

**UNIVERSITY HALL  
RESIDENTS' CLUB**

**CONSTITUTION**

**OCTOBER 2017**

## **1. NAME OF CLUB**

- a. The name of the Club shall be the University Hall Residents' Club

## **2. DEFINED TERMS**

In this Constitution:

- a. *Simple majority* means that the number of votes in favour of a motion exceeds the number of votes against a motion.
- b. *Absolute majority* means that the number of votes in favour of a motion represents a majority of the number of persons eligible to vote (*for example, if the Committee has 19 members, an absolute majority would require 10 votes in favour, even if only 15 persons were in attendance at the meeting*).
- c. *Two-thirds majority* means that the number of votes in favour of the motion is more than twice the number of votes against the motion.

## **3. OBJECTS**

- a. The Objects of the Club shall be to:
  - i. facilitate and encourage intellectual, social, sporting, cultural and other extra-curricular activities for Ordinary Members;
  - ii. represent Ordinary Members by advocating on their behalf to the administration of University Hall, the University of Western Australia ('UWA'), the UWA Student Guild and any other such institutions where advocacy is required; and
  - iii. do all such other things as appear necessary for the benefit of Ordinary Members.
- b. The property and income of the Club shall be applied solely towards the promotion of these objects.
- c. No part of the property or income of the Club may be par or otherwise distributed, directly or indirectly, to Members, except in good faith in the promotion of these objects.

## **4. MEMBERSHIP**

The Membership of the Club shall consist of all residents at University Hall who are enrolled students at UWA, Taylors College or another tertiary education institution or program affiliated with University Hall.

## 5. COMMITTEE

- a. The Executive of the Club shall consist of:
  - i. the President;
  - ii. the Vice-President;
  - iii. the Treasurer; and
  - iv. the Secretary.
  
- b. The Committee of the Club shall consist of:
  - i. the Executive;
  - ii. the Inter-College Representative;
  - iii. the Social Officer (3);
  - iv. the Cultural Officer;
  - v. the International Representative;
  - vi. the Post Graduate Representative;
  - vii. the Fresher Representatives (2);
    1. the Semester 1 Fresher Representative;
    2. the Semester 2 Fresher Representative;
  - viii. the Women's Sports Officer;
  - ix. the Men's Sports Officer;
  - x. the Sports Officer;
  - xi. the Publications Officer;
  - xii. the Logistics Officer;
  - xiii. the Immediate Past President; and
  - xiv. the IT Officer.
  
- c. The roles and responsibilities of each member of the Committee shall be as follows:

- i. President: to provide leadership, to ensure the Committee functions properly, to ensure the organisation is managed effectively, provide support and supervision to the executive, to represent the organisation; to sit on the Inter-College Council as University Hall's representative;
- ii. Vice-President: to be responsible for the organization of all events and managing the Social Officers, Cultural Officer, International Representative, and Post Graduate Representative; to assist the President where possible;
- iii. Treasurer: to provide general financial oversight, financial planning and budgeting, financial reporting, banking, book-keeping and recordkeeping;
- iv. Secretary: to ensure meetings are effectively organised and minuted, maintain effective records and administration, uphold any legal requirements of the Club, oversee communication, correspondence, and the Club's public image and to manage the Publications officer;
- v. Inter-College Representative: to be the club's delegate to relevant inter-college student organisations (i.e. Residential Students' Department);
- vi. Social Officer: to be responsible for formulating and organising events with a social emphasis, and assisting the Cultural Officer;
- vii. Cultural Officer: to be responsible for formulating and organising events with a visual and performing arts, and cultural emphasis;
- viii. International Representative: to be responsible for formulating and organising events with an international emphasis and to represent the interests of international Members;
- ix. Post Graduate Representative: to be responsible for formulating and organising events focused toward Post Graduate Members and to represent the interests of Post Graduate Members;
- x. Fresher Representative (Semester One): to represent incoming residents from Semester One who were ineligible to vote in the previous general election.
- xi. Fresher Representative (Semester Two): to represent incoming residents from Semester Two who were ineligible to vote in the previous Fresher Representative election and previous general election;

- xii. Women's and Men's Sports Officers: to be responsible for their respective intercollege sporting teams and to organize the Club's sporting activities; to sit on the UWA Sports Inter-College Committee;
- xiii. Sports Officer: to be responsible for the coordination and logistics of University Hall's intercollege sporting teams; to assist the Women's and Men's Sports Officers as required;
- xiv. Publications Officer: to organise the production of advertising and informational materials to be used in the promotion of the activities of the Club and to maintain the Club's social media accounts and the ResClub websites;
- xv. Logistics Officer: to be responsible for the organization of the acquisition of assets by the Club for the purpose of improving the facilities available to Members, to be responsible for the repair and maintenance of the Club's assets, to be responsible for the acquisition and distribution of Club merchandise;
- xvi. Immediate Past President: to serve as the advisor to the Committee; to assist the president where possible, and;
- xvii. IT Officer: to use their relevant skills to improve ResClub processes and events through technological innovation.

All committee members are expected to be present during the full length of O-Week.

## **6. FEES**

The Committee may impose O-Week fees, subscription fees and any other such fees by way of a successful motion at a Committee Meeting. Fees are non-refundable unless decided otherwise by the Executive.

