

CONSTITUTION REVIEW 2002

1. NAME

The name of this Association shall be the "UTS Staff Social Club".

2. TERMS DEFINED

For the purposes of this Constitution the following terms shall mean:

UTS	the University of Technology, Sydney
Club	the UTS Staff Social Club
Committee	the Committee of the UTS Staff Social Club
Executive	the Office Bearers of the UTS Staff Social Club
Member	a Member of the UTS Staff Social Club
Associate Member	an Associate Member of the UTS Staff Social Club
Honorary Member	a person elected to the position of Honorary Member of the Club for a period not exceeding 12 months, or ex-officio under this Constitution
Honorary Life Member	a person elected to the position of Honorary Life Member of the Club
Notifiable Business	Business to be raised at an Annual General Meeting other than the business provided for in this Constitution, or the subject of a petition for an Extraordinary General Meeting.
Committee meeting	A meeting of the Committee of the UTS Staff Social Club.
General meeting	A meeting of all Members of the Club held in accordance with this Constitution and includes the Annual General meeting and any Extraordinary General meeting.
Dissolution Meeting	a meeting of all Members of the Club for the sole purpose of dissolving the Club.

3. OBJECTS

The objects of the Club shall be:

- 3.1 To encourage, foster, promote, develop, arrange, and extend social and recreational activities for those staff of UTS who are members of the Club and other persons as deemed appropriate by the Committee.
- 3.2 To obtain discounts, concessions or other benefits for members.

4. CLASSES OF MEMBERSHIP

4.1 Membership Membership is open to all members of staff of UTS. A person shall become a Member upon completion of an application form and the commencement of fee contributions.

4.2 Associate Membership Associate Membership is open to persons, who are not members of staff of UTS, but who have been approved by the Committee as suitable for admission to Associate Membership. Associate Members have the same rights as Members with the exception that Associate Members may not vote.

4.3 Honorary Membership The Committee may elect a person to the position of Honorary Member for the life of the present Committee who, in the opinion of the Committee, is worthy of the position. A person who accepts the invitation of the Club to fulfil the position of Patron of the Club shall, ex-officio be an Honorary Member of the Club for the duration of their term of office as Patron.

4.4 Honorary Life Membership The Committee may recommend to a General Meeting the election of a person as an Honorary Life Member who in the Committee's opinion has rendered special services to the Club. Honorary Life membership confers all the rights of membership with the exception that Honorary Life members may not vote or serve on committees.

5. PATRON

The Annual General Meeting shall recommend to the incoming Committee that the Vice Chancellor of UTS, or another suitable person be invited to become Patron of the Club. The incoming Committee shall subsequently complete this business and negotiate a term of office with the incumbent not exceeding three (3) years, who shall be, ex officio, an Honorary Member of the Club until the term of office expires or the incumbent resigns from the position of Patron.

6. MEMBERSHIP FEES

- 6.1 Members and Associate Members pay a fee.
- 6.2 Membership fees shall be as determined each year by the Annual General Meeting.
- 6.3 Members fees shall be payable by fortnightly deduction from salaries or an annual payment to the Club.
- 6.4 Associate Members fees shall be paid in advance annually or by other means acceptable to the Committee.
- 6.5 Fees paid will not be refunded on resignation from the Club.

7. MEETINGS

7.1 Any business to be considered at an Annual General Meeting other than the business items listed in Clause 7.2, or any business being the subject of an Extraordinary General Meeting shall be classed as Notifiable Business. Notifiable Business shall be given in writing clearly stating the nature and intention of the business and suggesting a motion or motions proposed to deal with the business and be signed by the proposer and seconder. Notifiable Business shall be delivered in written form on paper to the Hon Secretary of the Club not less than twenty one (21) days prior to the next Annual General Meeting or at the same time as the petition seeking an Extraordinary General Meeting.

7.2 Annual General Meeting.

At the Annual General Meeting the following business shall be conducted:

- 7.2.1) The President or nominee shall present an annual report summarising the activities for the previous year and including any other information relevant to the wellbeing of the Club for the past year and the foreseeable future.
- 7.2.2) The Hon Treasurer or nominee shall present a report including the balance sheet and audited statements of accounts for the preceding financial year.
- 7.2.3) The Chairperson invites a Member whom is not contesting the election to Chair the meeting, the outgoing Committee retires and the new Chairperson declares all positions vacant and holds an election for all positions on the new Committee.
- 7.2.4) The fee for membership for the next year shall be determined.
- 7.2.5) The Auditor for the next year shall be appointed.
- 7.2.6) The incoming Committee shall make a recommendation on the appointment of a Patron, if applicable.
- 7.2.7) General business shall be declared to allow any Member to ask questions regarding the operation of the Club but not introduce any Notifiable Business.

