**CONSTITUTION**

**of the**

**THE AUSTRALIAN NATIONAL UNIVERSITY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB**

1. **DEFINITIONS**
   1. Under this Constitution, unless the contrary intention appears:

**‘Club’** means [insert club club];

**'Constitution'** means the Constitution of the Club as amended from time to time;

**'Financial year'** means the year ending on [insert end of the Club's financial year]

**'Member'** means a Club member.

**'ANU Sport'** means the ANU Sport and Recreation ANU Sport Incorporated;

**'University'** means the Australian National University.

1. **NAME**
   * 1. The name of the Club shall be the ‘Australian National University \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club’ hereinafter referred to as the ‘Club’.
2. **OBJECTIVES**
   1. The objectives of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club are:
      1. to encourage, foster, develop, extend and control the sport of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the benefit of the University community;
      2. to participate in activities as are deemed to be in the interests of the Club;
      3. to co-operate with other persons or organisations of similar interest;
      4. to act as an Affiliated Club of the ANU Sport, in accordance with the Club Handbook, Constitution and by-laws of the ANU Sport.
3. **CONSTITUTION** 
   1. The Club will be conducted in accordance with this Constitution.
   2. Amendments to this Constitution require a 2/3rds majority of those present at a General Meeting
   3. Changes to this Constitution approved by a general meeting shall have no effect unless approved by ANU Sport.
4. **MEMBERSHIP** 
   1. A person is qualified to be a member if that person is an:
      1. ANU Student,
      2. Associate Member.
      3. ANU Sport Life Member
   2. An individual becomes a member upon paying the membership fee
5. **FEE** 
   1. Membership fees are determined by the Club Executive committee.
   2. Failure to pay the Club membership fee will result in the member being automatically suspended from participating in all activities under the control of the Club until the fee is paid.
6. **CESSATION OF MEMBERSHIP**
   1. A person ceases to be a member of the Club if the person:
      1. Dies;
      2. is expelled from the Club by the Executive Committee; or
      3. resigns from membership of the Club; or
      4. Where a person ceases to be a member, the Executive shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
7. **RESIGNATION OF MEMBERSHIP**
   1. A member who has paid all amounts payable to the Club may resign from membership of the Club by giving notice to the Executive Committee.
   2. If a person ceases to be a member of the Executive Committee, they must make an appropriate entry in the register of members, recording the date the member ceased to be a member.
8. **DISCIPLINING OF MEMBERS**
   1. The Executive Committee shall adjudicate upon any dispute between its members or between itself and a member or members and in relation to that adjudication, shall apply the rules of natural justice. The Executive Committee may determine procedures for such adjudications from time to time.
9. **POWERS OF THE EXECUTIVE COMMITTEE**
   1. The Executive Committee will have the power, subject to any direction by a General Meeting of the Club, to:
10. generally, manage the affairs of the Club to carry out its objects;
11. arrange the Agenda for any General Meeting of the Club;
12. interpret any question arising out of the Constitution;
13. transact, or report on any business referred to it by any General Meeting of the Club;
14. make amend or repeal by-laws as they may deem necessary for the proper conduct of the Club during official Executive Committee Meetings.
    1. The Executive Committee must notify members with the making, amending or repeal of such by-laws through the same notification procedure which is used to advise members of a General Meeting
15. charge for the use of Club equipment, admission to any function, or for any Club activity;
16. Suspend from membership of the Club any member failing to comply with the Club's code of conduct
17. **EXECUTIVE COMMITTEE ELECTIONS**
    1. The Executive Committee shall appoint a Returning Officer who will conduct the election of the Executive Committee in its entirety.
    2. A Returning Officer may or may not be a member of the Club.
    3. A Returning Officer cannot be a candidate for any position being contested in the election
    4. Duties of the Returning Officer:
18. prepare the notice inviting nominations;
19. ensure the notice is published;
20. receive nominations;
21. accept of nominations and declaring formal acceptance when nominations close;
22. Organise the voting
23. Count votes; and
24. Provide the result to the Club.
    1. The members of the Executive Committee shall be elected at the Annual General Meeting of the Club and will hold the position until the next Annual General Meeting.
    2. Only financial Club members are eligible for election to the Executive unless approved by the Executive.
    3. All previous Executive Committee members will be eligible for re-election.
    4. No person shall hold more than one position on the Executive Committee at any one time.
    5. If insufficient nominations are received to fill the vacancies on the Executive Committee the candidates nominated are taken to be elected.
    6. If insufficient further nominations are received, any vacant positions are taken to be vacancies.
    7. If the number of nominations received to fill all vacancies is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
    8. If the number of nominations received exceeds the number of vacancies to be filled, a vote will be held.
25. **EXECUTIVE COMMITTEE**
    1. The Executive Committee shall consist of:
26. President
27. Vice President
28. Secretary
29. Treasurer
30. Student Engagement Officer.
31. **DUTIES OF THE PRESIDENT**
    1. preside over the Executive Committee and chair Committee meetings
    2. have a knowledge and understanding of meeting procedures
    3. oversee and coordinate the activities and administration of the Club
    4. Ensure elected Executive Committee Members to perform their duties as determined by the Club Constitution.
    5. to ensure all other tasks necessary for the running of Club activities are performed by doing it themselves or delegating to others
    6. to know the Club Constitution, ensuring its compliance and preparation for any necessary changes
    7. to plan and coordinate with the Club Committee a yearly program of activities for the Club
