

CONSTITUTION

OF

The Co-op Scholars Charitable Society

The University of New South Wales

1. Introduction

- 1.1 The official name of the club shall be the UNSW Co-op Scholars' Charitable Society (CSCS).
- 1.2 The club shall be affiliated to the Arc.
- 1.3 The mission statement of the club is to provide co-op scholars and the UNSW student community with the opportunity to make a difference by participating in volunteer activities that benefit the community and support fund-raising events for charitable causes.
- 1.4 The primary objectives of the club are
 - 1.4.1 To provide members and UNSW students with opportunities to serve and contribute to the community.
 - 1.4.2 Create an environment of friendship and fun.
- 1.5 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R Renton shall apply.

Definitions

- 1.6 For the purposes of this Constitution:
 - 1.6.1 The University shall mean the University of New South Wales (UNSW);
 - 1.6.2 The Arc shall mean Arc @ UNSW Limited;
 - 1.6.3 Tharunka shall mean the official publication of Arc titled "Tharunka";
 - 1.6.4 Blitz shall mean the official publication of the Arc titled "Blitz";
 - 1.6.5 The Co-op Program shall mean the UNSW Co-op Program;
 - 1.6.6 Re-affiliation shall mean re-affiliation with the Arc;
 - 1.6.7 Members shall mean full members of the club;
 - 1.6.8 Associate members shall mean associate members of the club;
 - 1.6.9 The Executive shall mean the Executive of the club;
 - 1.6.10 The Annual General Meeting shall mean the Annual General Meeting of the club;
 - 1.6.11 An academic day shall mean day during the first or second session of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and
 - 1.6.12 Subjects shall mean units of study offered by the University in progression to the award of a degree.
 - 1.6.13 A right of reply shall mean any written, emailed or recorded statement by a member of the club which is for the purpose of addressing a particular issue which was brought up against that member.
 - 1.6.14 The Co-op office shall mean those people in charge of the UNSW Co-op Program and its affiliations.
 - 1.6.15 A charity shall mean any organisation or association of people whose aim is to benefit the local and/or international community, and whose actions have proven their cause and exemplified compassion, benevolence and generosity towards humanity through the following:

- a) Almsgiving: collecting money and other voluntary contributions of help for people in need and distributing these collections to those in need;
 - b) By the provision of assistance and aid: the voluntary provision of materials, and human labour to people in need; and
 - c) Is regarded as a charity supported by all members of the Executive and the majority of the club members present at the meeting in which the agenda includes deciding the status of a potential charity.
- 1.6.16 Unless a contrary statement appears in Section 7 of this Constitution, the club shall be bound by all the clauses in Section 2 to Section 6 of this Constitution

2. Membership

- 2.1 Contact details for members of the club are to remain with the Executive and the Arc to have sole access. Contact details are not to be given or sold to any other person.
- 2.2 The club shall be recognised as a Constituent club.
- 2.3 Full membership of CSCS, in any given academic year, shall be open to all students of the University who are enrolled in the UNSW Co-op Program during that year.
- 2.4 The students referred to in 2.3 shall not be required to pay any club membership fee.
- 2.5 Associate membership shall be open to all persons who are not UNSW students, and those UNSW students who are not part of the UNSW Co-op Program, provided that they pay an annual membership fee that is set by the club Executive, and they complete a membership form prepared by the Club Executive. The executive retains the right to charge an annual membership fee.
- 2.6 The duration of a person's membership shall be until the club's next Annual General Meeting after they have become a member, or until the end of Week 1 in Session 1 of the University year after they have become a member, whichever is the later.
- 2.7 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.
- 2.8 Notwithstanding clause 2.7, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.7.
- 2.9 Notwithstanding clause 2.7, a member or associate member of a club may have their membership terminated after the following procedure is followed:
 - 2.9.1 A motion is carried by the President, Secretary and Treasurer, or the Executive is petitioned by five (5) members to instigate impeachment proceedings;
 - 2.9.2 The member concerned is notified by documentation of the procedures and proceedings at least five (5) academic days prior any meeting to discuss their future status in the club;
 - 2.9.3 The member concerned is given at least five (5) minutes to speak against the motion and/or the opportunity to provide a right of reply which must be read or heard by all members present at the final meeting to decide the concerned member's membership status.
 - 2.9.4 The motion is carried by the aforementioned final meeting.

