

STUDENT CLUBS MODEL CONSTITUTION

CLUB NAME: Insert Club Name Here

ADOPTED ON: Select Date Established

1. Name

The Name of the Student Club shall be: Insert Club Name Here, hereafter referred to as 'The Club'

2. Affiliation

- a. The Club is affiliated to Western Sydney University, and anything in the Constitution which is inconsistent with Western Sydney University's policies, is null and void to the extent of the inconsistency.
- b. The Club must fulfil all responsibilities and obligations, and abide by guidelines, outlined in the Student Clubs Handbook.
- c. The Club must always have an Enabled Portal on the University's Online Clubs Management platform, containing current Club information; to be managed by the Executive members.
- d. Western Sydney University accepts no responsibility for the actions or decisions taken by The Club or its' Executive; the Executive shall be deemed responsible for all decisions made for or on behalf of The Club.
- e. Western Sydney University accepts no responsibility for any financial debts or other liabilities incurred by The Club.

3. Aims

- a. The aims of the Student Club shall be to:
 - i. (Type your Student Club's Aims Here)
 - ii. (Example): Bring together as many like-minded Western Sydney University Students for the purpose of improving their student experience through offering member events and activities.
 - iii. (Example): Provide an opportunity for Western Sydney University Students to actively participate in (Type the Purpose of The Club) as part of a formal Western Sydney University Student Club structure.
 - iv. (Add as many other Aims of the Student Club as required)
- b. The Club shall be empowered to do all things necessary for the attainment of the aims of The Club. In doing so, The Club will adhere to all Western Sydney University policies, procedural guidelines, and directions given by staff, and at no time shall The Club bring the University into disrepute.

4. Powers

In order to achieve its aims, the Student Club may:

- a. Organise activities and events
- b. Work with other groups and exchange non-private information
- c. Do anything that is lawful which will help it to fulfil its aims

STUDENT CLUBS MODEL CONSTITUTION

- d. Make requests for Western Sydney University to acquire, hold, deal with, and dispose of, any real or personal property for use of The Club
- e. Accept donations, in line with the current guidelines on Fundraising, and gifts in accordance with the aims of The Club
- f. Print and publish any information by any media for the promotion of The Club, only with the prior approval of Western Sydney University
- g. Enter into any other contract The Club considers necessary or desirable, only with the prior approval of Western Sydney University
- h. (Add any other Powers of the Student Club as required. Any additions that conflict with the above points will be null and void)

5. Membership

- a. Membership of The Club shall be open to any person who is interested in helping The Club to achieve its aims, and willing to abide by the rules of The Club.
- b. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, belief, course of study, or any other personal trait.
- c. Membership to The Club shall never have a membership fee associated with it.
- d. The Club must always maintain a minimum Membership of ten (10) currently enrolled Western Sydney University Students.
- e. The Club must always maintain a Membership of at least 60% currently enrolled Western Sydney University Students.
- f. Western Sydney University Alumni and Staff, and members of the community may be members of The Club subject to the requirements outlined above.
- g. Every currently enrolled Western Sydney University Student member in attendance is entitled to one (1) vote per agenda item at meetings of The Club.
- h. University Alumni and Staff, and members of the community are not entitled to vote at Meetings of The Club.
- i. The Membership of currently enrolled Western Sydney University Students to The Club will only be recognised if they are listed as members in the Online Clubs Management platform.

6. Termination of Membership

- a. The Membership of The Club may, by a two-thirds majority vote and for good and proper reasons, remove any Member, provided that person has been offered an opportunity to be heard before a final decision is made.
- b. Appeals against such a decision may be directed to The Executive.
- c. Appeals against a decision made by The Executive may be directed to Student Clubs Staff, whose decision will be final.

7. The Executive

- a. The Club shall be administered by The Executive, consisting of at least three (3) Members; to be elected at the Student Club's Annual General Meeting (AGM).
- b. Those elected shall hold their positions until the next Annual General Meeting, or until they vacate their position, or until they are removed by an Executive vote.