7.3 For the purposes of the Agenda any Notifiable Business brought before an Annual General Meeting shall be dealt with between items 7.2.5) and 7.2.6).

7.4 Extraordinary General Meeting

An Extraordinary General Meeting of the Club shall be convened following a resolution by the Committee, or the receipt by the Hon Secretary of a request in writing from not less than five percent of current Members of the Club. The resolution calling an Extraordinary General Meeting must clearly state the Notifiable Business of the meeting in the form of Clause 7.1. An Extraordinary General Meeting shall only consider the business noted in the request for the meeting, save that the meeting may make alterations to the suggested resolution, provided any such alteration does not materially alter the nature of the original suggested motion.

8. QUORUM

8.1 General and Extraordinary General Meetings: A quorum at a General Meeting of the Club shall be five percent of current members.

8.2 Should a quorum not be present at a General Meeting one quarter of an hour after the scheduled time of commencement, the meeting shall be adjourned and re-scheduled to a time no less than eight (8) days and not more than twenty one (21) days from the time of the original scheduled meeting.

8.3 Notice of the re-convened General Meeting shall be given in accordance with Clause 9.2. Regardless of the number present, the meeting as then convened, shall have the authority to deal with the business of the original agenda. No additional agenda items are permitted.

8.4 Committee Meeting: A quorum at a Committee meeting shall be four (4) members of the Committee provided that at least one of those present is not a member of the Executive. In the case of a meeting being held via e-mail five (5) responses to a proposal from persons other than the proposer is deemed to satisfy the requirement for a quorum.

9. NOTIFICATION AND FREQUENCY OF MEETINGS

9.1 All meetings of the Club shall be convened by the Hon Secretary or nominee.

9.2 Notice of all General Meetings of the Club including time, date, and place of meeting and business to be transacted shall be conveyed to all members electronically and/or by such other means as the Committee deems will adequately inform all members without prejudice at least seven (7) days and not more than 21 days before each meeting. All General Meetings shall be held during normal business hours.

9.3 The Annual General meeting shall be held during the Autumn semester of each year, at a time determined by the Committee, but during academic teaching weeks and during normal business hours.

9.4 Notwithstanding the provisions of Clause 9.2 no General Meeting or Dissolution Meeting shall be held at a time outside of UTS academic teaching weeks.

9.5.1 The Committee shall meet physically at least two times each academic year, during UTS teaching periods. Notice of Committee meetings shall be given with such notice and in such a manner as is agreed to by the Committee members.

9.5.2 The Committee may conduct meetings via e-mail. The Secretary, or another Committee member appointed by the President, shall record the e-mailed responses to a proposal in the form of yes/no until a consensus is reached. Voting responses by e-mail shall remain open for a period of not less than seven (7) working days. In the case of a tied vote the proposal is deemed to have been lost. The results of the voting shall be transmitted to all Committee members by e-mail when the matter has been decided, whereupon the decision shall be deemed to be a decision of the Committee.

10. PRESIDING AT MEETINGS AND VOTING

10.1 The President shall be chairperson of all meetings of the Club at which the President is present. In the Presidents' absence, the committee shall be chaired by either of the Vice Presidents present. In the absence of the President and both Vice Presidents the meeting shall choose a Member from their own number to act as chairperson.

10.2 All Members of the Club shall be eligible to one vote each on any matter before a General Meeting. If a tied vote is achieved a motion is deemed to have been lost.

10.3 All Members of the Committee shall be eligible to one vote each on any matter before the Committee save the Chairperson who shall also have a casting vote.

10.4 All voting shall be by show of hands, unless the meeting shall decide otherwise, or as provided for in Clause 9.5.2

10.5 All matters taken to a vote shall be decided by simple majority except as otherwise specified in this Constitution.

11. POWERS OF THE CLUB IN GENERAL MEETING

Members of the Club in General Meeting may make rules not inconsistent with this Constitution and/or the University of Technology, Sydney Act, and may amend or repeal any rules so made, prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution, and such rule changes shall be treated as Notifiable Business.

12. COMMITTEE

12.1 Only current Members of the Club are eligible for election to a position on the Committee.

12.2 The Office Bearers of the Club shall be:

President

Vice President (Public Relations)

Vice President (All campuses)

Hon Secretary

Hon Assistant Secretary

Hon Treasurer

Collectively these persons shall constitute the Executive.

12.3 The Committee shall consist of the Executive and such other Members in numbers acceptable to, and elected by, the Annual General Meeting, provided that at least two (2) members of the Committee are not on the Executive.

12.4 The Committee may proceed to the dispatch of business notwithstanding any vacancy thereon subject to Clause 18.

12.5 The Committee from time to time may co-opt Members and Associate Members and form such sub committees as are deemed necessary. The number of Associate Members on the Committee or any sub-committee shall not exceed the number of Members minus one.

