



- 3.2.3 Honorary Life members shall be elected by a vote of a two-thirds majority of financial members present at any Annual General Meeting or General Meeting of the club.
- 3.2.4 Honorary Life Members shall be given all the privileges of club membership, excepting the right to vote at club meetings unless they are also financial members of the club.

### **OPTIONAL**

- 3.3 Patron**
- 3.3.1 Members of the club may appoint a Patron, being a person who has played, or is playing a significant role in an area of relevance to the club's aims and objectives.
- 3.3.2 The Patron will not be required to pay annual membership fees, and shall serve a term determined at an Annual General Meeting or General Meeting of the club. The Patron can resign at any time.
- 3.3.3 The patron shall be elected by a vote of a two-thirds majority of financial members present at any Annual General Meeting or General Meeting of the club.
- 3.3.4 The Patron shall be given all the privileges of club membership, excepting the right to vote at club meetings, unless they are also a financial member of the club.

### **4. MEMBERSHIP FEES**

- 4.1 Fees for membership of the \_\_\_\_\_ (club name) shall be determined annually at the Annual General Meeting and shall, at all times, conform to the minimum membership fee requirements of Campus Life of \$15 per member where the club is seeking operational financial support from Campus Life.
- 4.2 All members who are not current Griffith University students shall pay a membership fee over and above the fee charged to current Griffith University students.
- 4.3 Payment of the appropriate fee shall entitle a member to membership up to and including week two of the beginning of the next academic year.
- 4.4 A financial member at any material time is a member who has paid membership in the current academic year.
- 4.5 Only those financial members shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any Annual General Meeting, Special General Meeting, General Meeting or Executive Meeting of the club, unless specified elsewhere in this Constitution.

### **5. TERMINATION OF MEMBERSHIP**

- 5.1 A member may resign from the association by giving a written notice of resignation to the secretary.
- 5.2 The resignation takes effect on –
- (a) The day and at the time the notice is received;
  - (b) If a later day is stated in the notice – the later day.
- 5.3 The management committee may terminate a member's membership if the member –
- (a) Is convicted of an indictable offence; or
  - (b) Does not comply with any of the provisions of these rules;
  - (c) Has membership fees in arrears for at least 2 months; or

(d) Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the club.

- 5.4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 5.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

## **6. MEMBERSHIP RECORDS**

- 6.1 The Secretary, in conjunction with the Treasurer, shall maintain a current record of members, which shall include:
- 6.1.1 Names and addresses of all members of the club;
  - 6.1.2 Dates of payment of membership fee, including receipt number;
  - 6.1.3 Particulars of any resignations or other terminations of membership;
  - 6.1.4 Student numbers of all current Griffith University student members.
- 6.2 The Secretary shall ensure the register of members is available at all Annual General Meetings, Special General Meetings, General Meetings and Executive Meetings of the club.
- 6.3 The Secretary shall make the register available for inspection at all reasonable times to any member of the club, and any authorised officer of Campus Life.

## **7. COMMITTEE MANAGEMENT**

- 7.1 The activities and operations of the \_\_\_\_\_  
\_\_\_\_\_ (club name) shall be administered by an Executive comprising the following office bearers:
- 7.1.1 President;
  - 7.1.2 Secretary;
  - 7.1.3 Treasurer;
  - 7.1.4 Any such other office bearers as the club determines at a General Meeting.
- 7.2 The Executive of the club shall meet at least once per semester, or as frequently as business demands.
- 7.3 Membership of the Executive may be terminated by:
- 7.3.1 Delivery of a resignation in writing to the club's Secretary, to be effective from that date, or a date specified in the letter of resignation;
  - 7.3.2 Being deemed to have vacated from office, if the member:
    - (a) dies;
    - (b) is no longer a financial member of the club;
    - (c) has not attended three (3) consecutive club meetings without tendering an apology.
  - 7.3.3 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
  - 7.3.4 If a casual vacancy occurs on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

7.3.5 The continuing members of the management committee may act despite a vacancy on the management committee.

## **8. CLUB MANAGEMENT**

8.1 Annual General Meetings, Special General Meetings and General Meetings, open to all members of the club, are to be the primary decision-making bodies of the club. Decisions of a General Meeting of the club shall be binding on the Executive.

