



To become an affiliated CQUniversity Club or Society, the members of the club must resolve, at the club's first Annual General Meeting, to adopt this Constitution.



## 1. Definitions

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| Annual General Meeting         | A yearly meeting of the members of a club or society whereby constitutions may be developed or adopted, elections held, and reports on yearly events and activities.  |
| Associate Member               | Any member of the club or society who isn't either a: student; staff member; alumnus.   |
| Club or Society                | The club or society's official name.  |
| Club or Society Contact        | A person who agrees to be, and who is determined at a properly constituted General Meeting of the Club to be, the primary contact for CQUniversity, Members and the general public in relation to matters regarding the club or society.  |
| Equipment                      | Any equipment purchased by the club or society.   |
| General Meeting                | Any official (informal or informal) meeting of the club or society.   |
| Member                         | An Associate member, Student member or Staff member.  |
| Policies                       | All current policies published by CQUniversity on its website, including without limitation the Student Misconduct Policy, together with any written directions issued by the Student Representative Council or other authorize CQUniversity department in relation to the Club, or Clubs and Societies in general. |
| Student member                 | Any member of the Club or Society who is a currently-enrolled student (whether full-time or part-time) of CQUniversity.   |
| Student member                 | Any member of the Club who is a current staff member of CQUniversity.   |
| Alumni member                  | Any member who has graduate from CQUniversity.  |
| Student Representative Council | The CQUniversity department assigned responsibility by CQUniversity for the affiliation and management of CQUniversity Clubs and Societies.   |



## **2. Name**

2.1 The name of the club or society shall be the:

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## **3. Aims and objectives**

3.1 The aims and objectives of the club or society shall be the:

## **4. Non-profit Clause**

4.1 The assets and income of the Club/Society shall be applied solely in furtherance of its abovementioned aims and objectives and no portion shall be distributed directly or indirectly to the members of the Club/Society except as bona fide compensation for services rendered or expenses incurred on behalf of the Club/Society.

## **5. Membership**

5.1 The Club/Society membership fees shall be determined at the Annual General Meeting.

5.2 Membership must be non-discriminating and open to all CQUniversity students.

5.3 Each member admitted to membership shall be bound by the constitution of the Club/Society.

## **6. Termination of Membership**

6.1 A person will cease to be a member if:

- a) They make false or inaccurate statements in their membership application;
- b) They are a Student member or Staff member and CQUniversity determines they have acted in contravention of one or more of a University policy;
- c) They are an Associate member and the Club Contacts determine that they have acted in a manner that would contravene one or more of the Policies were the Associate member a student member.
- d) They fail to pay their appropriate membership fee within the time specified for payment, or
- e) They resign from the Club/Society by written notice to the Club Contacts.

6.2 Before termination of membership, the member must be given a reasonable opportunity to show why the membership should not be terminated.

## **7. Meetings**

7.1 The Club/Society must hold an Annual General Meeting (or Special General Meeting) each year for the purpose of appointing the Club Contacts and such other



office holders (such as Chair or Secretary) as the Members see fit. The Club Contacts and any other office bearers appointed at that meeting will hold office until the following Annual General Meeting, unless they resign or are removed from office.

7.2 A Club Contact may call a General Meeting at any time. A Club Contact must call a General Meeting if so requested by at least 50% of the Members.

7.3 At least 7 clear days' notice of General Meetings must be given to all members.

7.4 Members have the right to attend General Meetings, move motions and vote on resolutions.

7.5 Quorum is 30% of Members.

7.6 A resolution will be passed if it is approved by more than 50% of the members present at a General Meeting at which a quorum is present.

7.7 The Club Contacts must ensure that a written record is kept of all resolutions of Members in a General Meeting, and must provide such records to SRC if requested.

## **8. Elections**

8.1 Nominations for Club Contacts (and any other office bearers) will be proposed and seconded by Members at the Annual General Meeting.

8.2 Only members are eligible to stand for office.

8.3 Elections will be conducted by ballot of members present at the Annual General Meeting.

8.4 A Club Contact may resign at any time by written notice to any remaining Club Contact, and any other office bearer may resign at any time by written notice to the Club Contacts.

8.5 A Club Contact (or other office bearer) will be removed from office if:

- a) He or she ceases to be a member; or
- b) At least 75% of Members present at a General Meeting resolve to remove him or her from office, provided that the notice of General Meeting outlined the intent to put this resolution to Members at that General Meeting.

