# UOW Pulse Clubs and Societies Constitution

# - Term of Reference

### Definitions

##### UOW – University of Wollongong

##### AGM – Annual General Meeting

##### EGM – Extraordinary General Meeting

##### Office Bearers – President, Vice-President, Secretary and Treasurer

##### Executive Committee – President, Vice-President, Secretary, Treasurer, Wellness Representative and additional roles

# - Preliminary

### Name

##### The Name of the Club shall be [insert full club name].

### Aims and Objectives

##### The aim of our club is to [insert aims].

##### As well as [insert aims].

##### Our Clubs objectives are to [insert objectives].

##### To encourage, foster, promote, develop and extend an interest in [insert concept of the club] within the University of Wollongong.

### Interpretation

##### Members of any club affiliated with UniClubs agree to submit themselves to comply with, and be bound by, this constitution in its entirety.

##### All Executives of the Club are expected to read and agree to act in accordance with the UniClubs Code of Conduct. All members are expected to act within the UniClubs and UOW Codes of Conduct

### Powers of the Club

##### The Club may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### Not for profit status

##### The Club must not distribute any surplus, income or assets directly or indirectly to its members.

##### Sub rule (1) does not prevent the Club from paying a member—

###### Reimbursement for expenses properly incurred by the member; or

###### For goods or services provided by the member—

If this is done in good faith on terms no more favourable than if the member was not a member.

# — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

### Minimum number of members

The Club must have at least 10 members at any one time, of which can be included Executive members

### Who is eligible to be a member

##### Any person who supports the purposes of the Club is eligible for membership.

##### Associate members shall be bound by the by-laws of the Clubs/Societies, UniClubs, UOW Pulse and the University of Wollongong

### Membership Fee

##### At the Annual General Meeting or Extraordinary General meeting, the Club must determine—

###### The amount of the annual membership fee (if any)

### Ordinary Membership

##### Ordinary membership of the Club shall be open to current students who subscribe to the purposes of the Club.

##### An ordinary member is entitled to vote if—

###### They are a member of at least fourteen (14) days standing; and

###### The member’s membership rights are not suspended for any reason.

### General rights of members

##### An ordinary member of the Club who is entitled to vote has the right—

###### To receive notice of general meetings and of proposed changes to this constitution and other matters in the manner and time prescribed by this constitution; and

###### To submit items of business for consideration at a general meeting; and

###### To attend and be heard at general meetings; and

###### To stand for election to the Executive Committee and be an Executive committee member; and

###### To have access to the minutes of general meetings, Executive committee meetings and other documents of the Club as provided.

### Associate membership

##### Associate membership of the Club shall be open to all persons who are ineligible for ordinary membership, and who subscribe to the purposes of the Club.

##### An associate member is entitled to vote if—

###### They are a member of at least fourteen (14) days standing; and

###### The member’s membership rights are not suspended for any reason.

##### An associate member of the Club who is entitled to vote has the right—

###### To receive notice of general meetings and of proposed changes to this constitution and other matters in the manner and time prescribed by this constitution; and

###### To submit items of business for consideration at a general meeting; and

###### To attend and be heard at general meetings; and

###### To have access to the minutes of general meetings, Executive committee meetings and other documents of the Club as provided.

###### To stand for election to the Executive Committee and be an Executive committee member only if it is a sports club in question

### Ceasing membership

##### The membership of a person ceases on resignation, expulsion or death.

##### If a person resigns as a member of the Club, the Secretary must, as soon as practicable, update membership list.

### Resigning as a member

##### An Executive member may resign by notice in writing given to the Club as well as UniClubs.

##### A member is taken to have resigned if—

###### The member’s membership fee is not paid by the re-affiliating date.

### Register of members

##### The Secretary must keep and maintain an annual register of members that includes for each current member—

###### The member’s full name;

###### The member’s UOW student ID number (if applicable);

###### The member’s UOW email address;

(d) a home address if the member is not a student of UOW

###### (e) The date of becoming a member;

###### (f) If the member is an ordinary, associate or honorary life member; and

###### (g) Any other information determined by the UniClubs.

##### The Secretary shall ensure that the Executive Committee and UniClubs has an up-to-date copy of all Club membership records at all times.

##### The Secretary shall ensure that all membership records are kept strictly confidential.

# — MEETINGS OF THE CLUB

### Annual general meetings (AGM)

##### The Executive Committee must convene an annual general meeting of the Club prior to the affiliation date of each year, unless otherwise approved by UniClubs.

