



Sample Constitution for Cultural Clubs and Societies

1. NAME

The name shall be "BLANK"

2. DEFINITIONS

In this Constitution, and in all rules made hereunder, the following terms shall mean:

- | | | |
|------|-------------------|--|
| 2.1. | "University" | " Shall mean Bond University" |
| 2.2. | "Committee" | "The Committee of BLANK" |
| 2.3. | "Club" | "BLANK" |
| 2.4. | "B.U.S.A" | "Bond University Student Association" |
| 2.5. | "Students" | "Individuals enrolled in a degree program at Bond University. |
| 2.6. | "Member" | "Member of the committee" |
| 2.7. | "Regular meeting" | "Consist of the executive and any other committee members present" |

3. OBJECTS

The objects of the Club shall be:

- 3.1. *The plans and purpose of the Club*

4. MEMBERSHIP

- 4.1. All students of the University shall be eligible for membership of the Club.
- 4.2. The club shall, where possible, be present at Club Sign-On Day, or its equivalent, to provide students with an opportunity to join. If this does not occur, the club must find an alternate avenue whereby students can sign up as members.
- 4.3. Students may also sign up for membership via email or other events at any point in a semester.
- 4.4. The Club shall keep a register of members.

5. OFFICE BEARERS

- 5.1. The Executive Committee of the Club shall include:

- 5.1.1.1. A President
- 5.1.1.2. Vice President
- 5.1.1.3. Secretary
- 5.1.1.4. Treasurer

5.1.1.5. And such number of other members as the Committee may from time to time elect or appoint.

5.2. Only Club members may vote and run for office.

5.3. Office bearers may be dismissed from office by a vote of $\frac{3}{4}$ of the committee.

6. Elections

6.1. Voting must be conducted once a semester; or whenever an office bearer is dismissed or otherwise absents themselves from membership of the committee.

6.2. Nominations must be received by the Secretary of the committee

6.2.1. Nominations must include the name of the candidate, the position sought, the signature of a nominator and seconder, and the candidate.

6.2.1.1. Nominators, seconds and candidates must be members of the committee.

6.3. Candidates may run for only one executive position at a time

6.4. The Office bearers must be elected by the committee through 'first past the post' voting system and by secret ballot.

6.5. Voting will be carried out by the current executive committee

6.5.1.1. Members may contact B.U.S.A if they believe the election to be invalid; or otherwise unfair.

6.5.1.2. B.U.S.A will have authority to resolve the situation by whatever means deemed appropriate.

6.6. Only members are able to vote in committee elections

7. Duties of Executive Officers

7.1. The duties of the President of the committee shall be:

7.1.1. To act as the official representative of the Association

7.1.2. To further the objects of the Association

7.1.3. *etc*

7.2. The duties of the Vice-President of the committee shall be:

7.2.1. To aid in any way possible the activities of the President

7.2.2. To act as the President in the Presidents absence

7.2.3. *etc*

7.3. The duties of the Secretary of the committee shall be:

7.3.1. To keep, maintain and distribute the minutes

7.3.2. To keep and maintain records and correspondence as is reasonably required for the proper conduct of the committees affairs.

7.3.3. To maintain a current register of members; including all relevant contact details

7.3.4. *etc*

7.4. The duties of the Treasurer of the committee shall be:

7.4.1. To take responsibility for the receipt and deposit of all committee income

7.4.2. To make provision for the prompt payment of committee debts

7.4.3. To keep and maintain records of receipts, deposits and payments as necessary for the proper conduct of the committee.

- 7.4.4. To prepare an annual Treasurers Report outlining the finances of the committee.
- 7.5. Any member of the Executive committee may delegate or share his/her duties with another member of the Executive Committee where deemed appropriate by the simple majority of the Executive Committee.

8. Meetings

- 8.1. Regular meetings of the association shall be held fortnightly
- 8.2. Meetings shall be chaired on a rotational basis between the members of the committee.
- 8.3. Executive Meetings shall be held whenever deemed appropriate by the Executive, with minutes distributed by the secretary to all members within 48 hours.
- 8.4. An Annual General Meeting shall be held once a year and shall include; the annual reports prepared by each member of the executive committee, any general business, etc.
- 8.5. Questions raised at meetings shall be decided upon by voting of the members
 - 8.5.1. All members have an equal vote
 - 8.5.2. If the result is tied, the question is concluded in the negative.

This is a sample constitution only and should reflect the objects and values of your club or society.

Your constitution should explain how your committee will operate, and must be approved the Clubs and Societies Director.

If you have any questions please contact the Clubs and Director: Jimmy HvD at clubs@student.bond.edu.au