STUDENT CLUBS MODEL CONSTITUTION

- c. The Executive shall always consist of: the President, the Treasurer, and the Secretary, plus any other positions as may be determined by The Club at any General Club Meeting, including Special General Meetings and Annual General Meetings.
- d. All of the Executive's three or more (3+) positions must be held by currently enrolled Western Sydney University Students.
- e. No person shall hold more than one position on The Executive at any one time.
- f. The Executive may, by a two-thirds majority vote and for good and proper reasons (including but not limited to: an Executive Member being absent from two or more (2+) meetings without submitting their apologies), remove any Executive Member, provided that person has been offered an opportunity to be heard before a final decision is made.
 - i. Appeals against such a decision may be directed to Student Clubs staff, whose decision will be final.
- g. The Executive may appoint another member of the Student Club as an Executive Member to fill any vacancies that may occur between AGMs.
- h. The Executive must appoint a new President immediately when the position is vacated between AGMs.
 - i. If there are no Executives to do this, Student Clubs staff will seek out & appoint a Member of The Club to be President, if deemed appropriate.
- i. The Executive is at all times bound by the decisions of a General Club Meeting, including Special General Meetings and Annual General Meetings.
- j. Any Executive decision may be overturned by a General Club Meeting vote.

8. Duties of the Executive

- a. The duties of the **President** are to:
 - i. Chair meetings of the Executive and The Club.
 - 01. Where this is not possible, those Members of The Club present must elect a Member to Chair.
 - ii. Represent The Club at functions/meetings that The Club has been invited to.
 - iii. Act as spokesperson for The Club when necessary.
 - iv. Present an Annual Report at The Club's Annual General Meeting.
 - v. Provide leadership and encouragement for The Club.
 - vi. In the event that either an Executive or General Meeting cannot be held, the President shall have the full executive power of The Club. All decisions made by the President that relate to The Club must be ratified by the next General Meeting of The Club.
- b. The duties of the **Secretary** are to:
 - i. Take and keep minutes of all Club Meetings
 - ii. Prepare the agenda for Meetings of the Executive and The Club in consultation with the President.
 - iii. Conduct all correspondence in relation to The Club.
 - iv. Collect and circulate any relevant information within The Club.
 - v. Ensure that all Club records are properly maintained.
 - vi. Take the necessary action to implement Executive decisions.

STUDENT CLUBS MODEL CONSTITUTION

- c. The duties of the **Treasurer** are to:
 - i. Keep a detailed record of all The Club's financial transactions, and transfer these to the care of the incoming Treasurer at the end of the current Treasurer's period of office.
 - ii. Present a Financial Statement to each meeting of the Executive and The Club.
- d. The duties of the **(List any additional roles or delete this section)** are to:
 - i. **(List any duties)**
 - ii. **(List any duties)**
- e. The duties of **Members of The Executive** are to:
 - i. Provide general assistance with the management of The Club.
 - ii. Where necessary, Executive Members shall accept responsibility for specific duties delegated by the Executive.
- f. Executive Members may nominate an Ordinary Member of The Club to temporarily represent themselves on their behalf.

9. Meetings

a. Annual General Meeting

- i. The Club shall hold an Annual General Meeting (AGM) once a year and must be held prior to the end of stuvac of Semester 2.
- ii. The Secretary shall give all Members at least fourteen (14) days' notice, in writing, of the date of the AGM to the Members.
- iii. Notice of the AGM shall clearly set out the business for which the meeting has been called.
- iv. All Members of The Club shall be entitled to attend, and those persons invited by the Executive.
- v. The quorum at the AGM shall be ten (10) currently enrolled Western Sydney University Student Members.
 - 01. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, the quorum is not met, those Members present shall be deemed competent to discharge the business of the Meeting.
- vi. The business of the AGM shall include:
 - 01. Receiving a report from the President on The Club's activities over the year.
 - 02. Receiving a report from the Treasurer on the finances of The Club.
 - 03. Electing a new Executive; and
 - 04. Considering any other matter as may be decided.

b. General Meetings

- i. The Club shall hold a General Meeting at least once per Semester.

