

CANBERRA FORENSIC STUDENTS ASSOCIATION CONSTITUTION

Adopted by Canberra Forensic Students Association at the Special General Meeting held on the 10/03/2016.

1. NAME

- 1.1. The name of the club/society shall be the “Canberra Forensic Students Association” herein referred to as the “club/society”.

2. DEFINITIONS

- 2.1. **Annual General Meeting (AGM):** A meeting of the club/society held annually, attended by the Committee and Individual Members.
- 2.2. **Committee:** The managing body of the club/society consisting of the Executive Committee and the General Committee Members.
- 2.3. **Cultural Club/Society:** A club/society with the overall purpose of celebrating a specific culture, and promoting cultural diversity and intercultural learning and unity while also enhancing student engagement in a social environment.
- 2.4. **Executive Committee:** Refers to the persons elected into the roles of President, Vice President, Treasurer and Secretary.
- 2.5. **Faculty Club/Society:** A club/society providing professional development opportunities for its Individual Members while also enhancing student engagement in a social environment.
- 2.6. **General Committee Member/s:** Refers to the persons elected to hold a position in the club/society Committee, outside of an Executive role.
- 2.7. **Inaugural General Meeting (IGM):** The first ever meeting of the club/society.
- 2.8. **Individual Member:** All persons who have paid the annual membership fee to the club/society and are therefore bound by the rules and regulations set out by the club/society, including members of the Committee.
- 2.9. **Social Club/Society:** A club/society with the overall purpose of bringing together likeminded individuals with similar interests, and enhancing student engagement in a social environment.
- 2.10. **Sole Member:** Refers to UCU Ltd. as the responsible entity/governing body of the club/society
- 2.11. **Special General Meeting (SGM):** Any formal meeting of the club/society, outside of the Annual General Meeting (AGM), attended by the Committee and Individual Members.
- 2.12. **Sporting Club/Society:** A club/society with the overall purpose of participating in sport and representing the University of Canberra in sporting competitions and events, while also enhancing student engagement in a social environment.
- 2.13. **UCU:** The University of Canberra Union Ltd.

3. ALTERATIONS TO THE CONSITUTION

- 3.1. UCU employees may only alter the constitution.
- 3.2. Clubs/Societies are not permitted to make any changes to the constitution.
- 3.3. Clubs/Societies may develop their own written policies to address any additional guidelines specific to the club/society not covered by the constitution. All club/society policies must be approved by UCU.

4. TYPE

- 4.1. The club/society shall be a Faculty club/society.

5. OBJECT

- 5.1. The object of the club/society shall be to provide its Individual Members the following: The club/society strives to create an open community for forensic students to develop and learn in a supported and fun environment.

6. MEMBERSHIP

- 6.1. UCU is the Sole Member of the club/society and will continue as the Sole Member or Responsible Entity for as long as it wishes. UCU may not resign its status, or otherwise cease to be the Governing Body whilst the club exists. However, UCU may choose to permanently or temporarily remove a club/society's status as a UCU affiliated club/society at any time should any issues arise.
- 6.2. Individual Membership of any club/society shall be open to all students and staff of the University of Canberra and the general public. UCU reserves the right to approve or refuse Individual Membership at their sole discretion.
- 6.3. Clubs/Societies must charge all Individual Members an annual membership fee.
- 6.4. Any individual eligible under Clause 6.2 of this constitution shall, upon payment of the annual membership fee, be deemed an Individual Member of the club/society and be bound by the rules of the club/society, including the constitution and any written club/society policies approved by UCU.
- 6.5. Clubs/Societies shall be responsible for the co-contribution of funds towards club/society activities in addition to those supplied by UCU.

UCU funding will be considered separate to any co-contributions. These co-contributions must be generated from either Individual Membership fees, sponsorship or funding activities instigated by the club/society.

6.6. In order for a club/society to be eligible to receive funding from UCU, a minimum of 20% of the total number of Individual Members of the club/society must be students of the University of Canberra. The club/society must make best endeavours to ensure that UCU funds are utilised by UC students with the club/society.

6.7. The club/society must keep full records of Individual Member details including full name, contact email address, and whether they are a new or renewing member. The club/society must also record whether the Individual Member is a current student of the University of Canberra or University of Canberra College, and must record their student identification number.

7. ELECTORAL PROCEDURES

7.1. The club/society shall follow any electoral procedures for Clubs/Societies as determined by UCU for the election of all Committee Members. Committee Members of the club/society shall be elected from amongst its Individual Members at the IGM, AGM or SGM.