## **7. GENERAL MEETINGS**

- a. General Meetings shall consist of Annual General Meetings ('AGMs') and Special General Meetings ('SGMs').
- b. AGMs:
  - i. shall be held once every year during UWA second semester;
  - ii. must be called by the Secretary at least seven days prior to the meeting
  - iii. must include a report from the President and any other members of Committee who wish to provide a report to the membership;
- c. Any Member may have a motion considered at an AGM if:

- i. the motion is provided to the Secretary at least 3 days prior to the meeting;
  - ii. the motion is seconded by another Member; and
  - iii. the motion is not declared by the Chair to be incompatible with this Constitution.
- d. SGMs:
  - i. may be held at any time during an ordinary UWA teaching week;
  - ii. may be called at any time by a successful motion of the Committee;
  - iii. must be called by the Secretary within 14 days of receiving a written request from at least 10 Members; and
  - iv. shall only consider items placed on the agenda for the meeting.
- e. An SGM shall only consider items which:
  - i. Are included in the motion or request for the SGM to be held; and
  - ii. are provided in full to Members at least 3 days prior to the SGM.
- f. A General Meeting shall be chaired, in accordance with the Standing Orders, by:
  - i. the President; or
  - ii. if the President is absent, a member of Committee nominated by the President.
- g. The quorum for a General Meeting is 40 Members.

## **8. STANDING ORDERS FOR GENERAL MEETINGS**

- a. All business to be considered at a General Meeting shall be by way of a formal motion framed in the affirmative. For each motion:
  - i. the mover will have the right to speak first;
  - ii. the seconder will have the right to speak second;
  - iii. after the mover and seconder have spoken, the Chair shall call for further speakers and create a speaking list based on the order in which Members indicate a desire to speak;
  - iv. when the speaking list has been exhausted, the mover of the motion will have the final right to speak before the motion is put to a vote; and

- v. in voting on the motion, Members may vote for, vote against, or abstain.
- b. A motion will succeed if, on a show of hands, it attains a simple majority of votes.
- c. The Chair of the meeting shall:
  - i. make whatever procedural orders they deem necessary to ensure the meeting is conducted with efficiency and order;
  - ii. reject any motion which, in their opinion, is incompatible with this Constitution (including the Objects of the Club);
  - iii. interpret and determine any procedural matters not dealt with in these Standing Orders; and
  - iv. decide to eject from the meeting any Member who, after receiving a formal warning from the Chair, continues to behave in a manner which is disruptive, offensive towards another Member, or in contravention of a valid direction from the Chair.
- d. Any order, decision or direction made by the Chair may be challenged by way of a procedural motion moved at any time by a Member. If such a challenge occurs:
  - i. the Member challenging the decision must explain, for no longer than one minute, their reasons for challenging the decision; after which
  - ii. the Chair may exercise a right to provide a reply, for no longer than one minute, to justify their decision; after which
  - iii. the procedural motion shall be voted on immediately without any other speakers being heard.
- e. Any Member may move a procedural motion at any time:
  - i. that a motion be put to a vote;
  - ii. that speaking time be limited to a specified duration;
  - iii. that a speaker no longer be heard; or
  - iv. for any other procedural matter which the Chair decides is appropriate.
- f. Unless specified otherwise in these Standing Orders, a procedural motion shall be put to a vote immediately, without any speakers for or against, and shall succeed if it attains a simple majority of Members present.

- g. Any member may make a point of order at any time requiring the Chair to observe these standing orders.

## **9. ELECTION OF COMMITTEE MEMBERS**

- a. With the exception of the Treasurer and IT Officer, each Committee position specified in section 6 (a) & (b) of this Constitution shall be elected in accordance with the Election Regulations.
- b. The Election Regulations used for an election shall be those which:
  - i. have received endorsement from the Committee by way of a successful motion achieving an absolute majority; and
  - ii. are presented to a General Meeting and endorsed by way of a successful motion achieving a simple majority.
- c. If no such Election Regulations described in part (b) exist, then the election shall be conducted by those rules which applied to the last election of a Committee position.
- d. The Treasurer and IT Officer shall be appointed by the outgoing Executive through a written application and interview process. This process:
  - i. subject to (ii), shall be determined by the outgoing Executive; and
  - ii. must include a requirement that members of the Executive declare any actual or perceived conflicts of interest and manage those conflicts appropriately.

## **10. COMMITTEE MEETINGS**

- a. All members of the Committee are entitled to attend, speak, and vote in each Committee meeting.
- b. All Members are entitled to attend a Committee meeting, with the exception of any motions or discussions of a sensitive nature which the Committee decides, by way of a procedural motion, to conduct in a closed session.
- c. Meetings of the Committee shall have a quorum of 8 Committee members, at least 2 of whom must be members of the Executive.
- d. The standing orders for meetings of the Committee shall be adopted or changed by way of a successful motion, which must achieve a simple majority.



## **11. CODE OF CONDUCT**

- a. The Club's code of conduct may be altered by way of a two-third majority vote in a committee meeting.
- b. Behaviour in breach of the code of conduct, or otherwise determined as inappropriate by the committee may result in the exclusion of an offending member from the club.

## **12. PROCESS OF EXCLUSION**

- a. Any member may motion for the exclusion of another member at an ordinary committee meeting. For each motion:
  - i. the motion must be provided to the secretary at least 7 days in advance, which in turn must be provided to the accused member at least 3 days prior to the motion;
  - ii. the mover of the motion, or a representative of the mover, may speak first, providing justification for exclusion; after which
  - iii. the accused member, or a representative of the accused member, may then speak to provide a rebuttal;
  - iv. exclusion, including length and nature, will be imposed following a successful two-third majority vote by the committee.
  - v. The motion may occur in camera at the request of either party.
- b. A member who is currently under exclusion from the club may appeal their exclusion to the committee in the circumstance that new information becomes available. Success of the appeal will be decided by a two-third majority vote.

## **13. ALTERING THIS CONSTITUTION AND ELECTION REGULATIONS**

- a. This constitution may only be changed by way of a motion passed at a General Meeting with a two-thirds majority of votes.
- b. The Election Regulations may be changed by way of a motion passed at a General Meeting with a two-thirds majority of votes or unanimous decision through a Committee meeting.