3. Executive

- 3.1 The Executive of the club shall be elected from the full members at the Annual General Meeting and shall consist of at least:
 - 3.1.1 A President;
 - 3.1.2 A Secretary;
 - 3.1.3 A Treasurer; and
 - 3.1.4 A Delegate
- 3.2 No associate member of the club shall be permitted to hold an executive position. All Executive positions are reserved for members.
- 3.3 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times.
- 3.4 Job sharing of the Executive positions of President, Secretary and Treasurer is not permitted.
- 3.5 The Executive shall be responsible for the following duties:
 - 3.5.1 The activities of the club,
 - 3.5.2 The finances of the club.
- 3.6 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
- 3.7 Any member of the Executive shall have their position declared vacant if they:
 - 3.7.1 Die;
 - 3.7.2 Cease to be a member of the club;
 - 3.7.3 Are absent from any three (3) consecutive meetings of the club without apology or leave; or
 - 3.7.4 Have their position declared vacant at an Extraordinary General Meeting.
 - 3.7.5 Resign from their position
- 3.8 Duties of the following Executive positions shall include but not be limited to:
 - 3.8.1 President
 - a. To chair all club, Committee, General and Annual General Meetings (held during the calendar year) of the club or society;
 - b. To oversee and coordinate the activities and administration of the club;
 - c. To have a high level strategic plan of the club;
 - d. To ensure that the elected officers of the club or society perform duties as laid down by the club's Constitution, through the regular email updates, regularly advertised meetings, reports and notices and/or regular newsletters;
 - e. To ensure that all other tasks necessary for the running of the activities of the club are performed, properly either by doing them or delegating the duties;
 - f. To have a thorough knowledge of the club's or society's Constitution;
 - g. To plan the coming year's activities;
 - h. To act as the official spokesperson for the club;
 - i. To arrive at a membership fee with the Executive;
 - j. To liaise with fellow office bearers;
 - k. To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;

- l. To liaise with the Arc and departments of the University where necessary;
 - m. To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to the Arc;
 - n. To ensure that the Arc is informed of changes to the Executive;
 - o. To pass on their knowledge to their successor.
- 3.8.2 Secretary
- a. To assist the President in any matter to which the secretary's expertise can be utilised or is required
 - b. To be responsible for receiving and replying to all correspondence on behalf of the club;
 - c. To organise meetings, agendas (with consultation with the President), and minutes;
 - d. To keep relevant club papers in order;
 - e. To coordinate elections; and
 - f. To maintain the member list up to date
- 3.8.3 Treasurer
- a. To keep and maintain all club financial records;
 - b. To hold cheque books, petty cash tins, etc;
 - c. To keep the club informed of its financial position (at meetings; through regular email reports, or regular newsletter;
 - d. To carry out financial transactions as directed by the club management;
 - e. To not lend money, under any circumstances to yourself, club members or other clubs;
 - f. To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
 - g. To ensure the club is not in debt, endeavouring to match costs and income as closely as possible;
 - h. To always insist on a receipt or docket to validate any expenditure by the club;
 - i. To pay all accounts;
 - j. To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
 - k. To always provide a receipt to a person who gives money to the club for any reason and bank all money received IMMEDIATELY;
 - l. To ensure you have at least two and not more than three signatories who are Executive members to the cheque account;
 - m. To ensure that club funds are not misused at any time; and
 - n. To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained.
- 3.8.4 Delegate
- a. To be aware of the Arc funding system, it's requirements and its possibilities for the club;
 - b. To communicate with the Executive before and after each Arc Clubs General Meeting to pass on information (about grants etc);
 - c. To liaise with the Arc and the club's Executive;
 - d. To have a good working knowledge of Arc forms;
 - e. To clear out the club's pigeon hold in the Arc Resource Centre at least every two weeks; and

- f. To attend Arc Clubs General Meetings or nominate a fellow club member to attend on your behalf, or send advance apologies (taking the form of a written note detailing your name, club, and the date of the meeting you cannot attend).