8. CLUB/SOCIETY COMMITTEE

8.1. The club/society shall have an Executive Committee consisting of at least a:

- President
- Vice President
- Secretary
- Treasurer

8.2. The club/society shall also have General Committee Members in addition to the Executive Committee where possible.

8.3. At least one Executive or General Committee Member must be a University of Canberra student.

8.4. The Committee of the club/society shall be elected in accordance with Clause 7.1 of this constitution.

8.5. The Committee shall hold office from their election until the next Annual General Meeting. However, any member of the Committee may, at any time, retire by giving written notice to the Secretary, or may be dismissed from office at any Special General Meeting of the club/society. The Committee may carry this action with a majority (51%) vote of its Committee Members.

8.6. The Individual Members of the club/society may, in a Special General Meeting, elect any Individual Member of the club/society to fill any vacancy that may occur in the Committee in accordance with Clause 7.1 of this constitution.

9. MONIES

9.1. Signatories of the club/society bank account shall be the: President, Vice President and Treasurer.

9.2. For the purposes of account management, a minimum of three UCU staff members shall be additional signatories on the club/society bank account.

9.3. All cheque and online payments must be signed or approved by two (2) signatories.

9.4. All Clubs/Societies must use the UCU Treasurer Cash Record Spreadsheet, or an accounting program approved by UCU, to record all monetary transactions.

9.5. UCU has the right to review all financial records of the club/society at any time.

9.6. All expenses of the club/society must be approved by the Committee at a Committee Meeting, in accordance with Clause 14.2, and be recorded in the minutes of the meeting

9.7. UCU has the right to conduct an audit on Clubs/Societies at any time

10. PROPERTY

10.1. All assets and property of the club/society shall be the sole responsibility of the Committee.

10.2. If, on the winding up or dissolution of the club/society, there remain, after the satisfaction of all debts and liabilities, any monies or properties whatsoever, such monies or properties shall be paid or transferred to UCU.

11. DISPUTES

11.1. Where a club/society enters into a dispute, they must refer to the Crisis Management Document available on the UC Life! website. If the club/society is unable to resolve the dispute, they shall arrange a meeting with UCU. If UCU is satisfied that the club/society cannot function either effectively or appropriately, the CEO may take any necessary and reasonable action to resolve the issue, including but not limited to the dissolution of the club/society, or the removal of any Individual Member of the club.

12. SPECIAL GENERAL MEETINGS

12.1. A Special General Meeting (SGM) refers to any formal meeting of the club/society, outside of the IGM or AGM, attended by the Committee and Individual Members.

12.2. Special General Meetings of the club/society may be called when directed by:

- 10 or more Individual Members who wish to discuss a specific area of concern to the members of the club/society;
- The Committee;
- UCU;
- The rules and regulations that define and direct the club/society.

12.3. Notice of intent to hold a Special General Meeting of the club/society must be sent to UCU (via the uclifeclubs@canberra.edu.au email address) 7 days prior to the meeting.

12.4. All Individual Members of the club/society must be notified of the meeting and invited to attend 7 days prior to the Special General Meeting.

12.5. All Individual Members must be invited to nominate for any available committee position and contribute to the agenda should they have an issue they wish to discuss at the meeting.

12.6. The agenda will close 48 hours prior to the advertised date of the meeting, and will be distributed to all Individual Members via email prior to the meeting.

12.7. Detailed minutes must be recorded at the meeting and be emailed to UCU within 7 days of the meeting

12.8. If new Committee Members are elected at the meeting, an updated Committee contact list must be emailed to UCU using the template available on the UC Life! website.

12.9. The Presiding Officer;

12.9.1. The Presiding Officer at any Special General Meeting shall be the President of the club/society. In the absence of the President; the Vice President shall preside.

12.9.2. In the absence of both the President and Vice President, the Individual Members present shall elect one of the Committee Members to preside in accordance with Clause 12.9.

12.9.3. The Presiding Officer shall withhold their vote unless in the case of an equal division of votes on an issue, at which time the Presiding Officer may exercise a casting vote.

12.10. The quorum at a Special General Meeting of the club/society shall be equivalent to 51% of the total number of Individual Members of the club/society.

12.11. 75% of Individual Members present must vote in favour of a motion in order for the motion to be passed.

13. ANNUAL GENERAL MEETINGS

13.1. The Annual General Meeting (AGM) of the club/society must be conducted in accordance with the rules for a Special General Meeting from Clauses 12.3 to 12.9 inclusive.

13.2. The quorum at an AGM of the club/society shall be equivalent to 20% of the Individual Members of the club/society. However, if 20% of Individual Members of the club/society is equal to or less than 3, a minimum of 4 Individual Members are required to make quorum.