    8. acknowledge and reward efforts from other volunteer Club members and committee members
32. **DUTIES OF THE VICE PRESIDENT** 
    1. act as deputy chairperson at committee meetings
    2. ensure the Club’s activities are carried out in accordance with Club Constitution
    3. assist the President by fulfilling duties in his/her absence and fulfilling other duties requested by the membership
33. **DUTIES OF THE SECRETARY**
    1. Prepare agendas in consultation with the Executive Committee
    2. Book meeting rooms
    3. Keep a record of supporting papers required for meeting
    4. Take minutes including a list of attendances and apologies. Minutes include all motions, amendments, decisions and correspondence plus brief notes on discussions
    5. Type up and circulate minutes of each meeting to all Executive Committee members
    6. Issue notices of motions or lists of actions to members
    7. Clear Club mail weekly. Inform relevant Club Committee members of any correspondence needing urgent attention or action.
    8. Arrange to type and keep copies of all outgoing correspondence on behalf of Club
    9. Keep records of minutes, agendas and action tables
    10. Maintain Club membership records
    11. Keep the calendar of Club activities
34. **DUTIES OF THE TREASURER** 
    1. Report to the Club Committee on the up-to-date financial status of the Club.
    2. Prepare and submit all payment requisition forms with supporting documentation on behalf of the Club.
    3. Keep accurate and up-to-date internal financial records. Issue and collect receipts for Club income and expenditure.
    4. To prepare Club accounts to be submitted for audit as directed by ANU Sport.
    5. Duties of the Student Engagement Officer
    6. Develop, with Executive Club committee, activities and initiatives to attract new ANU students to the Club.
    7. Be responsive to queries and ideas from ANU students. A point of contact for all student members.
    8. Maintain contact with student members throughout the year.
    9. Report to Executive Club committee on any grievances and ideas from students in the Club.
35. **REMOVAL OF EXECUTIVE COMMITTEE MEMBERS**
    1. A member of the Executive Committee may lose his or her seat on the Executive Committee for either of the following;
       1. Absence from three or more meetings without leave of absence.
       2. Found not to be a financial member (i.e. cease to be a member of the Club);
       3. are absent without leave from any two consecutive Committee meetings;
       4. tender their resignation;
       5. If any position on the Executive Committee becomes vacant for any reason, the Executive Committee may elect any member of the Club to fill such vacancy.
36. **EXECUTIVE COMMITTEE MEETINGS AND QUORUMS**
    1. Any member of the Executive Committee may call meetings of the Executive Committee.
    2. Notice of a meeting of the Executive Committee must be given by the Secretary to each member of the Committee at least 48 hours before the holding of the meeting.
    3. Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no other than that business may be transacted at the meeting, except the business that the Executive members present at the meeting unanimously agree to treat as urgent business.
    4. The quorum of an Executive Committee Meeting shall be half of its Executive Committee plus one.
    5. The Executive Committee may transact no business unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
    6. If at the adjourned meeting a quorum is not present within a half an hour of the same day in the following week, the meeting is dissolved.
    7. Questions arising at a meeting of the Executive Committee Meeting are decided by a majority of the votes of members of the Committee present at the meeting.
    8. Each member present at a meeting of the Executive Committee is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
37. **GENERAL MEETINGS AND QUORUMS**
    1. The General Meetings of the Club include the Annual General Meeting (AGM), and Special General Meetings (SGM).
    2. The Club must hold an annual AGM.
    3. The Club is not required to hold an SGM.
    4. The General Meeting of the Club shall be the controlling body of the Club and its decisions may only be overturned at a subsequent General Meeting.
    5. General Meetings shall be convened at the direction Executive Committee members.
    6. The time and place of every General Meeting of the Club shall be given at least fourteen (14) days before the day appointed for the meeting.
    7. The Agenda for the meeting must be sent to the members at least four (4) days prior to the day appointed for the meeting.
    8. Notice of Motion for any General Meeting including any notice of Motion for the amendment of this Constitution shall be in writing and given to the Secretary at least eight (8) days before the day appointed for the meeting.
    9. All financial members may attend the General Meeting.
    10. A quorum at a General Meeting of the Club shall be 1/3 or 20 financial members.
    11. If within half (1/2) an hour after the appointed time for the commencement of the general meeting a quorum is not present, the meeting shall be dissolved.
    12. Each financial member present shall have one (1) vote on any question arising at a general meeting.
    13. All votes must be given personally, and proxies shall not be permitted.
    14. Voting at general meetings shall be by show of hands unless a secret ballot is demanded.
    15. All decisions at general meetings shall be made by a simple majority vote.
    16. The Chairperson shall not be able to move motions and shall have a casting vote only.
    17. If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.
38. **ANNUAL GENERAL MEETINGS**
    1. The Agenda for an Annual General Meeting must include the following agenda items:
39. Confirmation of Minutes of previous AGM
40. Presentation of Club Annual Report
41. Presentation of Financial Documents
42. Election of Club Executive Committee Members
43. Notice/s of Motion
44. **DISSOLUTION**
    1. The Club may be dissolved only by the resolution of a majority of at least two thirds (2/3) of the total membership of the Club.
    2. Notice of such meetings shall be distributed to all members at least two (2) weeks before the meeting and shall include Notice of Motion to dissolve the Club.
    3. All Club assets will be transferred to ANU Sports on dissolution.
45. **COPIES OF THE CONSTITUTION**
    1. Copies of this Constitution shall be available on demand from the Executive.