##### The ordinary business of the annual general meeting is as follows—

###### To confirm the minutes of the previous annual general meeting and of any general meetings held since then;

###### To receive and consider annual reports; and

###### To elect the members of the Executive Committee.

##### The Secretary shall give at least fourteen (14) days’ notice of the date of the AGM to its members.

##### The quorum at the AGM shall be a minimum of ten (10) members present at the AGM.

###### If, at the end of thirty (30) minutes after the time appointed in the notice for the opening of the meeting, there be no quorum the meeting shall stand adjourn for one week.

###### If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

### Executive Meetings

##### Executive Meetings shall require attendance of only those members of the Club appointed to the Executive Committee.

##### The Executive meeting shall be held at a time and place determined by the Executive.

### Extraordinary General Meetings

##### Any General Meeting of the Club, other than an Annual General Meeting or ordinary General Meeting is an Extraordinary General Meeting.

##### No business other than that set out in the notice may be conducted at the meeting.

##### An EGM can be called by;

###### An Executive Committee member with approval/supported by at least fifty (50%) of the Exec Committee or,

###### Written request signed by at least twenty-five (25) percent of the Club or;

###### UniClubs or UniActive if required

### Ordinary General Meeting

##### At least one general meeting needs to be held per session.

### Notice of meetings

##### The Secretary must give each member of the Club at least fourteen (14) days’ notice of a meeting.

##### The notice must—

###### Specify the date and time of the meeting; and

###### Indicate the general nature of each item of business to be considered at the meeting; and

###### Include any other information as required by this constitution;

##### A member may appoint another member as their proxy to vote and speak on their behalf at a general meeting.

##### The appointment of a proxy may be—

###### In writing and signed by the member; or

###### Made by giving notice from the member’s registered student email account.

##### Notice of a general meeting given to a member must—

###### A person can act as a proxy for no more than 2 ordinary members.

###### A proxy vote does not consist in the make-up of quorum but will be included as votes if eligible.

### Voting at meetings

##### On any question arising at a general meeting—

###### Each member who is entitled to vote, excluding than the Chairperson, has one vote; and

###### Members may vote personally or by proxy; and

###### Determination of voting shall be according to a single majority.

##### If votes are divided equally on a question, the President has a casting vote.

##### If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

### Minutes of any Meetings

##### The Executive Committee must ensure that minutes are taken and kept of each meeting.

##### The minutes of a general meeting must include—

###### The names of the members attending the meeting; and

###### Proxy list given to the Secretary of the meeting; and

###### The business considered at the meeting; and

###### Any resolution on which a vote is taken and the result of the vote.

# — Executive COMMITTEE

### Composition of the Executive Committee

##### Only ordinary members are eligible to become Office Bearers in any Club or society unless its classified as a Sports Club,

###### Sub rule (1) Sporting Clubs must have a minimum of two (2) students elected on the committee.

##### The Executive Committee shall consist of four (4) core members.

###### Sub-rule to (2) Sporting Clubs may have a representative from each division included on the Executive Committee.

##### The members of the Executive are—

###### a President; and

###### a Vice President; and

###### a Treasurer; and

###### a Secretary; and

##### The Wellness Representative role is a compulsory role that can be held concurrently by any Office Bearer or by any other member of the club voted into the role.

##### No member shall hold more than one position on the Executive Committee at any one time, the only exception being the Wellness Representative role (see rule 4).

### General Duties

##### At least two (2) Executive members must attend the Annual UniClubs Training Day. If they are not able to attend they must notify UniClubs in writing at minimum twenty-four (24) hours prior to its commencement.

### Term of office

##### No position of office shall be held for more than two consecutive terms unless agreed upon by UniClubs or UniActive

##### Office Bearers shall hold their position from the conclusion of the AGM until the position is declared vacant at the following AGM, or they resign; or

###### Unless stated otherwise and approved by UniClubs

##### A term runs from December 1 to November 30

##### People who are elected in at the AGM (held no later than 2 weeks prior to AGM due date), they form a subcommittee to learn the roles and to understand the society, until their roles starts on December 1.

### Vacation of office

##### A committee member may resign from the Executive Committee by written notice, specifying the date of cessation, addressed to the Committee.

##### In the event that the office of the President, Vice President, Treasurer and/or Secretary is vacated prior to the conclusion of an ordinary term or is vacant after an election, an EGM shall be called and held no more than fourteen (14) days after vacation to enable a by-election for the vacant position(s).

##### The Executive Committee may continue to act despite any vacancy in its membership for four (4) weeks, in which an EGM must be held.

### Leave of absence

##### The Executive Committee may grant a committee member leave of absence from meetings for a period not exceeding 2 months.

##### The Executive Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

# — FINANCIAL MATTERS

### Source of funds

The funds of the Club may be derived from membership fees, donations, fund-raising activities, grants, interest, ticket sales and any other sources approved by UniClubs.