## **9. Administration**

9.1 The Club Contacts are responsible for the management of the Club/Society, although they may delegate to other Members such specific tasks as the Club Contacts may deem appropriate. In managing the Club, the Club Contacts must act in accordance with any resolution passed by the Members in a General Meeting.

9.2 The Club Contacts must ensure that all Club events and activities are conducted in accordance with the Policies and that Members (and other persons) who fail to comply with the Policies are excluded from the relevant event or activity. For the purposes of this Clause, where an event or activity occurs off-site from CQUniversity premises and a Policy only relates to conduct on CQUniversity premises, the event or activity must be conducted in a manner that would accord with the relevant Policy were the event or activity being taking place on CQUniversity premises.



9.3 Where appropriate, CQUniversity will provide advice and guidance to assist the Club and Club Contacts. Club Contacts will need to provide their own administration services to support the management of the Club.

## **10. Equipment**

10.1 Equipment purchased entirely with funds granted by CQUniversity or SRC is the property of CQUniversity.

10.2 Equipment purchased with funds granted by CQUniversity or SRC may not be sold or disposed of without SRC prior written permission.

## **11. Grants**

11.1 The Club/Society may apply to SRC for grants in accordance with the Clubs and Society Funding Category Guidelines or Policies.

11.2 The SRC may at any time request a copy of the Club's financial accounts, and any other information that SRC reasonably requires to confirm how grant funds have been applied. If SRC determines that all or a portion of funds granted to the Club for specific purpose or event have not been used for that purpose or event, the Club must repay such amount to CQUniversity within one calendar month of a request from SRC.

11.3 If a Club does not re-affiliate in any calendar year, then on 1 May in that year, ownership of any unused funds granted by SRC will revert to CQUniversity.

## **12. Finance**

12.1 All Club expenditure must be approved by a resolution of the Members in a General Meeting at which quorum is present.

12.2 Clubs may open and operate bank accounts with Australian institutions provided that:

- a) All Club accounts must be dual signatory accounts, with the signatories including the Club Contacts, and the signature of at least one Club Contact required for any cheque or other financial transactions; and
- b) The Club Contacts must provide SRC with such information about the Clubs bank account(s) (including without limitation a list of signatories, account details and account statements) as SRC may reasonably require from time to time.

12.3 The Club Contacts must ensure that proper accounts are maintained recording all Club income and expenditure, including the application of any grant funds received from SRC.

12.4 No equipment or funds of the Club may be distributed to any of the Members other than on account or reimbursement for authorised expenses incurred on the Clubs behalf.

12.5 The Club Contacts shall ensure that, by the end of October, the financial records of the club, including the Statement of Income and Expenditure, shall be available to be presented to SRC on request.



### **13. Disaffiliation and Dissolution**

13.1 The Club will cease to be affiliated with CQUniversity if it does not, by 30 April in any year, provide SRC with:

- a) A current membership list (which must include at least 6 members with 50% of these being current Students, Alumni or Staff); and
- b) A copy of the minutes of the Clubs Annual General Meeting confirming appointment of the Club Contacts (and any other office bearers) for that year; and
- c) Current contact details for the Club Contacts; and
- d) Such other documents at CQUniversity or SRC prescribed or have requested from time to time.

13.2 If the Club has not been affiliated for two consecutive calendar years, then at the end of the second year, ownership of all funds in all of its bank accounts that were paid by CQUniversity or SRC to the Club will revert to CQUniversity. CQUniversity will also take custody of any equipment purchased entirely with CQUniversity funds pending any reconstitution of the Club, and any decision to release custody will be at the sole discretion of CQUniversity.

13.3 A Club may be dissolved by resolution of at least 75% of Members in a General Meeting at which a quorum is present, provided that the notice of General Meeting outlined the intent to put the resolution to Members at the General Meeting and provided that the Club Contacts notify SRC of the dissolution within two weeks of the resolution. Upon dissolution of the Club, ownership of all the Club's equipment and all funds in all of its bank accounts will revert to CQUniversity.

### **14. Changes to the Constitution**

14.1 This Constitution cannot be changed without:

- a) The written approval of SRC; and
- b) A resolution in favour of such change passed by at least 75% of Members in a General Meeting at which quorum is present.

14.2 If at any time SRC wishes to change this Constitution, it will notify the Club, and in order for the Club to remain affiliated to CQUniversity, the Members will need to resolve in a General Meeting at which quorum is present to adopt the Constitution.

### **15. Certification**

I certify that this is a true and correct copy of the Constitution of the

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(Club/Society name)

As adopted at the Annual / Special General Meeting of the club or society held on the

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(Date)

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(Club/Society Contact signature)

