

**NOTE: this constitution as you have edited it to be relevant to your club *must* be passed at your Inaugural General Meeting in order to affiliate to ANUSA.**

Anything in plain text can be changed, but we suggest keeping.

Fill in anything in red to be relevant to your club

Anything highlighted in yellow must be included word for word

Anything highlighted in blue must be included in some capacity, but the phrasing may be changed

Anything highlighted in green is not strictly necessary, but will make affiliating and affiliating significantly easier so it is highly recommended

*Club Name acknowledges the traditional custodians of the land on which ANU and the Club operate from, the Ngunnawal and Ngambri peoples. We recognise the continuing connection to lands, waters, and communities of all Aboriginal and Torres Strait Islander people. We pay our respect to Elders, past and present, and commit to standing with our First Nations people.*

## 0. **Data Security**

0.1. The Club will commit to maintaining appropriate data security in all documents and official communications to its members.

## 1. **NAME**

1.1. The official name of the club to which this Constitution applies is “**The Australian National University Model Club**”.

## 2. **INTERPRETATION**

2.1. In this Constitution, unless contrary intention appears:

- **Academic day** means a 24-hour period during any day or days that do not fall on a weekend or public holiday, and that fall during a Teaching Period of the Academic Colleges;
- **ANUSA or The Association** means the Australian National University Students' Association Inc.;
- **Club** means **The Australian National University Model Club**;
- **Executive** means the Executive Committee of the Club;
- **Meeting** means a General Meeting, Special General Meeting, or Annual General Meeting of the Club;
- **Member** means any full member of the Club;
- **Student** means any student of the University who retains membership of ANUSA;
- **University** means the Australian National University.

2.2. Any interpretation of this constitution or the resolution of any dispute under it may be appealed to the ANUSA Clubs Officer. The decision of the ANUSA Clubs Officer may be appealed by the means set out in the constitution and regulations of ANUSA.

### 3. AFFILIATION

- 3.1. The Club is affiliated to the ANU Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency.
- 3.2. The Club must fulfil its obligations under the Association's Clubs Regulations and Policies.

### 4. AIMS AND OBJECTIVES

- 4.1. The aims and objectives of this club are to:
  - 4.1.1. Be a model constitution
  - 4.1.2. Include a few objectives of your club here, i.e. 'promote and raise awareness for X issue', 'hold social events for X students'

### 5. MEMBERSHIP

- 5.1. Full membership is open to all currently enrolled ANU students.
- 5.2. The subscription fee for full membership is you can make this between free and 20 dollars
- 5.3. Membership is valid for the year in which the subscription fee was paid/whatever your Club wants it to be.
- 5.4. Members have voting powers at all meetings of the club.
- 5.5. The Executive has an obligation to ensure that a majority of all members, at all times, are currently enrolled students of ANU
- 5.6. A roll recording the name and membership number of all Club members, and the student number of all full members, is to be held and kept up to date by the Executive.

### 6. THE EXECUTIVE

- 6.1. The Club's Executive consists of [insert number of exec positions here], who are:
  - 6.1.1. The President; and
  - 6.1.2. The Treasurer; and
  - 6.1.3. The Secretary.
- 6.2. All members of the Executive must be currently enrolled students of the ANU
- 6.3. All members of the Executive must be full members of the club.
- 6.4. Election of the executive
  - 6.4.1. The Executive must be elected at each Annual General Meeting by a vote involving the members of the club.
  - 6.4.2. The Executive has the power to fill any vacancy in the Executive that may occur between Annual General Meetings.

- 6.4.3. Should a majority of the executive positions fail to be elected at an Annual General Meeting, the club shall, as soon as practicable, hold another General Meeting and elect the remaining executive members.
- 6.4.4. Upon continued failure to elect a majority of the executive positions, the club shall be dissolved.
- 6.5. Meetings of the executive
  - 6.5.1. A meeting of the Executive is to be held at least once during each Teaching Period of the Academic year, when and where the Executive sees fit.
  - 6.5.2. The quorum for a meeting of the Executive is the next whole number above half the number of members of the current Executive.
- 6.6. The Executive has the power to do all things it believes to be in the best interests of the Club subject to the provisions of this Constitution and the ANUSA Clubs Regulations and Policies.
- 6.7. Individual members of the Executive are bound by a resolution of a quorate Executive meeting to the extent that the resolution directly relates to their activities as a member of the Executive.

## 7. GENERAL MEETINGS

- 7.1. An Annual General Meeting is to be held at least once each year, not more than 14 months after the previous Annual General Meeting. At the Annual General Meeting, the Executive must:
  - 7.1.1. Hold an election for the Executive for the upcoming year;
  - 7.1.2. Each give an Annual Report;
  - 7.1.3. Provide statements of the year's income and expenditure; and
  - 7.1.4. Present a current balance sheet.
- 7.2. A General Meeting may be convened no more than once during each Teaching Period of the Academic year at the discretion of the Executive.
- 7.3. A Special General Meeting must be called by the Executive within ten (10) academic days of being presented with a petition signed by ten (10) members setting out the purpose for which such a meeting is requested.
- 7.4. The quorum for a General Meeting is 10 members.
- 7.5. Decisions of a General Meeting are by a simple majority of full members present in person who cast a vote.
- 7.6. The Club President must, where possible, Chair, or appoint another Club member to Chair, a General Meeting.
- 7.7. The Chair has a deliberative and casting vote. (This means that they decide the result of ties. You may want to have a provision that states that tied votes fail instead - this all depends on how much power you want to give the Chair)
- 7.8. Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive.

## 8. FINANCE

- 8.1. The assets and income of the Club/Society shall be used only for the promotion of the Club/Society's objectives and no portion may be paid or transferred directly or indirectly to members of the club/society except as:

- 8.1.1. bona-fide remuneration for services rendered by a member to the Club/Society,
- 8.1.2. repayment of expenses incurred by a member on behalf of the Club/Society
- 8.2. The club's bank account must:
  - 8.2.1. be only for the use of the Club;
  - 8.2.2. be registered under the club's name;
  - 8.2.3. the address for the bank account must be ANUSA's address;
  - 8.2.4. be a two-to-sign or similar account;
  - 8.2.5. have exactly three club executive members (trustees) authorised to operate the account.
- 8.3. The Trustees of the Club are the President, Treasurer, and Secretary. (You must have at least 3 trustees)
- 8.4. The Trustees have a legal duty to ensure that Club funds are being used in the best interests of the Club, which is to be viewed from the perspective of the Club as an independent entity, and not from the perspective of members.

## 9. POLICIES

- 9.1. Subject to this Constitution, the Executive may by a simple majority at an Executive meeting make/amend Club policies as would assist the convenient conduct of the Club's business.
- 9.2. Policies must be made available to members.

## 10. DISSOLUTION OF THE CLUB

- 10.1. On dissolution, disaffiliation or failure to re-affiliate by the end of the first teaching period, any net assets, property, funds or money shall not be distributed among the members but shall become the property of ANU Students Association and be given or transferred to the ANU Students' Association; except for funds sourced by means other than grants from ANUSA in the current and previous calendar year. Such other funds must be donated to a not-for-profit association with objects similar to those of the club, or to ANUSA.

## 11. AMENDING THE CONSTITUTION

- 11.1. Upon amending this constitution, the Club must give an updated copy of the Constitution to ANUSA.
- 11.2. This Constitution may be amended by a resolution carried by a two-thirds majority of full members present and voting at a General Meeting.
- 11.3. Notice of proposed amendments must be given to members at least 5 calendar days prior to the General Meeting.