### Management of funds

##### All funds of [insert club name] shall be deposited into the Club’s bank account at IMB, UOW Campus Branch; unless

###### The Club is located on a different campus to Wollongong; or

###### Has been previously approved by UniClubs.

##### A minimum of two (2) Office Bearers may be signatories to any bank accounts held in the Club’s name.

##### All payments from the Club account must be paid by card after being passed by the executive.

##### All funds of the Club must be deposited into the financial account of the Club no later than 2 working days after receipt.

##### The Executive Committee will decide on one card holder who will have sole access to the account.

##### No club shall have more than one hundred (100) dollars of petty cash at any one time. All petty cash must be recorded.

##### UOW Pulse must also have observatory access to the Clubs bank account upon request.

##### UOW Pulse must have 2 of its representatives listed as signatories on each account.

### Financial records

##### The Club must keep financial records that are true and accurate.

##### The Treasurer must keep in his or her custody, or under their control—

###### The financial records for the current audit period; and

###### Any other financial records as authorised by the Executive Committee.

### Financial statements

##### The financial year of [insert club name] shall commence from the AGM to the following year AGM, unless previously approved by UniClubs.

###### All financial records shall be available for audit at the end of every financial year.

##### UniClubs has the right to audit any Club when alerted about any issues or complaints

# — GENERAL MATTERS

### Inspection of books and records

##### Every member of the club shall be entitled to pursue a copy of the Constitution and all the rules promulgated thereunder for the time being in force, copies of which shall be available at all times from the secretary.

### Affiliation

##### [insert club name] will remain affiliated with UOW Pulse.

##### The faculty which the [insert club name] is affiliating with (if applicable)

##### [insert club name] will be abiding by all the By-Laws, Codes of Conduct, policies and regulations set out by UniClubs, UOW Pulse and The University of Wollongong.

##### No sections of the [insert club name] constitution shall in any way place limitations on the equal rights of any UOW Pulse members to become a member of a Club or Society, unless specifically recommended by UniClubs.

### Amendment of Constitution

##### No alteration, repeal or addition shall be made to the constitution except;

###### At the Annual General Meeting, an Extraordinary General Meeting; or

###### A General meeting is called for that purpose.

##### Notice of all motions to alter, repeal or additions to the constitution need to be approved by UniClubs prior to notice of meeting given to Club members.

##### Notice to amend the constitution of approved changes shall be given to members fourteen (14) days prior to the AGM or EGM, or seven (7) days prior to a General Meeting called for such purpose.

##### Such motions, or any part thereof, shall be of no effect unless passed by seventy-five (75) percent majority of those present and entitled to a vote at the AGM, EGM or General Meeting.

### Dissolution of a Club or Society

##### Upon dissolution - any funds, in cash or in the club’s bank account, will be transferred to UOW Pulse for redistribution to currently active Clubs & Societies to enhance the UOW student experience.

##### Physical and monetary assets of [insert club name] will be distributed to the UOW Pulse UniClubs program after;

###### All debits and liabilities are paid; and

###### The costs, charges and expense of dissolving the Club are covered; and

###### All Club assets funded by UniClubs or SSAF remain the property of the UniClubs and UniActive program; and

###### Once dissolved, Sporting Clubs forfeit the University name, colours or traditions associated with the University of Wollongong; or

###### UniClubs have agreed otherwise.

# – Role Description

##### One member of the Executive must be a designated Pulse Liaison Officer, who will be the main point of contact between UniClubs, UniActive and the Club/Society.

###### This can be decided between the executive themselves.

### President

##### Key responsibilities:

###### To chair all meetings of the Club and to be conversant with the business of the Club.

###### To be responsible for the effective management, decisions and conduct of the Club.

###### To be the official spokesperson (or delegate another representative) of the Club before other forums (as applicable).

###### To perform such other duties as are delegated to him/her by the Club from time to time.

###### Particular emphasis needs to focus on the development of the Club and should include:

To encourage and assist the committee in the development and implementation of both short-term and long-long term strategic aims and objectives.

To encourage and assist the Club in development and implementation of its policies, and other policies handed down to the Club.

To advise the Committee on matters affecting the Club.

To encourage the Club to promote self-development and growth within the UOW Community and Club itself.

##### To Abide by the Australian Law.

##### Key relationships:

Critical to the success of this role is the development of productive and proactive relationships. For a period of 12 months the President is ultimately accountable for the communication and collaboration between the Club and UniClubs. For this to be undertaken you will have to develop working relationships with the following people:

###### All Club Office Bearers

###### All Club Members

###### UOW Pulse

###### UniClubs Team

##### Essential Requirements:

###### Be an active member within the Club.

###### Ability to communicate with a wide range of stakeholders

###### Extensive knowledge of the Club’s constitution and meetings procedures

**I accept this Role Description and will strive to execute the responsibilities of the Club President to the best of my abilities.**

Handwritten or digital signatures ONLY. Typed names not accepted.

