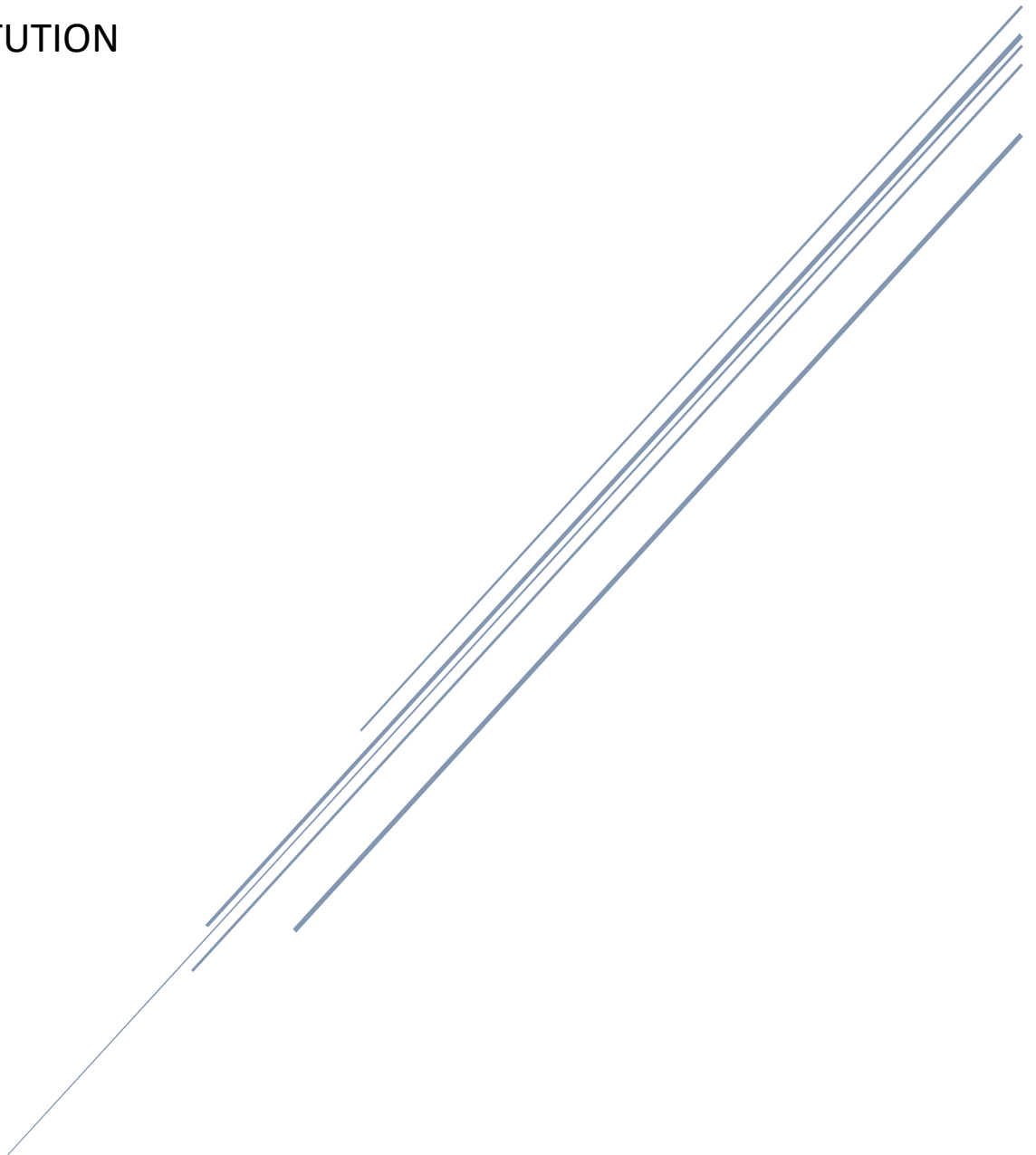


# Arc Canberra

## CONSTITUTION



Aug 2021

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# 1 Introduction

- 1.1 The official name of the club shall be Arc Canberra.
- 1.2 The club shall be affiliated with Arc.
- 1.3 The aims and objectives of the club are:
  - 1.3.1 To provide high quality and relevant events and services to its members.
  - 1.3.2 To encourage the involvement of its members in the planning, development, and running of the club's events and services.
  - 1.3.3 To serve, benefit, and support the community and society at large.
- 1.4 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.
- 1.5 In legal documents, dealings with government and contracts with vendors, this Club shall be referred to as 'Canberra Student Club'.

