

CONSTITUTION INFORMATION FOR CLUBS

The following list of requirements is for Club Constitutions (not Small Clubs)

1. The Club's Constitution must be accepted by an Annual or Extraordinary General Meeting of club members, and that meeting must have been called with the required notice in an Arc publication.
2. The name and aims of the club must be in the club's constitution.
3. References to legacy organisations need to be amended to Arc.
4. For Clubs affiliating the following clauses, or clauses to the same effect, are required to be contained in the Club's constitution (these clauses represent a minimum standard and may be worded differently if they do not depart from the minimum standard).
 - a) Definition: Arc shall mean Arc @ UNSW Limited.
 - b) The club shall be affiliated to Arc.
 - c) Full membership of the club shall be open to all UNSW students subject to affiliation requirements of Arc and they shall be required to pay an annual club membership fee set by the Club and complete a membership form.
 - d) Associate membership shall be open to all persons who are not UNSW students subject to affiliation requirements of Arc, provided that they pay a membership fee that is set by the Club Executive, and they complete a membership form prepared by the Club Executive.
 - e) On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. If no other legitimate club or organisation is nominated, Arc will begin the procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs.
 - f) Contact details for members of your club are to remain with the Executive and the Arc to have sole access. Contact details are not to be given or sold to any other person.
 - g) The club shall comply with Anti-Discrimination legislation in all of its activities or procedures, including the granting of club membership.
 - h) A minimum of three different members shall remain on the Executive at all times.
 - i) The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
 - j) There shall be one Annual General Meeting every calendar year.
 - k) The Annual General Meeting shall be held during University semester.
 - l) Notice in the form of an agenda for the Annual General Meeting shall be no less than 7 days and should be held on an academic day, and is to be advertised in an Arc Publication.
 - m) Quorum for the Annual General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser.
 - n) At an Annual General Meeting:
 1. Reports shall be presented by at least the President and the Treasurer;
 2. Full financial reports shall be presented and adopted;
 3. Elections for a new Executive shall be conducted; and
 4. Constitutional amendments and other motions on notice may be discussed and voted upon.
 - o) There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned to the Executive by fifteen members or half of the club membership, whichever is the lesser, in writing.
 - p) Extraordinary General Meetings shall be held during University semester.
 - q) The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
 - r) A petitioned Extraordinary General Meeting must be held within twenty-one academic days, but no sooner than five academic days.
 - s) The club shall hold an account with a financial institution on University Campus.
 - t) The Executive must approve all accounts and expenditures for payment.
 - u) All financial transactions shall require two signatures.

For Constituent Clubs

CURRENT MEMBERSHIP FOR CONSTITUENT CLUB IS:

1. Full membership shall be open to UNSW students who are enrolled in subjects under the jurisdiction of the agreed Program, School, Faculty or College of the University. They shall not be required to pay any club membership fee, but will have to sign their consent on an annual membership list.
2. Associate membership shall be open to all persons who are not UNSW students, and those UNSW students who are not enrolled in subjects under the jurisdiction of the agreed Program, School, Faculty or College of the University, provided that they pay an annual membership fee that is set by the Club Executive, and they complete a membership form prepared by the Club Executive.

Arc @ UNSW Limited

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UNSW Student Life