Constitution of CLUB NAME

Any sections highlighted in yellow are additional information or spaces you should fill in with details relevant to your club.

Any sections highlighted in green MUST be included in your constitution and are non-negotiable for YouX registration.

# Name

## The name of the club is CLUB NAME referred to herein as ‘the Club’.

# Definitions

## ‘The Club’ means CLUB NAME

## ‘Member’ means a Member of the club

## ‘The University’ means The University of Adelaide

## ‘The Committee’ means the Committee managing the club

## ‘Committee Member’ means a Member who holds a position on the Committee

## ‘General Meeting’ means a general meeting of all Members of the Club convened in accordance with this Constitution

## ‘AGM’ means the Annual General Meeting

## ‘SGM’ means a Special General Meeting

## ‘Authorised Officer’ means a staff member with responsibility for the Clubs (or equivalent) area

## ‘Net Assets’, in the case that the Club dissolves or winds up, means the residual amount remaining after all outstanding expenses are paid

# Registration

## The Club will be registered with YouX and will renew registration as required.

## If your club is formally affiliated with any other organisations, list them here. You will need to send Clubs Admin evidence of this affiliation, in the form of a letter or similar from the organisation.

# Objects or Purpose of the Club

## The objectives of the Club shall be:

### xxxx

### xxxx

### xxxx & so on

# Not for Profit

## The Club shall operate on a not-for-profit basis.

## The income and capital of the Club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to Members or their associates except as genuine remuneration of a Member for services rendered or expenses incurred on behalf of the Club.

# Membership

## Membership shall be open to all interested students of the University of Adelaide, and other Members as determined by the club.

## A minimum of 50% of the total number of Members must be students of the University of Adelaide.

## Members may freely join and resign from the club, so long as they meet the requirements regarding Membership and have paid a membership fee as determined at the beginning of the academic year.

## A Member may resign from Membership of the Club by giving written notice to the Committee.

## Subject to giving a Member an opportunity to be heard or to make a written submission, the Committee may expel a Member upon a charge of misconduct detrimental to the interests of the Club, the Union or its affiliates, or the University of Adelaide.

## The Secretary will maintain a register of members, including name, contact details, and student number where relevant.

# The Committee

## The Committee shall be responsible for the management of the Club between General Meetings.

## The Committee has the management and control of the funds and other property of the Club.

## The authority to interpret the meaning of the Constitution, and any matter on which the Constitution is silent, shall be vested in the Committee, subject to ratification at a General Meeting of the Club.

## The Committee shall meet at least once per each academic term, or as often as business demands.

## The Committee shall be comprised of the Office Bearers defined in 7.1, and up to xxxx general committee members.

# Office Bearers

## The Office Bearers of the Club shall be:

### **The President**

#### The President shall be responsible for chairing all meetings of the Club and the Committee, and shall also be the spokesperson for the Club. The President must be a student at the University of Adelaide.

### **The Vice President**

#### The Vice President shall fulfil the responsibilities of the President, where the President is unable to.

### **The Secretary**

### The Secretary shall be responsible for calling and minuting all meetings of the Club, and maintaining the membership register.

### **The Treasurer**

### The Treasurer shall be responsible for maintaining the Club’s financial accounts. The Treasurer must be a student at the University of Adelaide.

## Any change in hands for the positions of President or Treasurer must be registered with YouX within ten (10) working days.

# Disqualification of Committee Members

## The office of a Committee Member shall become vacant when:

### a letter of resignation, stating the effective date of such resignation, is forwarded to the club’s Secretary;

### the Committee Member:

#### ceases to be a Member under these rules;

#### resigns as a Member of the club; or

#### fails to attend three (3) Committee meetings without a leave of absence being granted

### a vote for the removal of the Committee Member is supported by a two-thirds majority of Members at a Special General Meeting.

## The Committee Member(s) concerned shall be given a fair and reasonable opportunity to present their case in person or in writing at any meeting in which such a vote will take place.

# General Meetings

## Annual, Special and General Meetings, open to all Members, are to be the primary decision making bodies of the Club.

## Decisions of a General Meeting of the club shall be binding on the Committee.

## A quorum for a General Meeting of the Club shall be ten members of the Club.

## If a quorum is not present within half an hour of the scheduled time of commencement of a General Meeting, the meeting shall be adjourned to a later time and notice duly given.

# Notice of Meetings

## Seven (7) days notice shall be given to Members for an AGM or SGM. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

## Seven (7) days notice of an AGM or SGM must be given to the Union Clubs Administrator.

## Notice of General Meetings must be given to all Members in writing.

## The minutes and all details from an AGM or SGM needs to be registered with YouX within ten (10) working days.

# Annual General Meetings and Special General Meetings

## The AGM of the Club must be held within 18 months after the formation of the Club, and thereafter by October each year.

## The following business is to be considered at the AGM:

### Confirmation of the minutes of the previous AGM and any SGMs held in the intervening time;

### President’s report, Treasurer’s report, and reports from other Officer Bearers if required;

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

### Election of the Committee;

### Determination of the annual membership fees for the following academic year;

### General business;

## SGMs may be called by the Committee or a petition of one-third of the total membership of the Club for the resolution of specific business.

## Such a petition or decision shall specify the reasons for the SGM, and these reasons shall be advised to members in their meeting notification.

## Business at the SGM shall be restricted to the business specified in the notification.

# Finances

## The Treasurer shall keep and maintain proper books and accounts accurately showing the financial affairs of the Club.

## All payments and reimbursements shall be firstly approved and authorised by the Committee or a General Meeting of the Club.

## Upon request by an Authorised Officer of YouX, the Treasurer shall provide a report on the finances and transactions of the Club.

# Alterations to the Constitution

## Alterations or amendments to this Constitution shall be made only at an AGM or SGM, duly called in accordance with the procedures of the Constitution, and must be carried by a vote of a two-thirds majority of the Members present at the meeting.

## Notices of intention to alter or amend the Constitution must be sent to all Members at least seven (7) days prior to the date at which the meeting will be held to consider such alterations.

## Any changes to this Constitution shall be registered with YouX within ten (10 working days, including:

### the updated Constitution;

### an outline of the changes;

### the minutes of the meeting at which the changes were carried.

# Dissolution of the Club

## The Club shall be dissolved upon:

### a resolution of the Club carried by a three-quarters majority of those present at an AGM or an SGM called for this purpose;

### the deregistration of the Club by YouX in accordance with its rules.

# Application of surplus assets

## Upon the dissolution of the club, Net Assets become the property of YouX and none shall be distributed to Members except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of the Club.

# Certification

## I certify that this is a true and correct copy of the Constitution of the CLUB NAME as adopted at the INAUGURAL/ANNUAL/SPECIAL GENERAL MEETING of the club held on the DATE OF MEETING.

President:

Secretary: