

## **Melbourne Arts Students Society Constitution**

### **1. General**

- (a) The name of the Society shall be the MELBOURNE ARTS STUDENTS SOCIETY (M-ASS).
- (b) This Society is affiliated to UMSU Inc (UMSU) and anything in this constitution that conflicts with the constitution of UMSU or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the constitution of UMSU and the Clubs & Societies Regulations shall apply.
- (c) During the course of affiliation with UMSU, this Society shall comply with any requirements of the Clubs and Societies Committee of UMSU for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs and Societies Committee in accordance with any conditions imposed by such body.

### **2. Society Aims**

The aims of the Society are:

- (a) to facilitate greater interaction amongst students in the Faculty of Arts (in particular, amongst first year students);
- (b) to provide students in the Faculty of Arts with additional resources for academic and/or graduate employment needs;
- (c) to enhance communication and consultation between the Faculty of Arts and its students.

### **3. Membership**

- (a) Membership shall be open to all students of the University of Melbourne, and to any other persons who subscribe to the aims of the Society.
- (b) A person shall be a Member of M-ASS if they pay a membership fee extracted at the Committee's direction and supply such information as directed by the Committee.

### **4. Committee Structure**

The Committee shall have the following members:

- (a) an Executive, of which at least two members must be members of UMSU, consisting of:
  - (i) one President, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (ii) one Vice-President, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (iii) one Secretary, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (iv) one Treasurer, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (v) one Education Officer, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
- (b) Non-Executive members consisting of:
  - (i) one First Year Representative, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (ii) one Second Year Representative, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (iii) one Third/Fourth Year Representative, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (iv) two Co-ordinators of Social Events, who shall be Melbourne University students, enrolled in the Faculty of Arts;
  - (v) one Co-ordinator of Publications, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
  - (vi) one Co-ordinator of Careers, who shall be a Melbourne University student, enrolled in the Faculty of Arts;

- (vii) two Co-ordinators of Sponsorship, who shall be Melbourne University students, enrolled in the Faculty of Arts;
- (viii) one Co-ordinator of Marketing, who shall be a Melbourne University student, enrolled in the Faculty of Arts;
- (c) A General Committee of volunteers who will assist with M-ASS events, of not more than 15 members, who are to be appointed by the Executive and Non-Executive Committee's vote. General Committee members will not have voting rights at Committee Meetings, and are not considered "Committee Members" for the purposes of General Meetings or Annual General Meetings.

### **5. Powers of the Committee**

The committee shall have the following powers:

- (a) control over the finances of the Society;
- (b) control of the activities of the Society.

### **6. Committee Decisions Subject to General Meeting**

The Committee is at all times bound by the decisions of a Society General Meeting (including the Annual General Meeting). Any Committee decision may be overturned by a Society General Meeting.

### **7. Occurrence of Annual General Meetings**

There shall be one Annual General Meeting (AGM) every calendar year, which shall be held during the academic period, but no later than the end of September.

At this meeting:

- (a) written reports shall be presented by the President, Treasurer, Education Officer, and any other pertinent persons;
- (b) ratification of the Society's constitution shall take place;
- (c) a full financial report will be presented and adopted for the financial period from the previous AGM to the current AGM;
- (d) elections will be held for a new Committee, to take charge of the Society from the close of the meeting;
- (e) other moved motions may be discussed and voted upon, with preference going to motions of which notice was given before the meeting.

After the meeting:

- (f) the Society is required to submit all the AGM documents to the UMSU Clubs & Societies Administrator within two weeks of the AGM.

### **8. Occurrence of General Meetings**

There shall be such General Meetings as the Committee sees fit, or as petitioned. The procedure of such meetings will be as for the Annual General Meeting, except Committee elections will not be held unless specifically notified.

### **9. Petitions for General Meetings**

If fifteen Members, or one third of the Membership, whichever is smaller, should petition the Committee for a General Meeting, such a meeting must be held within fifteen academic days, at a date to be set by the Committee.

### **10. Quorum for Meetings**

The quorum shall be:

- (a) at a General Meeting or Annual General Meeting, a minimum of twenty members, who are not Committee Members;
- (b) at a Committee Meeting, six Committee Members, at least one of whom must be a member of the Executive.

### **11. Notice of Meetings**

- (a) The Committee shall be required to give at least five academic days notice of a General Meeting (GM) or Annual General Meeting (AGM). Such notice must be email

notification and given to both the Clubs and Societies Administrator and the membership.

- (b) A Committee Meeting may be called by any Executive Member of the Committee, or by three Non-Executive Members of the Committee (but not General Committee Members), subject to such limitation on notice and spending as the Committee may from time to time set.

