Model Constitution for

University of Southern Queensland Student Guild Clubs

# DEFINITIONS AND INTERPRETATIONS

In this constitution:

1. **Associate member** – means any member of a student club who is not a current UniSQ University student and has paid to the club all monies owed (if any) including membership fees required to be paid and is as such bound by the UniSQ Student Guild Code of Conduct, policies and processes through their membership of the student club.
2. **Club affiliation** – means the state for a student club of being affiliated with the UniSQ Student Guild following the processes outlined in the UniSQ Student Guild Clubs policy and UniSQ Student Guild Clubs Handbook.
3. **Club executive** – means student club members who are part of the executive committee responsible for the governance and general running of a club. Generally consisting of a President, Secretary and Treasurer.
4. **Conditional affiliation** – is provided to clubs that do not meet the conditions of full affiliation (such as minimum student numbers), but who demonstrate that they are working toward this. Conditional affiliation can also be applied to support clubs to redress problematic behaviour or cultures that do not provide a safe environment for students.
5. **Delegated officer** – means the position conferred with the relevant authorities by the UniSQ Student Guild to be responsible for oversight of Club affiliation and governance.
6. **Disaffiliation** – means the termination of an affiliation.
7. **Guild** – refers to the University of Southern Queensland Student Guild.
8. **Member** – means any student holding any category of membership of the student club who has paid to the club all monies owed (if any) including membership fees required to be paid.
9. **Misconduct** – as defined in the University’s [Student General Conduct Policy](https://policy.usq.edu.au/documents/142753PL) and in the UniSQ Student Guild Code of Conduct policy, this includes, but is not limited to, any hazing, bullying, harassment, initiation activities and rituals that can degrade, humiliate or erode personal boundaries or safety of any person.
10. **Student** – means any current University of Southern Queensland student with an active enrolment.
11. **Student club** – means an association of student members and associate members interested in a particular activity or course who are affiliated with the UniSQ Student Guild.
12. **University -** refers to the University of Southern Queensland.
13. A ‘**business day’** is a day between Monday and Friday, which is not a public holiday.
14. References to **meetings** include meetings held in person, by telephone and/or by video conference.
15. References to **written communications** include email.

# Club name

1.1 The official name of this student club is :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereby known as the **Club**).

1.2 The club can only change its name if this is ratified at a full special or annual meeting of all members.

# AIMS AND OBJECTIVES

2.1 The aims and objectives of the club are to:

1. <insert aim here>
2. <insert aim here>

(example) To bring together as many like-minded UniSQ students (& friends) for the purpose of improving their social and cultural experience through offering member events and activities (delete when writing constitution).

# Club Membership

3.1 Membership of the Club is open to:

1. current UniSQ Students (see definition j)
2. alumni of UniSQ;
3. staff of UniSQ; and/or
4. members of the general public.

Who:

1. support the purpose of the Club; and
2. pay the annual membership fee (subject to 3.6).

3.2 Only current UniSQ students can be full members of the club, all others are classified as associate members.

3.3 Membership of the club is annual, and terms and details of membership must meet the requirements of the Guild’s Club’s policy and Club’s handbook.

3.4 A current register of members will be kept containing member contact information and a record of fees paid.

3.5 Membership fees are to be determined by all members at the Annual General Meeting each calendar year or at the Inaugural General Meeting held at the formation of the club.

3.6 Membership fees must meet the minimum requirements as outlined in the Guild’s Club’s policy and Clubs Handbook.

3.7 Only financially paid-up members will have voting rights at any club meeting or AGM.

# EXECUTIVE COMMITTEE POSITIONS

4.1 The Executive Committee (hereby known as the Executive) of the Club will be elected annually at the AGM or at a special general meeting of the club.

4.2. Only current UniSQ students can hold executive positions. UniSQ alumni, staff members, or members of the general public may hold committee positions.

4.3 Executive members elected at the AGM, hold office from 1 November the year of election to 31 October the following year. Terms of office are therefore 1 year, with no maximum number of terms.

4.4 All executive positions will be declared vacant at the beginning of each AGM.

4.5 A ballot, secret or otherwise, is not necessary if the nomination for a position is uncontested.

4.6 The executive will consist of at least the following positions:

1. President;
2. Treasurer; and
3. Secretary.

4.7 Executive members may only hold one executive position at a time; however, a student may hold multiple Executive positions across multiple clubs.