## Definitions

- 1.6 For the purposes of this Constitution:
  - 1.6.1 The University shall mean the University of New South Wales;
  - 1.6.2 Arc shall mean Arc @ UNSW Limited;
  - 1.6.3 Club shall mean Arc Canberra;
  - 1.6.4 Members shall mean full members of Arc Canberra;
  - 1.6.5 Associate members mean associate members of Arc Canberra;
  - 1.6.6 The Executive shall mean the Executives of Arc Canberra;
  - 1.6.7 The General Committee shall mean any member appointed by the Executive to fill a specific role;
  - 1.6.8 The Committee shall mean the Executive and General Committee of Arc Canberra;
  - 1.6.9 The Annual General Meeting shall mean the Annual General Meeting of Arc Canberra;
  - 1.6.10 An academic day shall mean a day during the relevant academic term of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday;
  - 1.6.11 Subjects shall mean units of study offered by the University in progression to the award of a degree; and
  - 1.6.12 PG shall mean postgraduate coursework and higher degree research, and UG shall mean Undergraduate.

## 2 Membership

- 2.1 Contact details for members of the club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.
- 2.2 The Club has an agreed association with Arc.
- 2.3 Full membership of the Club shall be open to all UNSW Canberra students.
  - 2.3.1 Full membership shall be renewed automatically after every twelve (12) months and will continue until the person is graduated from UNSW Canberra or until the person opts out of the membership, whichever is earlier.
- 2.4 Associate membership shall be open to those UNSW Canberra students who are ineligible for membership, as well as UNSW Canberra alumni and current UNSW Canberra staff, provided that they complete a membership form prepared by the club Executive.
  - 2.4.1 The duration of the associate membership shall be until the club's next Annual General Meeting after they have become a member.
- 2.5 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.
- 2.6 Notwithstanding clause 2.8, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.9.
- 2.7 Notwithstanding clause 2.8, a member or associate member of a club may have their membership terminated after the following procedure is followed:
  - 2.7.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings.

- 2.7.2 The members of the club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 5.
- 2.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
- 2.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
- 2.7.5 The motion is carried by the Extraordinary General Meeting.
- 2.8 Any member of the club or club committee who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

### 3 Executive

- 3.1 The Executive of the club shall consist of:
  - 3.1.1 A President;
  - 3.1.2 Two (2) Vice Presidents (Shared position);
  - 3.1.3 A Treasurer;
  - 3.1.4 An Equity Diversity and Inclusion Officer, and
  - 3.1.5 A Student Administrative Services Manager.
- 3.2 The Executive of the club (except Student Administrative Services Manager) shall be elected from full members of the club at the Executive election.
- 3.3 The Student Administrative Services Manager shall be a nonvoting and ex officio member of the Executive and will be the person holding the position of 'Student Administrative Services, Manager' at UNSW Canberra. This position is an appointed staff member of UNSW Canberra.
- 3.4 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person.
  - 3.4.1 Student Administrative Services Manager position is excluded from the procedures related to this clause.
- 3.5 The Executive shall be responsible for the following duties:
  - 3.5.1 The activities of the club;
  - 3.5.2 The finances of the club;
  - 3.5.3 Appointing members to the General committee;
    - a) Appointments will be made by majority vote of the Executive.
  - 3.5.4 The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- 3.6 Vice President position shall be shared by one PG and one UG student.
- 3.7 Unless specified in 3.1, job sharing of any Executive position is not permitted.
  - 3.7.1 All Executive holding a shared position are jointly responsible for all the duties of the position that are specified in section 3.12.
- 3.8 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
- 3.9 Any member of the Executive (except Student Administrative Services Manager) shall have their position declared vacant if they:
  - 3.9.1 Die;
  - 3.9.2 Cease to be a member of the club;
  - 3.9.3 Cease to be a UNSW Canberra student;
  - 3.9.4 Have their position declared vacant at an Extraordinary General Meeting.
- 3.10 Any member of the Executive shall have their position declared vacant if they:
  - 3.10.1 Meet the criteria outlined in section 3.9; or
  - 3.10.2 Are removed from their role by majority vote of the executive.
- 3.11 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 5.
- 3.12 Duties of the following Executive positions shall include but not be limited to:
  - 3.12.1 **President**
    - a) To chair all club, Committee, General and Annual General Meetings (held during their term) of the club;

- b) To oversee and coordinate the activities and administration of the club;
- c) To ensure that the elected officers of the club perform duties as laid down by the clubs' Constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- d) To ensure that all other tasks necessary for the running of the activities of the club are performed, properly either by doing them or delegating the duties;
- e) To have a thorough knowledge of the club's Constitution;
- f) To act as official spokesperson for the club;
- g) To liaise with fellow office bearers;
- h) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
- i) To liaise with Arc and departments of the University where necessary;
- j) To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to Arc;
- k) To ensure that the Treasurer submits relevant Financial Report of the club at the AGM, to Arc and UNSW Canberra, and that they have the club's finances in good order in preparation for Spot Audits by Arc;
- l) To ensure that Arc is informed of changes to the Executive;
- m) To pass on their knowledge to their successor, and
- n) Other duties as in accordance with the Constitution of the club.

### **3.12.2 Vice President**

- a) To assist the President in coordinating the activities and administration of the club;
- b) To have a thorough knowledge of the club's constitution;
- c) To assist the President in their duties wherever practical;
- d) To plan the coming year's activities;
- e) To oversee and provide updates on the functions of other committee members;
- f) To promote a culture of joint activities for both UG and PG students;
- g) Represent club to external parties, especially for sponsorship and partnership purposes;
- h) To comply with all club requirements required by Arc, ensuring all relevant documentation is completed;
- i) To make sure to keep up to date with all Arc-related decisions and actions;
- j) To always be aware of Arc matters by working closely with directors for organisational purposes, and let the President know when they are absent;
- k) To foster a team spirit, conviviality and an environment of friendly cooperation;
- l) To represent club well and act with leadership, integrity and pride;
- m) To be responsible for receiving and replying to all correspondence on behalf of the club upon discussion and approval of the President;
- n) To organise meetings, agendas (in consultation with the President), and minutes;
- o) To manage volunteering activities, and coordinate with volunteers;
- p) To maintain a detailed list of volunteers and pass it to the Student Administrative Services Manager when updates are made;
- q) To keep relevant club papers in order, and
- r) To maintain the membership list, updating when changes are made.

### **3.12.3 Treasurer**

- a) To assist the President in coordinating the activities and administration of the club;
- b) To have a thorough knowledge of the club's constitution;
- c) To assist the President in their duties wherever practical;
- d) To oversee and provide updates on the functions of other committee members;

- e) Represent club to external parties, especially for sponsorship and partnership purposes;
- f) To comply with all club requirements required by Arc, ensuring all relevant documentation is completed;
- g) To make sure to keep up to date with all Arc-related decisions and actions;
- h) To foster a team spirit, conviviality and an environment of friendly cooperation;
- i) To represent club well and act with leadership, integrity and pride;
- j) To keep and maintain all club financial records;
- k) To keep the club informed of its financial position (at meetings or through regular e-mail reports);
- l) To prepare and provide relevant Financial Reports as required;
- m) To carry out financial transactions as directed by the club management;
- n) To not lend money, under any circumstances to themselves, club members or other clubs;
- o) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- p) To not put the club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- q) To always insist on a receipt or docket to validate any expenditure by the club;
- r) To always enter the payees name, and a brief explanation of the payment on the payment description;
- s) To always provide a receipt to a person who gives money to the club for any reason and bank all money received immediately;
- t) To ensure the Club has at least two and not more than three signatories who are Executive members to the bank account;
- u) To ensure that club funds are not misused at any time, and
- v) To ensure that under no circumstances are any expenses to be met without documentation.