12.6 All Members of the Committee shall hold office up to, and shall retire at, the next Annual General Meeting. Retiring Committee members shall be eligible for re-election without restriction on the number of terms served.

12.7 An Associate Members term of office on the Committee or any sub-committee shall be at the pleasure of the Committee.

13. POWERS OF THE EXECUTIVE AND COMMITTEE

13.1 The Committee shall carry out any legal directions of a General Meeting.

13.2. The Executive shall abide by any rules and directions of the Committee and shall have the power to act on behalf of the Committee on any matters which require action before the next Committee meeting and will notify the Committee of any action taken under delegated authority at the next Committee meeting.

13.3 Subject to this Constitution the Committee shall have power to do all such acts and things as may be incidental or conducive to the attainment of any of the objects of the Club and without prejudice to the generality of the foregoing it may:-

13.3.1) Form any sub committee which may contain persons who are not members of the Club provided these persons are in a minority on the sub committee.

13.3.2) Delegate to any sub committee established by the Committee such powers or duties as may be specified in the delegation and may at any time revoke all or part of such delegation.

13.3.3) Enter into contracts and make arrangements to employ persons on such terms and conditions as the Committee deems proper.

13.3.4) Carry on normal business dealings with suppliers and service providers.

13.3.5) Receive, acquire, manage, deal with and dispose of any property or money, borrow money, give security over any property of the Club, and open a banking account, or accounts, and operate thereon, enter into contracts and generally have the control of the financial affairs and all property of the Club.

13.3.6) Prescribe the duties of officers of the Club.

13.3.7) For giving effect to this Constitution the Committee may make rules for its own governance and that of the Executive. The Committee may make, repeal or amend rules prescribing any matters necessary or convenient to be prescribed not inconsistent with this Constitution. Any proposal to make, amend or repeal a rule shall lie on the table at the meeting where it is introduced and shall be dealt with at the next Committee meeting.

13.3.8) Each new Committee following the Annual General Meeting shall consider any recommendation of the Annual General Meeting regarding the appointment of a Patron, should this position be vacant, and shall forthwith enter negotiations with suitable persons until such time as a person accepts the position.

14. FINANCE AND AUDIT

14.1 The financial year of the club shall be the same as the calendar year.

14.2 All disbursements of the Club, shall be in the form of cheques which shall bear two signatures of such Office Bearers and/or other persons as the Committee may from time to time, determine. The accounts and balance sheet shall be drawn up to show the financial position of the Club as at 31st December each year, and not later than 31st January each year the Hon Treasurer shall make available all books of accounts and financial documents of the Club to the Auditor for auditing prior to the Annual General Meeting.

14.3 The Hon Treasurer shall deposit within seven (7) days of receipt in the Club bank account all monies received, except that more frequent bankings shall be made, where directed by the Committee

14.4 The Hon Treasurer shall keep proper accounts of the property of the Club and of all monies received and expended and shall provide such financial information to all meetings of the Committee as the Committee determines.

15. CONTRACTS AND PROPERTY

All property of the Club and its funds shall be deemed to be vested in the members for the time being of the Executive, and they shall have power to take such proceedings, legal or otherwise in respect thereof, as they may deem expedient. All contracts and engagements entered into on behalf of the Club shall be deemed to be made in the name of the Executive who shall hold the benefit thereof for and on behalf of the Club and each of them shall be indemnified by the Club in respect of all claims for damages or otherwise, howsoever arising out of, or in any matter connected with every contract or engagement.

16. ALTERATION TO THE CONSTITUTION

This Constitution shall only be altered by a motion carried by a two thirds (2/3) majority of Members present at an Annual General or Extraordinary General Meeting of the Club, provided the notice convening such meeting contains the proposed alteration and the effect thereof.

17. DISSOLUTION

17.1 If written notice of intention to dissolve the Club is given to the Honorary Secretary by at least twenty percent (20%) of Members, the Hon Secretary shall, in not less than seven (7) days and not more than twenty one (21) days, subject to Clause 9.2 convene a Dissolution Meeting with the proposed dissolution of the Club being the only item on the agenda.

17.2 Provided that such Dissolution Meeting meets with the requirements of Clause 8.1, or, in the case that there is less than 25 persons remaining as Members in the Club, at least seventy five percent (75%) of the remaining Members, and the motion for dissolution is carried by a majority of at least two thirds (2/3) of those Members present, the Club shall be dissolved.

17.3 If on dissolution of the Club there remains after the satisfaction of all its debts and liabilities any monies or property whatsoever, the same shall not be paid to or distributed among the remaining Members of the Club, or to any past Members of the Club, but bequeathed to UTS in the custody of the Vice Chancellor of who shall determine the disbursement of such monies or properties. The Vice Chancellor may appoint other persons to act on his/her behalf in this matter.

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