## **12. Voting at Meetings**

Voting in all meetings shall be democratic, with a simple majority sufficing for the passage of a motion. All tied motions are lost. No proxy voting shall be permitted.

## **13. Constitutional Change**

Constitutional changes require a simple majority of members voting at a General Meeting or Annual General Meeting, and take effect from the end of the meeting. Any motions to change the constitution must be presented in writing to the Committee at least five academic days before the Meeting, and notice of these shall be given to the Membership. Constitutional changes shall be approved by the UMSU Clubs and Societies Office Bearer(s) before they are presented to a General Meeting.

## **14. Resignation of Committee Members**

Any Executive, Non-Executive or General Committee Member may resign their position on the Committee. Upon such a resignation, that position is deemed open, and a General Meeting must be called to elect a successor (except in the case of General Committee Members, for whom the Committee may at its discretion appoint a replacement). To resign, a Committee Member must write to the Secretary or President of the Society stating that they are resigning from the Committee. The resignation is effective as of the date on which the written resignation is first received by either the President or the Secretary, whichever is sooner.

## **15. Automatic Resignation if Meetings Missed or No Longer Arts Student**

Any Executive or Non-Executive Committee Member absent from two consecutive Committee Meetings without due cause or previous apology, or any Executive or Non-Executive Committee Member who ceases to be a student enrolled in the Faculty of Arts at the University of Melbourne, may, at the Committee's discretion, be deemed to resign her/his position by a motion of the Committee, and a General Meeting must be called to elect a successor.

## **16. Impeachment of Committee Members**

If it is deemed that a Committee Member should be stood down, by a motion of the Committee, or a petition bearing of the names of at least fifteen Members, impeachment proceedings will take place against the nominated Committee Member. At the next General Meeting or Annual General Meeting, a motion shall be put to impeach the Committee Member, provided that at least five academic days notice has been given to the Membership and to the Committee Member concerned in writing. If this is passed by a two-thirds majority, that Committee position will become vacant and a new election held immediately. The Committee Member to be impeached will be given at least five minutes to speak before the vote is taken.

## **17. Acting Executive Committee Members**

Where, in accordance with this constitution, a position on the Executive becomes vacant at a time where it is impracticable or impossible to call a General Meeting, the Committee may (by a motion passed by a simple majority) appoint any current Non-Executive Committee Member to the vacant position as an Acting Executive Member. That person may exercise such powers as could be exercised by their predecessor. Notwithstanding any such appointment, a General Meeting must be called as soon as it becomes practicable or possible to do so, in order to elect a successor to the vacant position as a normal Executive Member.

## **18. Acting Non-Executive Committee Members**

Where, in accordance with this constitution, a position on the Non-Executive Committee becomes vacant at a time where it is impracticable or impossible to call a General Meeting,

the Committee may (by a motion passed by a simple majority) appoint any person (who fulfils the criteria in this Constitution for Non-Executive Committee membership) to the vacant position as an Acting Non-Executive Committee Member. That person may exercise such powers as could be exercised by their predecessor, except that they may not vote at Committee Meetings. Notwithstanding any such appointment, a General Meeting must be called as soon as it becomes practicable or possible to do so, in order to elect a successor to the vacant position as a normal Non-Executive Committee Member.

### **19. Expulsion of Society Members**

By a motion of the Committee, or a petition bearing the names of at least fifteen members, any member of the Society can be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's Membership of M-ASS. No member may be expelled on the grounds of race, sex, gender, religion, or political, moral or sexual views.

### **20. Winding Up Motions**

A motion to wind up the Society must be written and notice of the motion is to be given in the agenda for the General Meeting at which the winding up motion is to be decided. A winding up motion must be carried by a majority of at least three-fifths of those voting.

### **21. Trust of UMSU-Funded Assets if Wound Up**

In the event that the Society is wound up, or ceases to be affiliated to UMSU, the control of assets which have been 50% or more funded by UMSU Clubs and Societies Committee grants and which are less than three years old will revert to UMSU, and be held in trust by the UMSU Clubs and Societies Committee until such time as a club with substantially the same aims is affiliated or a period of 18 months lapses.

### **22. Winding Up due to Inability to Hold Meeting with Quorum**

In the event that the Society has not been able to organise a meeting with quorum within a 12-month period, the UMSU Clubs and Societies Committee may wind up the Society by passing a motion to do so under the rules of UMSU. Any member of the Society who wishes to oppose the winding up of the Society should make submissions to the UMSU Clubs and Societies Committee. The decision of the Clubs and Societies Committee is final, subject only to appeal under UMSU rules.

### **23. Definition of "Academic Day"**

For all purposes herein, an "academic day" will be considered a day in the academic calendar of the University of Melbourne.