#### **3.12.4 Equity, Diversity, and Inclusion Officer**

- a) Fostering an inclusive culture within the Club;
- b) Facilitating & promoting the engagement of non-majority demographics of the Club (which may include culturally and linguistically diverse students, students with disability, female-identifying students, sexually and gender diverse students and LGBTIQ+ students, and Aboriginal and Torres Strait Islander / First Nations students);
- c) Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays);
- d) Being an accessible contact for members, UNSW Canberra students and staff for matters regarding equitable events, activities, conduct and diversity within the Club;
- e) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive;
- f) To act as a main liaison of Arc Canberra with Equity, Diversity and Inclusion division of UNSW Canberra and work for the betterment of the club culture;
- g) To regularly report and work in consultation with Equity, Diversity and Inclusion division Manager of UNSW Canberra;
- h) To receive complaints and grievances relating to the Club;
- i) To investigate grievances (where necessary) and resolve grievances in consultation with Student Administrative Services Manager and Equity Diversity and Inclusion Manager, UNSW Canberra or make recommendations to the Club Executive on the resolution of grievances;

- j) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially, and
- k) To notify those involved of the outcome of the grievance.

### **3.12.5 Student Administrative Services Manager**

- a) To act as an advisor to the club, provide support and guide the Executive wherever required;
- b) To act as the main liaison of the UNSW Canberra with Arc Canberra;
- c) To coordinate Executive elections as returning officer, if required, and
- d) To assist Equity, Diversity and Inclusion Officer in the investigation and resolution of Grievances and act in a fair, ethical and confidential manner in the performance of their duties.

## **4 General Committee**

- 4.1 The General Committee of the club shall consist of:
- 4.1.1** A Web and Technology Support Coordinator;
  - 4.1.2** A Public Relations and Communication Officer;
  - 4.1.3** A Social Coordinator;
  - 4.1.4** Undergraduate Coordinators, and
  - 4.1.5** Sports Coordinators.
- 4.2 The General Committee of the club shall consist of selective positions and the decision to fill these positions will be taken by the Executive at the club's Committee Meeting.
- 4.3 One member is permitted to hold two general committee positions.
- 4.4 All the positions of the General Committee will be advertised through appropriate channels (newsletters, website) and Expression of Interest shall be called at least fifteen (15) days before the Committee meeting, when the position is filled.
- 4.5 The total number of Sports Coordinators and Undergraduate coordinators shall be flexible and will be decided on a need basis by the Executive at Club's Committee Meeting.
- 4.6 The General Committee shall be responsible for organizing regular activities for the club and work in coordination with Executive.
- 4.7 The General Committee members are at all times bound by the decisions of the club's Executive.
- 4.8 Any member of the General Committee shall have their position declared vacant if they:
- 4.8.1** Die;
  - 4.8.2** Cease to be a member of the club;
  - 4.8.3** Cease to be a UNSW Canberra student;
  - 4.8.4** Have their position declared vacant at an Extraordinary General Meeting or Committee Meeting.
- 4.9 Any member of the General Committee shall have their position declared vacant if they:
- 4.9.1** Meet the criteria outlined in section 4.8; or
  - 4.9.2** Are removed from their role by majority vote of the Executive.
- 4.10 Any vacancy on the club's General Committee may be filled at a Committee Meeting on recommendation of the club's Executives, if needed.
- 4.11 Duties of the following General committee positions shall include but not be limited to:
- 4.11.1 Web and Technology Support Coordinator**
    - a) To manage the website of the club and update it when any changes are made;
    - b) To assist the Public Relations and Communication Officer in the publicity and promotion of club events, activities and orientation week through club Website;
    - c) To work in coordination with the Executive and general committee members and remain informed about the publicity requirements on Website, and
    - d) To assist the Executive regarding any technology support related to club website, whenever required.