Incumbent President Date: / /

### Vice-President

##### Key responsibilities:

###### To assume the duties of the Club President in their absence.

###### To liaise with Committees (as applicable).

###### To ensure club members are actively participating in Club events

###### To be a member of the Club.

##### To abide by the Australian Law

##### Key relationships:

The Vice-President’s main responsibilities centre on the development of participation in the Club. For this reason a strategic focus on the future success of the Club is essential; for this role, with an equal emphasis on the maintenance of the Clubs relationships.

##### Essential requirements:

###### Be an active member of the Club

###### Ability to communicate with multiple stakeholders

###### Extensive knowledge of the clubs constitution and meetings procedures

**I accept this Role Description and will strive to execute the responsibilities of the Vice- President to the best of my abilities.**

Handwritten or digital signatures ONLY. Typed names not accepted.

Incumbent Vice-President Date: / /

### Secretary

##### Key responsibilities:

###### To maintain close liaison with the Club, Officer Bearers and UniClubs

###### To keep a current register of all members and their details, their constitution, and any Resolutions of the Council relating to them.

###### To control all clerical work of the club and to carry out such other duties as are assigned to them by the Club

###### To prepare and distribute Agenda of Minutes.

###### To prepare and distribute Minutes of Meetings and to maintain and safeguard a Minutes Book. This may also include electronic records.

###### To keep a copy of the reports of all Committees.

###### To keep and maintain the Minutes of the Clubs Executive Meetings.

###### Submit the minutes of all meetings including the Club annual general meeting (AGM) to UniClubs.

###### Prepare in coordination with the Club President the Club Annual report and submit this to UniClubs.

##### To Abide by the Australian Law

##### Key Relationships:

###### The secretary’s main responsibilities centre on the maintenance of records, and therefore strong rapport with the Executive Members of the Club are crucial. Key relationships include:

UniClubs (UOW Pulse)

Club members

Club executive committee

Third party correspondents (as applicable)

##### Essential requirements:

###### Be an active member of the Club

###### Highly organised

###### Have good written skills

**I accept this Role Description and will strive to execute the responsibilities of the Club Secretary to the best of my abilities.**

Handwritten or digital signatures ONLY. Typed names not accepted.

Incumbent Secretary Date: / /

### Treasurer

##### Key Responsibilities:

###### To keep true records of the Club’s finances and to submit a statement of the financial position of the Club at each general meeting.

###### To pay all accounts authorised by the Club.

###### To ensure the Club’s accounts can are audited annually.

###### To authorise all petty cash transactions and be accountable for such cash.

###### To prepare a Club budget for the forthcoming year describing all sources of projected income and expenditure.

###### To manage club investment programs

###### To be a signatory on club cheques with at least one other person.

##### To abide by the Australian Law.

##### Key relationships:

###### The Treasurer holds a critical position in any governing body and a University Club or Society is no exception. Having access to accurate and timely financial information is critical to the function of the Club.

###### This involves being financially accountable both to the club members, committee and to UniClubs. For that reason, the few key relationships defined below are of critical importance for the role:

Club Executive Members

Club committee Members

UniClubs (UOW Pulse)

Accounts Auditor

##### Essential Requirements:

###### Be an active member within the Club

###### Basic accounting knowledge/experience

**I accept this Role Description and will strive to execute the responsibilities of the Club Treasurer to the best of my abilities.**

Handwritten or digital signatures ONLY. Typed names not accepted.

Incumbent Treasurer Date: / /

### Wellness Representative

##### Key Responsibilities:

###### To help create a club where behaviour expectations of members is clear

###### Understand how to have difficult conversations and call out inappropriate behaviour before it escalates

###### Understand how to be an Upstander/Active Bystander

###### Create an inclusive and welcoming club

###### Understand how to recognise when a member may be struggling and know how and where to refer them

###### Know who to escalate to when incident occur and how to report

##### To abide by the Australian Law.

##### Key relationships:

###### This role is to serve as a point of contact for wellbeing-related concerns and promote a culture of care and support among executives and members.

###### The person in this role is responsible for reporting incidents and grievances to UniClubs and will seek support through UOW Support and Wellbeing services. For that reason, the few key relationships defined below are of critical importance for the role:

Club Executive Members

Club committee Members

UniClubs (UOW Pulse)

UOW Support and Wellbeing

##### Essential Requirements:

###### Complete the UniClubs Wellness Representative Training

###### Have (or be willing to get) a Working with Children’s Check

###### Be an active member within the Club

**I accept this Role Description and will strive to execute the responsibilities of the Club Treasurer to the best of my abilities.**

Handwritten or digital signatures ONLY. Typed names not accepted.

Incumbent Wellbeing Representative Date: / /