

Constitution of the ANU Environment Department

Chapter I: Role of Constitution

1. Purpose of the Environment Department ('the Department')
 - 1.1. To engage in environmental activism
 - 1.2. To promote environmental sustainability on the ANU campus and in the wider community
 - 1.3. To provide a forum for collaboration between the various environmentally focused groups active at the ANU
2. Relationship with ANUSA Constitution
 - 2.1. Not be taken to be inconsistent with the ANUSA Constitution
 - 2.1.1. Should there be conflict between any requirement of this Constitution and the ANUSA Constitution, the ANUSA Constitution shall prevail
3. Amendment of this Constitution
 - 3.1. This Constitution shall be amended by an ordinary vote of an AGM or General Meeting of the Department

[note: the Schedules do not form part of this Constitution and may be amended by the Officer at any time]
4. Dissolution of the Environment Department
 - 4.1. The Department may be dissolved by a unanimous vote of all members present and voting at a General Meeting of the Department
 - 4.2. A General Meeting called to dissolve the Department may deal with no other business
 - 4.3. A resolution to dissolve the Department is only valid if the draft resolution was advertised in accordance with the notice requirements of a General Meeting of the Department
5. Disputes
 - 5.1. Any dispute arising from any function of the Department or this Constitution shall be referred for adjudication to the appropriate body under the ANUSA Constitution
 - 5.2. Members of the Department are obliged to seek resolution of disputes within the meetings of the Department where possible before they are referred to ANUSA for adjudication

Chapter II: Structure

6. Environment Officer
 - 6.1. The ANUSA Environment Officer ('the Officer') shall convene the Environment Collective and administer the Environment Department
 - 6.2. The Officer shall hold office in accordance with the ANUSA Constitution

- 6.3. Should the position of Officer fall vacant it may be filled by any eligible member of the Department under this Constitution and the ANUSA Constitution following:
 - 6.3.1. A resolution of the Department supporting the candidate has been presented to the appropriate officer of ANUSA; and
 - 6.3.2. The candidate is approved in accordance with the ANUSA Constitution.
 - 6.4. The Officer may be removed by a two-thirds majority at a General Meeting.
 - 6.4.1. A General Meeting called to remove the Officer may deal with no other business
 - 6.4.2. A resolution to remove the Officer is only valid if the draft resolution was advertised in accordance with the notice requirements of a General Meeting of the Department.
7. Co-convenors
 - 7.1. The Department may elect one (1) or more convenors to assist the Officer to administer the Department
 - 7.2. Convenors shall be elected by the AGM of the Department
 - 7.2.1. Co-convenors may be removed by ordinary vote of an Ordinary Meeting or General Meeting of the Department
 - 7.2.2. Further co-convenors may be appointed by ordinary vote of an Ordinary Meeting or General Meeting of the Department
 8. Membership
 - 8.1. All members of ANUSA as defined by the ANUSA Constitution shall be members of the Department
 - 8.2. A member may resign their membership in the Department by written and signed correspondence to that effect directed to the Officer
 9. Relationship with ANUSA
 - 9.1. The Department is a constituent part of ANUSA and constituted in accordance with the ANUSA Constitution
 - 9.2. The Department shall operate independently of the ANUSA Executive

Chapter III: Meetings

10. Annual General Meeting (AGM)
 - 10.1. AGM of the department must take place in the second semester of the academic year following the ANUSA election
 - 10.1.1. The Officer shall present a written report on the business of the department during the proceeding year
 - 10.1.1.1. The Officer's report will include the Budget and Financial position of the Department
 - 10.1.2. Any Co-convenor of the department may also present a report on their activities
 - 10.1.3. Any member may add a matter to the agenda of the meeting at any time

11. General Meetings

- 11.1. A General Meeting of the Department may be called at any time by the Officer or Resolution of the Department

12. Ordinary Meetings

- 12.1. An Ordinary Meeting of the Department is not an AGM or General Meeting of the Department

13. Calling and notice of meetings

13.1. AGM/General Meeting

- 13.1.1. Seven (7) academic days notice shall be given of an AGM or General Meeting of the Department

- 13.1.1.1. The Officer shall advertise all AGM and General Meetings on the door of the ANUSA office, across the Department e-list and in any other place that they are directed to do so by ANUSA or the Department

- 13.1.1.2. The Office shall prepare a draft agenda for the meeting and shall distribute it across the e-list

13.2. Ordinary Meeting

- 13.2.1. Three (3) academic days notice shall be given of an Ordinary Meeting of the Department

- 13.2.1.1. The Officer shall advertise all Ordinary Meetings on the door of the ANUSA office, across the Department e-list and in any other place that they are directed to do so by ANUSA or the Department

- 13.2.1.2. The Office may give standing notice of a regular meeting time

- 13.2.2. The department shall meet at least once in each two academic week period

14. Decision making

- 14.1. The Department shall determine the process by which decisions are made, including by consensus or majority vote
- 14.2. No member shall be excluded from the opportunity to express their opinion on any decision of the Department

15. Quorum

- 15.1. The quorum of the AGM and a General Meeting of the Department shall be ten (10) members

- 15.1.1. If the AGM is inquorate it shall be recalled within a period of two (2) academic weeks

- 15.1.2. An inquorate AGM or General Meeting may proceed as an Ordinary Meeting if it meets the quorum requirements of an Ordinary Meeting

- 15.2. The quorum of an Ordinary Meeting of the Department shall be eight (8) members

- 15.2.1. An inquorate Ordinary Meeting the meeting may proceed, but may not appropriate funds, change trustees or enact policy

16. Minutes

16.1. Minutes shall be kept of all meetings of the Department and shall be available to all members on request

16.1.1. The duty to take and store minutes rests with the Officer

Chapter IV: Finance

17. Trustees

17.1. There shall be at least three (3) Trustees of the Bank Account of the Environment Department

17.2. The Trustees shall be the Officer, and two other Members approved at a Meeting of the Department

17.2.1. Any money transfer must be signed by two trustees, one of which shall be the Officer

17.3. Before the end of the academic year the Department must authorise and minute the newly elected Officer to become a trustee of the Department

18. Budget

18.1. All expenditure shall be in accordance with the budget

18.2. An Ordinary Meeting or General Meeting or AGM of the Department may create or amend the budget of the Department

18.2.1. A budget may cover all or a portion of the year

18.2.2. The Department may approve a budget to cover the period between academic years

19. Petty cash

19.1. An Ordinary Meeting or General Meeting or AGM of the Department may create a petty cash fund of up to \$100 to be administered by the Officer

19.1.1. The petty cash fund shall refund expenditure of members of the Department for expenses incurred in service of the Department

19.1.2. Funds shall only be refunded if a receipt or similar proof of expenditure is presented to the Officer

20. Reporting

20.1. The Officer shall maintain records of all expenditure of the Department

20.1.1. Such record shall be made available to any member of the Department upon request

20.2. The Officer shall report the expenditure of the Department to any body required by the ANUSA Constitution

Schedule 1: Banking Details

Schedule 2: Related organisations and contact details

Schedule 3: Materials and forms

Schedule 4: Technology guides

Schedule 5: Recipes