### **4.11.2 Public Relations and Communication Officer**

- a) To coordinate the publicity and promotion of club events and activities through relevant written, electronic, and oral form;
- b) To ensure the publicity and awareness of the club during orientation week;
- c) To work in coordination with all the Executive and general committee members and remain informed about the publicity requirements, and
- d) To assist the Executive in club publicity and promotional activities as directed.

#### **4.11.3 Social Coordinator**

- a) To assist the Vice President in planning and making arrangements for the activities;
- b) To conduct social activities for the enjoyment of the UNSW Canberra students and staff;
- c) To always be present in club activities, and let the Vice President know when they are absent;
- d) To build a sense of community in the university;
- e) To represent club well during the activities and act with leadership, integrity and pride;
- f) To be responsible for receiving and replying to all correspondence related to the activities on behalf of club;
- g) To provide support to Public Relations and Communication Officer in handling event advertisement and publicity, and
- h) To keep relevant participation details in order.

#### **4.11.4 Undergraduate Coordinators**

- a) To assist the Vice President and social coordinator in coordinating the activities;
- b) To develop friendly engagement with undergraduate students of the respective year group;
- c) To always be aware of club matters by working with Vice President, and let the Vice President know when they are absent, and
- d) To foster a team spirit, conviviality and an environment of friendly cooperation.

#### **4.11.5 Sports Coordinators**

- a) To conduct regular sports activities in coordination with all the other sports coordinators;
- b) To raise awareness of sports events at UNSW Canberra;
- c) To coordinate the respective sport activity and build a sense of sport community in UNSW Canberra, and
- d) To make sure to keep up to date with all the sport related requirements and convey them in a documented manner to the Executive during the club's committee meetings.

## **5 Meetings**

### **Annual General Meetings**

- 5.1 There shall be one Annual General meeting every calendar year.
- 5.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than fifteen (15) days, and is to be:
  - 5.2.1** Given in writing to Arc;
  - 5.2.2** Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.
- 5.3 Quorum for the Annual General Meeting shall be fifteen (15) members or one half of the club membership, whichever is the lesser. This is based on the membership list at the time that notice of the meeting is given.
- 5.4 At an Annual General Meeting:
  - 5.4.1** Reports shall be presented by at least the President and the Treasurer;



- 5.4.2 Full financial reports shall be presented and adopted;
  - 5.4.3 Elections for new Executive may be conducted, or the Executive for the following year may be confirmed, as applicable, and
  - 5.4.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 5.5 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

## **Extraordinary General Meetings**

- 5.6 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 5.8.
- 5.7 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.
- 5.8 To petition for an Extraordinary General Meeting, fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.
- 5.9 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.

## **Committee Meetings**

- 5.10 Committee meetings may be called depending upon club's requirements as the Executive sees fit.
- 5.11 The Vice President shall be responsible for providing at least seven (7) academic days' notice in writing to the club Executive and General committee members.
- 5.12 Notice of the meeting should specify date, time, and agenda for the meeting.
- 5.13 The Executive can make decisions regarding the appointment of General Committee members in a Committee Meeting.
- 5.14 The Executive Election will not be held in a Committee Meeting.
- 5.15 Constitutional Changes shall not be passed at a Committee Meeting.
- 5.16 Quorum for the Committee Meeting shall be three-quarters of the committee members. This is based on the committee list at the time that notice of the meeting is given.

## **General Requirements - Meetings**

- 5.17 General requirements for all meetings are as follows:
  - 5.17.1 All voting at meetings shall be with a simple majority required for a resolution to be passed.
  - 5.17.2 Each member is entitled to one vote.
  - 5.17.3 Authorized proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc.
  - 5.17.4 In the case of equality of voting, the President shall have a casting vote.
  - 5.17.5 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting.
  - 5.17.6 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

## **6 Executive Election**

- 6.1 The Executive (except the Student Administrative Services Manager) shall be elected at Annual or Extraordinary General Meeting or through online process that satisfies the election requirement set out in this constitution.
  - 6.1.1 In case of online election, the club shall hold an Annual General Meeting or Extraordinary General Meeting on the next academic day after the conclusion of voting to announce the results of election.
- 6.2 Elections for Executive shall use the "first past the post" system.