8.2 The administration and running of the club between such meetings will be the responsibility of the Executive Committee of the club.

8.3 The authority to interpret the meaning of this Constitution, and any matter on which this Constitution is silent shall be vested in the Executive subject to ratification by a General Meeting of the club.

## **9. ANNUAL GENERAL MEETING**

9.1 The Annual General Meeting of the club shall be held no later than week two (2) of Semester one (1) each year.

9.2 The following business is to be considered at the Annual General Meeting:

9.2.1 Confirmation of the minutes of the previous Annual General Meeting;

9.2.2 President's report, and reports from other Executive officers (if required);

9.2.3 Presentation of the financial statement for the previous financial year;

9.2.4 Election of the Executive;

9.2.5 Determination of the annual club membership fees for the academic year;

9.2.6 General business.

## **10. GENERAL MEETINGS**

10.1 General Meetings of the club may be held as frequently as required, but at least once per semester.

## **11. SPECIAL GENERAL MEETINGS**

11.1 Special General Meetings may only be called by the Executive, or a petition of one-third of the total financial membership of the club.

11.2 Such a petition or decision by the Executive shall specify the reasons for such Special General Meeting, and these reasons shall be advised to members in their meeting notification.

11.3 Business at the Special General Meeting shall be restricted to such business specified in the notification.

## **12. SUB COMMITTEES**

12.1 The club may from time to time as it sees fit, establish sub-committees to carry out specific functions.

12.2 The membership of each sub-committee and its responsibilities shall be determined by a majority vote at a General Meeting.

12.3 The Convener of each sub-committee shall normally be a member of the Executive.

## **13. NOTICE OF MEETINGS**

13.1 The Secretary shall call meetings of the Club on such dates, at such times and in such places convenient to the club members.

13.2 Notices of Annual General Meetings, Special General Meetings and General Meetings of the club shall be posted on notice boards throughout the campus/es and where possible, emailed to members.

13.3 Required notification of such meetings shall be:

13.3.1 Fourteen (14) days for Annual General Meetings and Special General Meetings;

13.3.2 Seven (7) days for General Meetings and Executive Meetings.

#### **14. MEETING PROCEDURE**

14.1 The President shall preside as chairperson of every meeting of the club. In his/her absence, a Chairperson shall be elected by the meeting.

14.2 The President shall maintain order and conduct the meeting in a proper and orderly manner.

14.3 Any matter for resolution shall be decided by a majority of votes of the financial members present, except where specified elsewhere in this Constitution.

14.4 Every financial member present shall be entitled to one (1) vote, and in the case of an equality of votes, the Chairperson shall have a second or casting vote.

14.5 Voting shall be by a show of hands, except where specified elsewhere in this Constitution.

14.6 Any club meeting may decide by a vote of a simple majority of members present to allow observers full rights of audience and debate.

14.7 Authorised officers of Campus Life shall be allowed rights of audience at any club meeting.

14.8 The secretary shall take full and accurate minutes of all matters, resolutions and other proceedings at all general, special and annual general meetings of the club. The minutes will be open for inspection at all reasonable times to any financial member of the club or authorized officer of Campus Life who requests to see the minutes.

#### **15. QUORUM AT MEETINGS**

15.1 A quorum is the minimum number of people needed to be present to run a meeting of the club.

15.2 The quorum at meetings shall be as follows:

15.2.1 Annual General Meetings - 50% of the total financial membership of the club;

15.2.2 Special General Meetings and General Meetings - 33% of the total financial membership of the club;

15.2.3 Executive Meetings - one (1) more than half the total Executive Committee of the club for the time being.

15.3 If within half an hour from the scheduled time of commencement of any Annual General Meeting, Special General Meeting, General Meeting or Executive Meeting, a quorum is not present, the meeting shall stand adjourned to a time and place determined by the Secretary of which every member shall receive due notice.

15.4 If within half an hour from the scheduled time of commencement of such adjourned meeting, a quorum not be present, the meeting shall proceed with those members present.

15.5 If within half an hour from the scheduled time of commencement of any Special General Meeting called for any purpose a quorum not be present, the business to be dealt with at the meeting shall lapse.