STUDENT CLUBS MODEL CONSTITUTION

- ii. All Members of The Club shall be entitled to attend, and those persons invited by the Executive.
 - iii. The quorum at General Meetings shall be ten (10) currently enrolled Western Sydney University Student Members.
 - 01. If quorum is not met, no decisions can be made, or votes be held, that will be considered valid and binding by The Club, except by virtue of the President's decisions being ratified at the next General Meeting of the Club.
 - iv. General Meetings may be called by the Executive Committee, or the President.
 - v. The Secretary shall give at least seven (7) days' notice, in writing, of the date of the General Meeting to the Members.
 - vi. Notice of the General Meeting shall clearly set out the business for which the meeting has been called.
- c. Executive Meetings**
- i. The Executive shall meet at least once per Semester.
 - ii. All Executive Members of The Club shall be entitled to attend, and those persons invited by the Executive.
 - iii. The quorum at Executive Meetings shall be three (3) Executive Members.
 - 01. If quorum is not met, no decisions can be made, or votes be held, that will be considered valid and binding by The Club, except by virtue of the President's decisions being ratified at the next General Meeting of the Club.
 - iv. Executive Meetings may be called by the Executive Committee, or the President.
 - v. The Secretary shall give at least seven (7) days' notice, in writing, of the date of the Executive Meeting to the Executive Members.
 - vi. Notice of the Executive Meeting shall set out clearly the business for which the meeting has been called.
- d. Special General Meetings**
- i. A Special General Meeting must be called by the Executive within ten (10) academic days of being presented with a petition signed by at least ten (10) Members of The Club setting out the purpose for which such a Meeting is being requested.
- e. Voting**
- i. Only currently enrolled Western Sydney University Student Members shall be entitled to vote at all Meetings of The Club.
 - ii. Each currently enrolled Western Sydney University Student Member present is entitled to one (1) vote per agenda item.
 - iii. The President shall be entitled to a deliberate vote, and in the event of a tied vote, the President shall exercise a casting vote.
 - iv. Except where otherwise stated in this Constitution, decisions and the results of votes of The Club are carried by a simple majority of currently enrolled Western Sydney University Student Members present who cast a vote.

STUDENT CLUBS MODEL CONSTITUTION

- v. The Executive shall appoint a person to act as Returning Officer for The Club's Executive elections at the AGM, ensuring they have the practical resources needed to run the elections in an organised and fair manner.
- vi. Members may contact Student Clubs staff if they believe the election to be invalid; or otherwise unfair, and those Staff will have authority to resolve the situation by whatever means deemed appropriate, with their decision being final.

10. Finance

- a. Any money obtained by The Club shall be used only for the Student Club.
- b. Any money obtained by The Club shall be received only via the approved channels as advised by the University.
- c. All accounts due by The Club shall be paid after having being passed for payment at an Executive Meeting; and when immediate payment is necessary, accounts shall be paid and the action endorsed at the next Executive Meeting.
- d. The Financial Year of The Club shall commence on January 1st each year.
- e. All property and income of The Club will apply solely to the promotion of the aims of The Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to Members, except in good faith in the promotion of these aims.

11. Interpretation of, and Alterations to, the Constitution

- a. If a dispute arises as to the interpretation of this Constitution, or a dispute arises for which there is no provision made in this Constitution, the matter must be referred to the Executive.
- b. Appeals against an interpretation made by The Executive must be directed to Student Clubs staff, whose decision will be final.
- c. The Constitution may be amended by a resolution carried by a 75% majority (special resolution) of all currently enrolled Western Sydney University Students present and voting at a General Meeting of the Club, however, such amendments must be submitted via the Secretary to Student Clubs staff for approval prior to a vote being held.
- d. Proposed amendments must be made in writing to the Secretary at least ten (10) days prior to the General Meeting.
- e. The Secretary must include a notice of proposed amendments in the notice of business for the General Meeting.

12. Dissolution

- a. The Club can be dissolved by:
 - i. A 75% majority (special resolution) of all currently enrolled Western Sydney University Students present and voting at a General Meeting of the Club.
 - ii. The Club ceasing to operate due to no Members being elected to the Executive positions.
 - iii. The Club ceasing to function for a period of one (1) year through natural attrition.
- b. In the event of The Club being dissolved, any and all assets remaining after all debts have been paid shall be given over to Western Sydney University.

STUDENT CLUBS MODEL CONSTITUTION

This constitution was adopted at an Inaugural General Meeting of the Student Club on:

Select Date of Meeting.

Agreed by:

President: | Type name as it appears on WesternLife

Secretary: | Type name as it appears on WesternLife

Treasurer: | Type name as it appears on WesternLife