- 6.3 Full members who had joined the club at the time that notice of election was given may vote in the election.
- 6.4 Election process must adhere to the voting requirements as stated in clause 5.17.
- 6.5 All elections shall be conducted by secret ballot, using an optional preferential system.
- 6.6 Polling may take place in the form of physical ballot or online ballot at the discretion of returning officers.
- 6.7 In case of online polling, voting must be open for a minimum of twenty-four (24) hours, and the link for voting must be sent to all eligible members via email and a copy should be forwarded to Arc.

## **Returning Officers**

- 6.8 The Executive shall appoint two returning officers no later than thirty days before the scheduled date for the Executive election.
- 6.9 In the absence of appointments, the outgoing President and Student Administrative Services Manager shall be the Returning officers subject to them not being candidates themselves.
- 6.10 The returning officers shall be independent and impartial and must not participate as a nominee in the election.
  - 6.10.1 Returning officers are allowed to vote in the election provided that they satisfy the criteria as stated in clause 6.3.
  - 6.10.2 Student Administrative Services Manager as a returning officer cannot vote in the Executive election.
- 6.11 The returning officers shall be responsible for the entire election including the election format subject to this constitution.
- 6.12 Where one person is nominated, with no other individuals nominated, the election is deemed uncontested, and the Returning officers shall be given the option to remove the requirement of Polling.

## **Nominations**

- 6.13 Nominations for the election to the positions of the Executive shall be accepted by the Returning officers and any full member of the club may be nominated in the Executive election.
- 6.14 The returning officers must call for nominations at least ten (10) academic days before the commencement of polling and nominations must remain open for minimum of seven (7) academic days.
- 6.15 A nominee can withdraw their nomination at any time.

## **Campaigning**

- 6.16 Campaign material includes banners, posters, sheets, symbols or any representation upon any material formatted in a manner prescribed by the Returning Officers.
- 6.17 Candidates may only affix campaign materials on designated notice boards of the club or on club website.
- 6.18 Candidates are not to cover more than a reasonable and practicable proportion of the notice board. What is reasonable and practicable is to be assessed by Returning officers taking into account the use of the noticeboards by the club.
- 6.19 The resources of the club on notice boards must not benefit any individual.
- 6.20 Any campaigning that is contrary to the spirit, aims or substantive provisions of the constitution will constitute a breach of the constitution by the individual nominee.
- 6.21 Any member of the club may report any breach of any provision of the Constitution to the Returning officers. Upon receipt of such report, the Returning Officers will investigate the report before making a determination.
- 6.22 In the event of breach, the Returning Officers may issue a written warning to the nominee. Any further breach of the Constitution or a failure to comply with Returning Officer's decision may result in the Returning Officers immediately disqualifying any individual nominee.
- 6.23 The disqualification will last for the election year, during which the person disqualified will not be entitled to be nominated for a position.

## **7 Finance**

- 7.1 The club shall hold an account with a financial institution approved by Arc.
- 7.2 The President and Treasurer must approve all financial transactions.
- 7.3 The club shall nominate three members of the Executive as possible signatories for the account, two of which must be the club Treasurer and the President.
- 7.4 The financial records of the club shall be open for inspection by Arc at all times.

## **8 Dissolution**

- 8.1 Dissolution of the club will occur after the following conditions have been met:
  - 8.1.1** An Extraordinary General Meeting is petitioned in writing as set out in 5.8;
  - 8.1.2** Procedures for notification as set out in 5.2 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
  - 8.1.3** Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
  - 8.1.4** No other business may be conducted at the meeting to dissolve the club;
  - 8.1.5** After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
  - 8.1.6** A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
  - 8.1.7** If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 8.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
- 8.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed in agreed pro rata between Arc and UNSW Canberra.

## **9 Amending this Constitution**

- 9.1 This Constitution may only be amended by way of special resolution.
- 9.2 Notice of a special resolution must be given no less than twenty-one (21) days before the meeting at which the resolution is to be discussed.
- 9.3 A special resolution can only be carried by a three-quarters majority.