4.8 If a member of the Executive has not paid fees when due then they are ineligible to hold office and that position immediately becomes vacant.

4.9 Additional committee positions can be created at an AGM or special general meeting as outlined in the Guild’s Club’s policy and Clubs Handbook.

4.10 The Executive is responsible for:

1. ensuring the good governance and financial management of the club;
2. maintaining and growing student membership of the club;
3. organising Club activities; and
4. representing the Club and its members within UniSQ.

4.11 Executive members cease to hold office if:

1. They resign in writing to the Secretary or to the President;
2. They are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at an Executive meeting; or
3. They fail to attend two consecutive meetings of the Executive without giving apology to the Executive.

4.12 The Executive may fill a single vacancy in its membership, which must be announced and ratified at a meeting of all members within a two-month period of the vacancy being recorded. If there is more than one vacancy the executive must invite their members to a special general meeting where the vacancies can be filled by ballot.

# Club operation

5.1 The club must adhere to the Guild’s Club’s policy and follow the governance and management processes outlined in the Guild’s Club’s Handbook.

5.2 The Club’s operation must align with the Guild and the University’s values and adhere to all rules, policies and procedures relating to student wellbeing, safety and corporate reputation.

5.3 The Club must submit their financial records to the ATO annually for auditing. This can be more often at the discretion of the Guild.

5.4 All income (including membership fees) received by the Club must be paid into the Club bank account.

5.6 The Club may only use its income, assets and profit for its purpose.

# Meetings

6.1 The Executive must meet at least four times each year (Executive Meetings).

6.2 Executive meetings may be called by the Secretary, President or jointly by any two Executive members.

6.3 The Executive member(s) calling the meeting must notify other Executive members in writing of the date, time and place of the Executive meetings at least five business days before the meeting is held.

6.4 The club must hold a minimum of 2 general member meetings per year (more if required).

6.5 Notice of general member meetings must be made known to all financial members at least 7 days prior to the meeting date with requests for agenda items.

6.6 Members may request that items of business be included on the agenda by submitting such a request to the Secretary no later than 48 hours before the appointed meeting time.

6.7 The Secretary shall create and distribute the meeting agenda to the Executive prior to each member and executive meeting.

6.8 The President will chair these meetings. If the President is not available, the meeting must elect another member to chair.

6.9 Decisions made at general member meetings can only be taken if a quorum of a simple majority of members is present.

6.10 An AGM must be held every year with meeting notice dates as per those outlined in the Guild’s Clubs Handbook.

6.11 The quorum required for the AGM is a simple majority of members. Proxy voting is not permissible at club AGMs.

6.12 Notice of Special General Meetings must be made known to all financial members at least 7 days prior to the meeting date. Decisions made at special general meetings can only be taken if a quorum of a simple majority of members is present.

# DISCIPLINE

7.1 Subject to this constitution, if the Guild’s delegated officer is of the reasonable opinion that a Club member or a member of its Executive have:

1. refused or neglected to comply with this constitution, the Guild’s Clubs Policy or any other relevant regulations or policies of the University; or
2. caused serious disruption to members use and enjoyment of amenities or services provided by the University or by other members;

then

The Guild may suspend the right of that Club or executive member to use the amenities and services of the University and/or the Guild for a specified period.

7.2 If it can be demonstrated that liability for any disruption or misconduct rests with an individual executive member, then that member may be banned from office for a specified time.

# GRIEVANCES AND APPEALS

8.1 Where a grievance is lodged to the Club secretary or the Guild’s delegated officer about:

1. another member;
2. a member of the executive;
3. a club activity; or
4. a club decision;

then the parties to the dispute must meet and discuss the matter and, if possible, resolve the dispute within 21 days after it has been lodged.

8.2 If the parties are unable to resolve the dispute within 21 days, the Club Secretary or the Guild’s delegated representative must appoint a mediator acceptable to all parties.

8.3 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

8.4 The mediator, in conducting the mediation, must:

1. Give the parties to the mediation process every opportunity to be heard;
2. Allow due consideration by all parties of any written statement submitted by any party; and
3. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

8.5 The mediator must not determine the dispute.

8.6 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Guild’s Complaint Resolution Policy.