4. Meetings

Annual General Meetings

- 4.1 There shall be one (1) Annual General Meeting every calendar year.
- 4.2 The Annual General Meeting shall be held during University session.
- 4.3 Notice in the form of an agenda for the Annual General Meeting shall be no less than five (5) academic days, as is to be:
 - 4.3.1 Advertised to the CSCS mailing list
 - 4.3.2 Advertised to all Co-op students through the Co-op newsletter if permitted by the Co-op office
 - 4.3.3 Given in writing to the Arc
- 4.4 Quorum for the Annual General Meeting shall be fifteen (15) members or one half of the club membership, whichever is lesser.
- 4.5 At an Annual General Meeting
 - 4.5.1 Reports shall be presented by at least the President and the Treasurer;
 - 4.5.2 Full financial reports shall be presented and adopted;
 - 4.5.3 Elections for a new Executive shall be conducted; and
 - 4.5.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 4.6 Full minutes of the meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to the Arc within 10 academic days of the meeting.

Extraordinary General Meetings

- 4.7 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.10.
- 4.8 Extraordinary General Meetings shall be held during University session.
- 4.9 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
- 4.10 To petition Extraordinary General Meeting fifteen (15) members or half the club membership, whichever is lesser, must petition on the Executive in writing.
- 4.11 Such as petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.
- 4.12 There shall be other general meetings of the club as the Executive sees fit.

Meetings

- 4.13 General requirements for all meetings are as follows:
 - 4.13.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
 - 4.13.2 Each member present is entitled to one vote;
 - 4.13.3 Proxy vote may be given in writing to the President, Secretary or Treasurer
 - 4.13.4 In the case of equality of voting, the President shall have the casting vote;
 - 4.13.5 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;

5. Finance

- 5.1 The Executive must approve all accounts and expenditures for payment.
- 5.2 All financial transactions shall require two signatures of members of the Executive.
- 5.3 The club shall nominate at least two (2) members of the Executive as possible signatories for the account. By default this will be Treasurer and the President.
- 5.4 The financial records of the club shall be open for inspection by the Arc at all times.

6. Dissolution

- 6.1 Dissolution of the club will occur after the following conditions have been met:
 - 6.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.7 to 4.11;
 - 6.1.2 Procedures for notification as set out in 4.3 are followed, and the reasons for the proposed dissolution are included with the notification to the Arc;
 - 6.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is lesser;
 - 6.1.4 No other business may be conducted at the meeting to dissolve the club;
 - 6.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten (10) minutes set aside for this purpose;
 - 6.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
 - 6.1.7 If the motion to dissolved is carried, the Arc must be notified within ten (10) academic days.
- 6.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
 - 6.2.1 The Arc must give twenty (20) academic days notice in an official Arc publication and in writing to the last known President before dissolving the club in this way
- 6.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, the Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty (20) academic days to forward all relevant items to Arc before any action is instigated.

7. Supporting Charities

- 7.1 This club shall not send its members to partake in an charitable activity run by any charity which through this medium seeks to directly spread its religious or philosophical beliefs:
 - 7.1.1 By an activity directly related to the charitable act including:
 - 7.1.1.1 written and spoken word; and/or
 - 7.1.1.2 action,

- unless by unanimous support from the President, Secretary and Treasurer and a majority vote of all members present at a meeting discussing the choice of the charity in question.
- 7.2 This club will aim to support and partake in the activities of any charity whose activities are aligned with mission and objectives of CSCS and whose activities are clearly intentioned to provide direct benefit the community rather than promote association and/or religious affiliation.

8. Additions

- 8.1 The executive shall ensure that all services and events run by CSCS, internally and externally, are done so such that they are covered by the University's insurance. CSCS is not liable for any loss and/or injury that may occur from a CSCS event or service.
- 8.2 The control of CSCS shall be vested in the Executive. The Executive shall have full powers, subject to this constitution, for the furtherance of the mission, in 1.3, and the objects, in 1.4, of the society.