13.3. 51% of Individual Members present must vote in favour of a motion in order for the motion to be passed

13.4. The AGM must:

- Include a reading of the Presidential Report (see UC Life! website for guide);
- Include a reading of the statement of accounts for the preceding year;
- Elect the Executive and General Committee Members for the ensuing year;
- Transact any business – notice of which shall have been duly submitted to the Secretary.

14. MEETINGS OF THE COMMITTEE

14.1. Quorum for a Committee Meeting of the club/society shall consist of no less than 51% of Committee Members.

14.2. 51% of Committee Members present must vote in favour of a motion in order for the motion to be passed.

14.3. The Presiding Officer;

- The Presiding Officer at any Committee Meeting shall be the President of the club/society. In the absence of the President; the Vice President shall preside;
- In the absence of both the President and Vice President, the Committee Members present shall elect one of their number to preside for that meeting;

- The Presiding Officer shall withhold their vote unless in the case of an equal division of votes on an issue, at which time he/she may exercise a casting vote.

15. POWERS OF THE COMMITTEE

- 15.1.** The Committee shall have power to manage the club/society in accordance with this Constitution, and for this purpose shall have such powers, authorities, duties, and functions as may be conferred on it by resolution of the club/society in an IGM, AGM or SGM.
- 15.2.** The club/society will provide UCU with any information regarding any decision or communication of the committee if requested.

16. EXECUTIVE COMMITTEE

- 16.1.** The Executive Committee shall consist of the following positions. If the following positions cannot be filled, UCU may determine the structure and make up of the Executive Committee.

16.2. President

The President shall be responsible for the financial and general management of the club/society in addition to any other duties voted in by the Committee in accordance with Clause 14.2, and shall:

- 16.2.1.** Be the spokesperson for and on behalf of the club/society;
- 16.2.2.** Preside at all meetings of the club/society when present;
- 16.2.3.** Liaise with UCU;
- 16.2.4.** Prepare a President's Report for the preceding year to present at the Annual General Meeting detailing:
- 16.2.5.** Provide a copy of the President's Report of the preceding year to UCU;
- 16.2.6.** Be a signatory on the club/society bank account;
- 16.2.7.** Ensure that all purchases made on behalf of the club/society are relevant and appropriate to the running of the club/society;
- 16.2.8.** Be directly responsible to UCU for the actions of the club/society.

16.3. Vice President

The Vice President, in addition to any other duties voted in by the Committee in accordance with Clause 14.2, shall:

- 16.3.1.** Act in the capacity of, and carry out the duties for the President if the President is unable to so act;
- 16.3.2.** Assist the President with the overall running of the club/society;
- 16.3.3.** Be a signatory on the club/society bank account.

16.4. Secretary

The Secretary shall be responsible for the maintenance of the club/society's non-financial records, in addition to any other duties voted in by the Committee in accordance with Clause 14.2, and shall:

- 16.4.1.** Update and maintain Individual Membership lists and relevant details in accordance with Clause 6.6 of this constitution;
- 16.4.2.** Be responsible for the production and distribution of agendas for all meetings outlined in this constitution;
- 16.4.3.** Be responsible for the taking and distribution of minutes at all meetings outlined in this constitution;
- 16.4.4.** Maintain all other non-financial papers and documents of the club/society;
- 16.4.5.** Ensure that the Committee is aware of all duties and responsibilities of the club/society when involved in any agreement or form of sponsorship;
- 16.4.6.** Be responsible for regularly checking club/society mailbox located in the UCU office.

16.5. Treasurer

The Treasurer is responsible for managing the flow of the day to day finances of the club/society, in addition to any other duties voted in by the Committee in accordance with Clause 14.2, and shall:

- 16.5.1.** Be a signatory on the club/society bank account;
- 16.5.2.** Ensure receipts are issued for all monies received by the club/society;
- 16.5.3.** Deposit all monies received on behalf of the club/society directly into the club/society bank account;
- 16.5.4.** Maintain copies of all receipts issued and received on behalf of the club/society;
- 16.5.5.** Maintain club/society finances in accordance with Clause 9.4 of this constitution;
- 16.5.6.** Present at each Committee Meeting an accurate report detailing club/society finances;
- 16.5.7.** Prepare a complete Financial Report to present at the Annual General Meeting.

17. LOSS OF INDIVIDUAL MEMBERSHIP

- 17.1.** If, due to unfortunate circumstances, the Committee deems it necessary to remove rights of membership from an Individual Member of the club/society, the issue must first be discussed with UCU. If the approval UCU is gained and the Committee gives a unanimous recommendation for loss of Individual Membership, the Committee may then withdraw membership rights from the relevant Individual Member.
- 17.2.** If the action involves a member of the Committee of the club/society, they shall be suspended from their position on the Committee until the issue is resolved.