## **16. ELECTIONS**

- 16.1 Office bearers of the club shall be elected annually at the Annual General Meeting (AGM) of the club and shall hold office until the completion of the following AGM.
- 16.2 All financial members of the club shall be eligible to nominate for positions and cast one (1) vote for positions in elections.
- 16.3 All elections shall be presided over by the Chairperson.
- 16.4 Nominations for positions on the Executive will be called at the Annual General Meeting.
- 16.5 Officers shall be elected by a simple majority vote of financial members at the Annual General Meeting.
- 16.6 Voting shall be by a show of hands, unless at least five (5) members of the club demand a secret ballot.
- 16.7 If a secret ballot is to be held, the meeting shall elect a Returning Officer who shall organise and conduct a secret ballot.

## **17. FINANCES**

- 17.1 The financial year of the club shall run from 1 January to 31 December of each year (or 1 July to 30 June) .
- 17.2 The income and property of the club shall be applied in promotion of its objects.
- 17.3 The funds of the club shall be banked in a cheque account at Uni Credit, Griffith University Branch or a bank approved by Campus Life.
- 17.4 The Treasurer shall keep and maintain proper books and accounts showing correctly the financial affairs of the club.
- 17.5 All monies shall be banked by the Treasurer or committee member as soon as practicable after receipt of them.
- 17.6 All authorised bills and outlays will be paid by cheque signed by at least two (2) Executive members of the Club, one of whom should be the Treasurer. Where applicable, bills can also be paid by the appropriate debit card, as authorised by the committee.
- 17.7 Cheques shall be crossed "not negotiable" except those in payment of petty cash reimbursements which may be open.
- 17.8 All payments shall be firstly approved and authorised by the Executive or a General Meeting of the club, as determined by the club.
- 17.9 As soon as practicable after the end of each financial year, the Treasurer shall prepare a Statement of Income and Expenditure for the financial year just ended which shall be presented to the Annual General Meeting of the club for approval.
- 17.10 The treasurer shall ensure that the books of the club are kept accurately so that documentation required to support applications for financial assistance can be provided.
- 17.11 No member shall derive any pecuniary gain from the property or operations of the \_\_\_\_\_(club name).  
This does not apply to the winning of any trophies or awards.

**18. ALTERATIONS TO THE CONSTITUTION**

- 18.1 Alterations or amendments to this Constitution shall be made only at Annual or Special General Meetings, duly called in accordance with the procedures of this Constitution, and must be carried by a vote of a two-thirds majority of the financial members present at the meeting.
- 18.2 Notices of intention to alter or amend the Constitution must be sent to all members at least fourteen (14) days prior to the date at which the meeting will be held to consider such alterations or amendments.
- 18.3 Any alterations to the Constitution must be ratified by the Campus Life.

**19. DISSOLUTION OF THE CLUB**

- 19.1 The Club shall be dissolved if:
  - 19.1.1 Membership is less than 15 members;
  - 19.1.2 The club fails to fulfill the registration requirements as specified by Campus Life;
  - 19.1.3 A vote to dissolve the club is carried by a two-thirds majority present at a General or Special General Meeting of the club called for this purpose, in accordance with the procedures of this Constitution. If quorum cannot be obtained after two (2) successive meetings called to resolve this issue, the matter shall be referred to the Executive. The Executive may then decide to dissolve the club by a vote of a two-thirds majority present at an Executive Meeting called for this purpose, in accordance with the procedures of this Constitution.

**20. DISTRIBUTION OF SURPLUS ASSETS**

- 20.1 In the event of the club being dissolved:
  - 20.1.1 Any assets purchased using any funds granted by the Campus Life shall be returned to Campus Life;
  - 20.1.2 Any assets or funds raised exclusively as a result of club activities shall not be paid to or distributed among members of the club but shall be given to an organisation of similar purpose as agreed to by the remaining members at a Special General Meeting of the club or if no such organisation exists, shall be granted to the Campus Life.
  - 20.1.3 Any funds remaining in the club's bank account and any other assets held on behalf of the club three (3) months after dissolution shall be deemed to be the property of Griffith University.

**21. CERTIFICATION**

I certify that this is a true and correct copy of the Constitution of the \_\_\_\_\_  
\_\_\_\_\_ (club name) as adopted at the Annual /  
Special General Meeting (choose one) of the Club held on the \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

\_\_\_\_\_

President

Secretary