office

For the purpose of these rules, the office of an officer of the Club, or of an ordinary committee member, becomes casually vacant if the officer or committee member:

1. becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with their creditors or makes an assignment of their remuneration or estate for their benefit;
2. *or* becomes a represented person within the meaning of the *Guardianship and Administration Act 1995*; *or*
3. resigns office in writing addressed to the committee; *or*
4. is absent from 3 consecutive meetings of the committee without the permission of the other members of the committee: or
5. ceases to be a member of the Club; or
6. fails to pay all arrears of subscription within 14 days after receiving a notice in writing signed by the Secretary of the Club stating that the officer or committee member has ceased to be a financial member of the Club.
7. breaches the code of conduct of the Tasmanian University Student Association Inc and/or any of the behavioural ordinances of the University of Tasmania and/or affiliated organisations including but not limited to residential colleges.

# SECTION 5: CONDUCT OF GENERAL MEETINGS

## Annual General Meeting

1. The Club is to hold an annual general meeting each year.
2. An annual general meeting should be held before the end of the academic year where possible otherwise should be held no later than 31st March of following year, on any day the committee determines.
3. The Secretary of the Club is to serve written notice convening an annual general meeting at least 7 days before the day on which an annual general meeting of the Club is to be held
4. The Secretary is to serve written notice of each general meeting of the Club to each member of the Club by emailing it to the member's email address.
5. This written notice must include –
   * 1. the place, day, and time at which the meeting is to be held; *and*
     2. the agenda of the meeting
6. The ordinary business of an annual general meeting is to be as follows:

**(a)** to confirm the minutes of the previous annual general meeting

**(b)** to receive the financial report from the current year. The auditor/treasurer of the Club to report on the transactions of the Club during the last preceding financial year

**(c)** to elect the officers of the Club.

## Special general meetings

**(1)** The committee may convene a special general meeting of the Club at any time.

**(2)** The committee, on the requisition via email of at least 5 members of the Club, is to convene a special general meeting of the Club.

**(3)** A requisition for a special general meeting –

**(a)** is to state the objects of the meeting; and

**(b)** is to be signed by each 5 members who requested the meeting

**(c)**  is to be emailed to the secretary of the Club.

**(4)** If the committee does not call a special general meeting to be held within 21 days after the day the request has been lodged with the club, then any one of the members who requested the meeting may call the meeting within 3 months.

## Notices of general meetings

**(1)** At least 7 days before the day on which a general meeting of the Club is to be held, the Secretary is to serve written notice of each general meeting of the Club to all members of the Club by emailing it to the member's email address.

**(2)** This written notice must include –

**(a)** the place, day, and time at which the meeting is to be held; *and*

**(b)**  the agenda for the meeting.

## Business and quorum at general meetings

**(1)** All business transacted at a general meeting, other than the ordinary business of an annual general meeting, is other business.

**(2)** Business is not to be transacted at a general meeting unless a quorum of members of the Club entitled to vote is present at the time the meeting considers that business.

**(3)** Quorum at any meeting shall be determined by the size of the club

(a) For clubs with less than 50 members, at least 5 voting members must be present to achieve quorum

(b) For clubs with 50 or more members, quorum is either 10 voting members, or 10% of the voting members of the Club, whichever is lesser.

**(4)** If a quorum is not present within half an hour after the time appointed for the meeting, the outgoing committee need to arrange a new time for the meeting to be held and inform the members of the club.

**(5)** If quorum is not present within half an hour after the time appointed for the commencement of a general meeting previously adjourned under subrule (4), requirement for quorum shall be waived and the general meeting may proceed.

## Disclosure of Interests

**(1)** If a member of the committee has a direct or indirect pecuniary interest in a matter being considered or about to be considered by the committee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member’s knowledge, disclose the nature of the interest to the committee.

* 1. If at a meeting of the committee a member of the committee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

# SECTION 6: OTHER MATTERS

## Amendments to the constitution

This shall be the only constitution of (FULL NAME OF CLUB) and shall come into force forthwith and shall not be altered, varied, added to or repealed unless two-thirds (2/3)of voting members present at an annual general meeting or at a meeting specially convened for that purpose are in favour of such alteration, variation, addition or repeal, and providing notice of the proposed alteration, variation, addition or repeal is given in accordance with the provisions of rule 19.